



**INTERNATIONAL
SCHOOL HAARLEM**

**1st Week of School Primary Checklist
&
Frequently Asked Questions
2023-2024**

Welcome

Welcome to the 2023-2024 school year!

We hope this FAQ booklet helps to answer any questions you may have about the first few days at either of our primary locations.

On behalf of all the staff at ISH, we wish you and your child all the best with your preparations and look forward to welcoming you. For our returning students and families, we look forward to welcoming you back!

The ISH Team

Getting to School

Lower Primary School (groups 1-3)

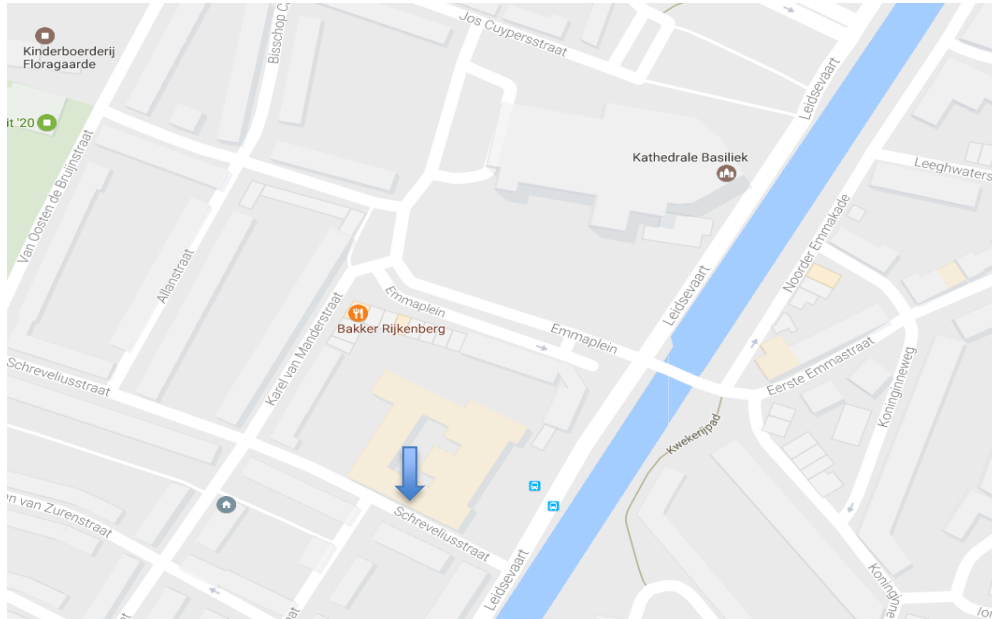
The International School Haarlem for lower primary groups 1, 2 and 3 is located at Buitenrustlaan 9, 2012BL Haarlem

If you are arriving by:

- **Bike:** we have space in the school grounds to park bicycles which are the preferred mode of transport in the Netherlands. Locks are not provided; we therefore recommend you bring your own. Please consider the usual safety precautions and keep your bike in good working condition. If you also have smaller children and plan to cycle with a child on the back of your bike, please ensure you consider spoke protectors (In Dutch – *Jasbeschermer*). Whilst these are not compulsory, they are recommended. If you are in any doubt, please seek advice from a professional bike store.
- **Taxi:** we are unable to recommend specific taxi firms however a google search of, ‘taxi Haarlem’ will provide you with a list of firms, most of which also have staff who speak English. It is difficult to find a taxi in Haarlem except for at the train station. If you need a taxi, we recommend you book it in advance.
- **Car:** there are no allocated onsite guest parking spaces for ISH and parking in the surrounding residential area is limited. Please also note that the routes are busy with rush hour traffic in the mornings.
- **Closest train station.** The closest train station is Station Haarlem Spaarnwoude, 2031 CZ, Haarlem and Haarlem central train station: Stationsplein 11 L, 2011 LR Haarlem
- **Bus:** There are a few bus stops in the immediate area, Refer to www.9292.nl/en

Upper Primary groups 4-7

The International School Haarlem for upper primary groups (groups 4, 5, 6 and 7) is located at: Schreveliusstraat 27, 2014XP Haarlem.



Please do not try to access our school via the Leidsevaart. A different school called the ECL is adjoined to our building. You cannot access our school through the ECL building. Our front door is located on Schreveliusstraat.

If you are arriving by:

- **Bike:** we have ample space in the school grounds to park student bicycles which are the preferred mode of transport in the Netherlands. Locks are not provided; we therefore recommend you bring your own. If you plan to cycle with a child on the back of your bike, please ensure you consider safety measures such as helmets and spoke protectors (In Dutch – *Jasbeschermer*). Whilst these are not compulsory, they are recommended. If you are in any doubt, please seek advice from a professional bike store. Adult bikes should be parked on the street outside our school and playground,
- **Public bus:** refer to www.9292.nl/en
- **Taxi:** we are unable to recommend specific taxi firms however a google search of, 'taxi Haarlem' will provide you with a list of firms, most of which also have staff who speak English. It is not easy to find taxis anywhere in Haarlem except for at the Central train station. Consider booking in advance if you need a taxi.
- The closest train station is Haarlem Central. Please note there is no direct bus between the train station and our primary school. Walking would take more than 30 minutes.
- **Car:** Please do not double park in Schreveliusstraat as residents, suppliers and emergency services need continuous access.
- There is no free car parking or parking meters on Schreveliusstraat (or in the neighbouring streets) Parking is permitted through either a residential parking permit or paid by parking app. We recommend you download a Dutch parking app in advance to check it will work on your phone. We regret to advise that we are not able to provide parking permits for staff, parents or visitors.

- There is a maximum parking period of up to 3 hours on and around Schreveliusstraat. When using a Dutch parking app you can either select your device to pick up the parking area by GPS or manually select Zone C West – Parking zone number: 36385
- Parking apps such as <https://parkmobile.nl/> can be used to pay for parking but you may not be able to use this easily if your mobile was purchased outside of the Netherlands. Please contact your phone provider should you require further assistance
- Additional paid parking is available around the corner at the Emmamplein which is less than a 2-minute walk from our school entrance. You can also pay to park at the Emmamplein with euro coins or by parking app – details of which can be found on the parking meters. At the Emmamplein it is also possible to park for the whole day. Further car parking details can be found through:
<http://en.parkopedia.nl/parking/meter/emmaplein/2013/haarlem/?arriving=201705302030&leaving=201705302230>

1st Day of School Checklist for parents

| | |
|--|--------|
| We need you to provide us with a current address in The Netherlands and emergency contact phone numbers (minimum 2 numbers) as soon as possible OR at least one full day before the first day of school . Without these details we cannot register your child If you are in temporary accommodation or have yet to get a local phone number, we still require contact details even if it means providing a hotel address or an international mobile number. Please email the details through your Open Apply account as soon as possible. | Y/N |
| Outstanding paperwork – as outlined through the Open Apply checklist. Pending paperwork needs to be uploaded through your Open Apply account. | Y/N/NA |
| It is important to start the process to get a BSN number as soon as possible. Without one, it is possible you will not be able to register at a Doctor, open a bank account or get insurance. Refer to https://www.iamexpat.nl/expat-info/official-issues/registration-netherlands for further information. | Y/N |
| If your child has health concerns for which they may need prescription medication during school hours – please ensure you have completed and uploaded a student care plan through Open Apply (OA) and a medication authorisation form. These forms need to be uploaded to OA and reviewed by the school before your child starts or returns to school. We need a new form completed and signed for each school year. Medication with English or Dutch instructions must be handed to the class teacher on (or preferably before) the first day and taken home on the last day of school before the summer holidays. | Y/N/NA |
| Managebac logins should be activated asap so as not to miss any important school notices before the 1 st day of School. If you did not receive an invitation, please let us know through administration@internationalschoolhaarlem.nl | |

1st Day of School Checklist for students

| | |
|---|-----|
| School bag | Y/N |
| Healthy snack for breaktime | Y/N |
| Lunch box (like most schools in the Netherlands we expect children to bring healthy food and drinks to school, so we recommend caution with sugary foods and crisps. Please note that fizzy drinks (soda) are not allowed. For healthy lunch tips check websites such as: https://www.bbcgoodfood.com/howto/guide/school-packed-lunch-inspiration | Y/N |
| Water bottle (please avoid purchasing disposable plastic bottles) | Y/N |
| Sports bag. Please refer to the gym/ PE list in the school guide for age group expectations of clothing. Sports bags can be left at school. | Y/N |
| It is normal in the Netherlands for children to play outdoors in all weather and the children in Upper Primary may need to walk to the gym, even if it rains. Waterproof shoes and a good water and wind proof jacket are highly recommended. | Y/N |
| For younger children we ask you to leave indoor shoes or slippers in school for them, we ask that you refrain from sending your children to school with shoes difficult to walk in or put on for safety reasons. | Y/N |

Frequently Asked Questions

Is there a cafeteria?

Dutch schools generally don't have cafeterias. Children bring their own food and primary students eat their snacks and lunches in their classroom. There are no vending machines, shops, fridges or microwaves in school. No student is allowed to leave the school premises during school hours unless they are walking to sports facilities with members of the teaching staff.

Recycling

Any single use plastic wrappers used for lunches and snacks will be returned in your child's pack lunch boxes. To reduce plastic waste, consider for example using reusable containers to decant yoghurt into instead of purchasing individually wrapped yoghurt pots.

Does my child need a school uniform?

The International School Haarlem does not have a school uniform. We recommend that children are dressed comfortably. We also discourage jewellery, and in the case of sports, all children will be asked to remove any worn.

For younger children who are unable to tie shoelaces we recommend shoes with Velcro fastenings that are easier to get on and off unaided. When purchasing school clothes for school for younger children consider, for example, how easy they are for little fingers to unbutton, zip up etc. Also highly recommended is a quality waterproof jacket and wellington boots.

We recommend that student's possessions are marked with their names. Every year in schools there are quite a few items that are left behind: coats, gloves, gym shoes, sports clothing, lunchboxes, etc. If items are not marked clearly with names the rightful owner is often not found. A lost and found box is kept near the entrance of both school sites and we ask that you check with the class teacher and office staff should you miss any items. Clothing and other items that have not been picked up within 3 months will either be disposed of, used as spares or taken to a charity shop.

Can you help my young child to go to the toilet?

Please note that we expect and require all children to attend the toilet by themselves. This promotes not only independence for the child but also frees up the teacher's time for valuable learning. It is possible start dates may be delayed or school hours each day reduced until children are fully independent if they regress before starting with us.

Can my child bring a mobile phone

If your child brings a mobile phone to school, watch/phone/camera they will be asked to turn devices off and store it in their primary classroom. Phones cannot be used on the school grounds and photos cannot be taken. Furthermore, the school is not liable for loss or damage to any personal property. Please refer to the school guide should you wish to read about insurance.

Can I add extra email addresses and phone numbers to my account?

Yes, that is possible and encouraged! You can add additional contact details by mailing administration@internationalschoolhaarlem.nl

What are the primary school times?

Please note that there are differences in school times depending on which class your child is in, please also note the **early finish on Wednesdays**. For children starting on the first day of school after our summer holidays Wednesday 6th September 2023 - please refer to the additional document.

School times for Lower primary groups 1, 2, 3 at Buitenrustlaan 9, 2012BL

| | |
|-------|---|
| 08:15 | Student registration in class starts |
| 08:30 | Registration, parents leave school |
| 14:30 | Class dismissed, end of the school day (Except on Wednesdays when the school day ends at 12:15) |

School times for Upper primary groups 4, 5, 6 and 7 at Schreveliusstraat 27, 2014XP

| | |
|-------|---|
| 08:30 | Registration, parents leave school |
| 14:45 | Class dismissed, end of the school day (Except on Wednesdays when the school day ends at 12:30) |

Please note that all new students starting in Primary 1 have soft starts with reduced hours for their first week. Please refer to the additional document transitioning into Early years in the welcome mail.

What should I do if I cannot pick up my child after school?

If someone other than yourself is collecting your child(ren) in any of the classes after school, please ensure the **teacher** is pre-informed through the Seesaw platform. For last minute notifications you can if needed phone on 023 2200001 (please select the correct option for your child's year group)

Upper primary students can, with parent's written permission, make their own way home at the end of the school day. If you would like your son/daughter to travel home alone, please email your child's class teacher with a permission email at the start of the school year. If the arrangements for how your child travels home change at any time, please inform the school via email. Please note that we cannot guarantee emails will be read in the teaching part of the day, so for last minute notifications we recommend you also call if you do not receive a response back from your email.

How to report lateness or absenteeism due to appointments/illness?

Kindly note that if your child is unable to attend school for part of the school day due to an official appointment or illness or if you are running late, please inform the school through the online attendance system through Managebac by 09:00 at the latest. If your child is ill, please advise us of the symptoms online. If you don't have online access, we ask that you phone school: 023-2200001 and select the option for your child's year group.

It is important that you keep us updated in advance as we are required by law to record the reason for any absences and fines can be received by both the school and parents if procedures are not adhered to.

What if your child becomes ill during the school day?

If your child becomes ill during school hours, you will be contacted by us using the details you have through your Managebac accounts to come and pick them up. If your child has hurt him/herself, first aid will be administered when required. We do not have a school nurse. Please ensure you keep your current contact details in the Netherland updated through us. You can e-mail changes to administration@internationalschoolhaarlem.nl

What will happen when there is an extreme weather warning?

It is rare for school and transportation in The Netherlands to shut due to extreme weather. In such an event you will be updated in advance through Managebac. In the event of heavier than normal winds or icy conditions we ask that you take usual precautionary measures and allow extra time to get to school if safe to do so.

How can I contact staff members?

Please refer to our school guide which is updated in the summer holidays and available to view through our school website for a full list of all staff members and roles.

You can contact a staff member by email through their outlook e-mail addresses:

(first name).(last name)@internationalschoolhaarlem.nl

Our school guide can also be found online at: <https://www.internationalschoolhaarlem.nl/policies> .

You can also contact primary teachers through the Seesaw platform. You will receive access to this when your child starts school with us. Your child's class teacher will be in touch via e-mail to arrange a short welcome meeting with you. If you are starting on 6 September 2023 our Heads of School will send an invite to all parents into class with children for the first hour.

Seesaw is an integral part of teaching and learning at ISH. It's an important part of how students record and share their learning. It is also a communication tool for primary teachers and parents.

Key points:

- Teachers use announcements in Seesaw Family to communicate with parents & guardians.
- You can expect a message on Friday afternoons. This message will have homework and any other information you may need for the week.
- As a parent/guardian, you will need to connect as a family member through the Seesaw website OR the Seesaw Family app on a phone or tablet. (see links below)
- If students have a task to complete from home, they will need to use the Seesaw Class app

When are our school holidays and study days?

A list of our school holidays can be found on our website through:

<https://www.internationalschoolhaarlem.nl/school-holidays>,

Can I ask for extra holidays?

All schools in the Netherlands must adhere to strict Dutch rules to determine whether the reason is valid for approval. Please refer to the school guide for more details or click on the following link:

<https://www.internationalschoolhaarlem.nl/absenteeism>.

Leave of Absence Requests to take your child out of school during term time must be put in writing to our Head of School for compliance at least 6 weeks in advance where possible. Our Head of School is responsible for compliance and can authorise or request more information about your leave of absence. **This type of request cannot be made through managebac or be approved by class teachers.**

Please download the form from: [International School Haarlem | Absenteeism](#) . Requests for an earlier holiday because of cheaper flight tickets can NOT be authorised.

It is **not** permitted to use the absence module through Managebac to inform us or request special leave of absence. The Managebac attendance module should only be used for reporting absences of less than one full day for categories such as; illness or official appointments in the Netherlands for Dr, Dentist, General health, official BSN/Visa document appointments. If your appointment requires your child to miss a full day of school, then you will need to provide additional information as to why and supporting documents will need to be provided.

How to contact Op Stoom Sunrise and After School Club?

If you require childcare during the holidays and/or before and after school, please contact our 3rd party child care provide - Op Stoom directly through planning@opstoom.nl. **Please contact them in advance to avoid disappointment with potential waiting lists.** Childcare can only be provided for children between the ages of 4-12.

Further details regarding Op Stoom can be viewed through the following link

<https://opstoom.nl/kinderopvang/haarlem/after-school-club/>

Opstoom provide **before** school care at our Upper Primary School location and provide transport between- our Lower and Upper Primary sites and their afterschool care location only. In the 2023-2024 academic year the Opstoom after school club will be based at their Rutherfordstraat location in Haarlem. Op Stoom will provide transport to the Rutherfordstraat location after dismissal from both our lower and Upper Primary locations. Children using the after school day care club can be picked up from Opstoom from their Rutherfordstraat location.

Parents – how can I be involved?

Classroom parents are chosen by the parents of each class. They have been a great help to all over the last years. We have an active Parents for Parents community who will inform you about the possibilities to connect with other parents and/or to help school.

The Welcome mail and contact details for the Parent for parents committee are attached to the admissions mail.

We send out school Newsletters through Managebac and also ask our parents for suggestions regarding how they can help our school community.

Shops

There are many lovely shops in Haarlem and the surrounding area. For those of you who are new to the area with limited time to explore, below are just a few examples of where typical school items can be purchased. We cannot provide ratings for stores or guarantee opening times, so please feel free to check or ask others for recommendations.

Supermarkets:

Closest supermarket to our lower Primary school is 5 minutes walk: the Vomar supermarket on Bakkerstraat 11, 2012 ZG Haarlem and it opens at 07:30. For our Upper primary school is the closest supermarket is 10 minutes walk away: Albert Heijn (AH) - Westergracht 70, 2014XA Haarlem. With the exceptions of public holidays open Monday – Saturday 07:00 – 22:00 and Sunday 12:00 – 20:00

Bakery:

Bakker Rijkenberg - Emmaplein 34, 2014VA Haarlem.
With the exceptions of public holidays open Tuesday – Friday 08:00 – 17:30

Lunch boxes and reusable water bottles:

Blokker - Grote Houtstraat 112, 2011 ST Haarlem
Hema - Gasthuisvest 3-5, 2011ET, Haarlem
Action - Werfstraat 11, 2021 BP Haarlem/ Winkelcentrum Schalkwijk Rivièradreef 1B, 2037 AC Haarlem

Shoes:

Nelson - Grote Houtstraat 39, 2011 SC Haarlem. For opening hours see:
<https://www.nelson.nl/winkels/nelson/261/nelson-haarlem-centrum/>

Name tags and permanent marker pens:

Hema - Gasthuisvest 3-5, 2011ET, Haarlem
or <https://www.neatlynamed.com/>

School bags and sports clothes:

Intersport - Drossestraat 17, 2011 XW Haarlem.

Bicycles and bike locks:

Haarlem Bikes - Gierstraat 40 – 44, 2011 GE, Haarlem. [Http://www.bikeplanet.nl/home/contact/](http://www.bikeplanet.nl/home/contact/)

Children's Clothes:

There are many stores which sell children's clothing on one of the main shopping streets in the centre of Haarlem. The GroteHout Straat has shops such as; H & M, Bershka, WE. For an extensive list of clothing stores (Kleding winkels) in Haarlem refer to <https://www.kledingwinkels.com/haarlem>

Social Wijkteams and Centrum voor Jeugd en Gezin

In Haarlem every district has its own 'social wijk team'. These teams are set up for Dutch and Expat families who have questions about completing official forms and income related issues etc. The staff have a wealth of knowledge to help you navigate your way around the Dutch systems.

In addition, if you need health care, need help to understand a Dutch letter or want to be put in touch with social groups they can help you directly or refer you to the right place. The help from Social wijkteams is offered through Haarlem city council and is free of charge.

There are currently 8 wijkteam locations in Haarlem.

The closest to the Lower primary school is: Wijkteam Zuid West: email: wijkteam-zuidwest@haarlem.nl and the closest to the Oorkindelaan building is: Wijkteam Slachthuisbuurt: e-mail: [wijkteam -oost1@haarlem.nl](mailto:wijkteam-oost1@haarlem.nl)

If you are looking for family support, you might find it more convenient to speak to one of the employees of the Center for Youth and Family (CJG). They organise walk-in sessions in both our school locations during terms and can help you to find your way in Haarlem. The walk-in sessions will be shared by our Heads of School at the start of the school year.

Exploring Haarlem and Dutch Museums

If you have time and want to explore some of the historical features of Haarlem, please click the following a link to an English guide of the highlights: <http://haarlemguide.weebly.com/culture.html>

If you are not familiar with annual museum cards - a children's card is available for children up to the age of 12. It costs 32,45 euros per year and gives a child free access to over 400 Dutch museums some of which are particularly suited for school aged children (adults cards can also be purchased for around 60 euros. Please see the following link for the extensive list of free museums when you have a card

<https://www.museumkaart.nl/zoekresultaten?lastChance=0&IFacilities=SellsMuseumkaart&type=-1&card=0>

[There are a few libraries in Haarlem and membership for children is free. There are small English sections in each. https://www.bibliotheekzuidkennemerland.nl/klantenservice/contact.html](https://www.bibliotheekzuidkennemerland.nl/klantenservice/contact.html)