



**INTERNATIONAL
SCHOOL HAARLEM**

**First Week of School Primary Checklist
&
Frequently Asked Questions
2021-2022**

Welcome

Welcome to the 2021-2022 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.

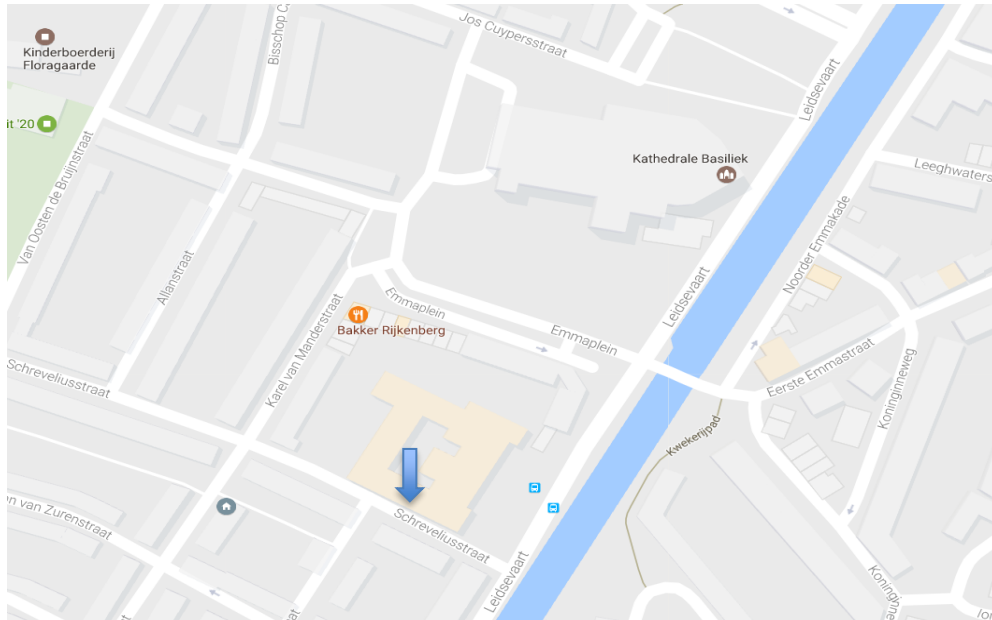
On behalf of all the staff at ISH, we wish you and your child all the best with your preparations and look forward to welcoming you soon!

The ISH Team

Getting to School

Lower Primary

The International School Haarlem for lower primary groups (groups 1-2-3-4) is located **until the October holidays 2021** 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. Adults 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.
- **Train Station:** 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 are no free car parking spaces 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 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 Emmaplein which is less than a 2-minute walk from our school entrance. You can also pay to park at the Emmaplein with euro coins or by parking app – details of which can be found on the parking meters. At the Emmaplein 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>

You can refer to internal newsletters or the building page of our website for up to date building info and changes to the school locations after our October holidays:

<https://www.internationalschoolhaarlem.nl/school-building>

Upper Primary

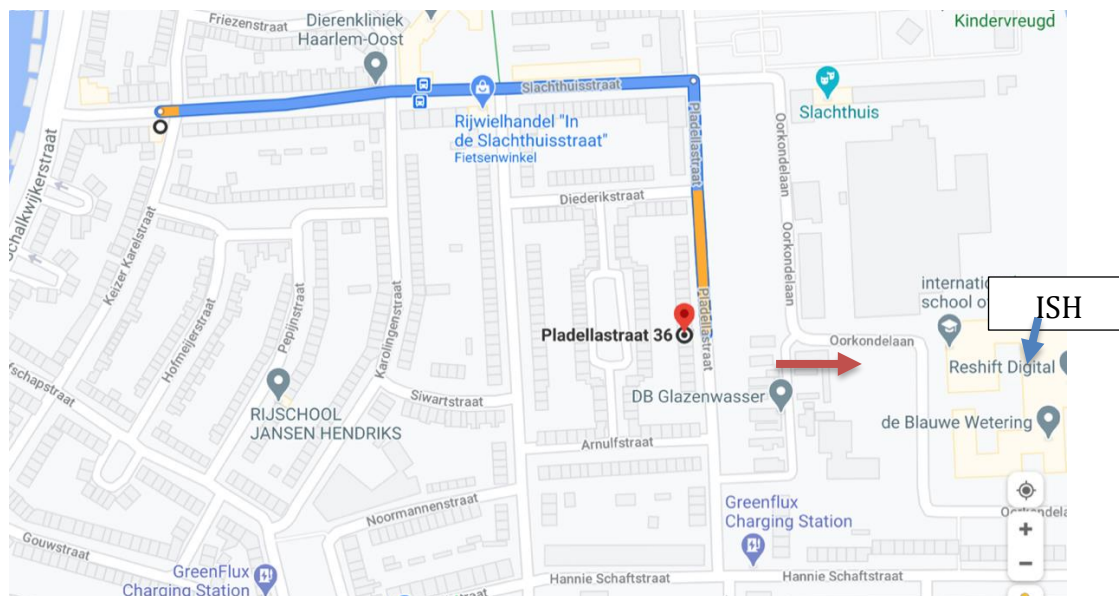
The International School Haarlem for upper primary groups 5,6 and 7 and secondary groups MYP1 – DP1 are located at: Oorkondelaan 65, 2033 MN, Haarlem until the October holidays.

If you are arriving by:

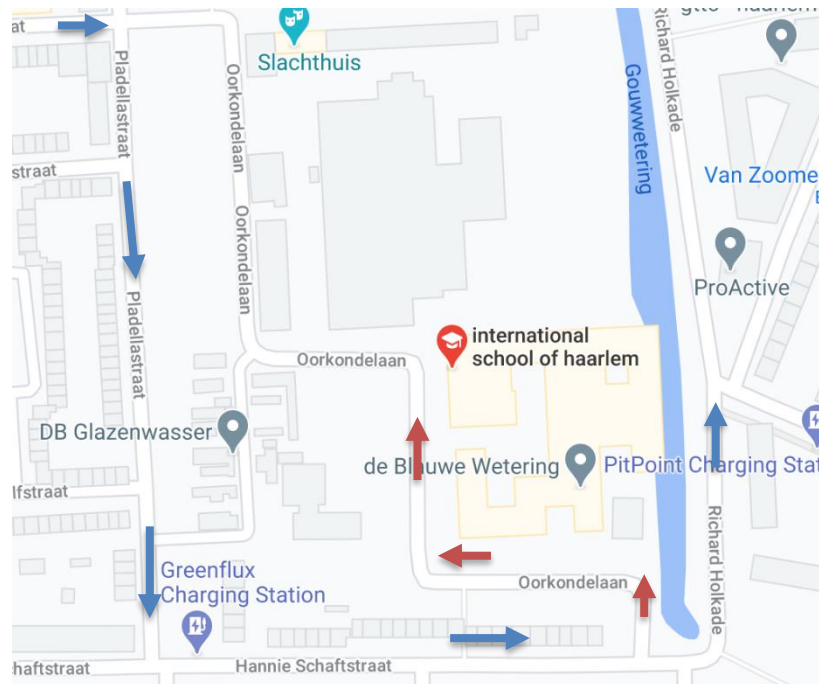
- **Bike:** we have space in the school grounds to park bicycles which are the preferred mode of transport in the Netherlands. Locks are not provided; we therefore recommend you bring your own. Please consider the usual safety precautions and keep your bike in good working condition. If you also have 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:** Parking is free on the streets around the school building. Oorkondellaan street cannot be reached by car, due to buildings work you will need to park on Pladellastraat, Hannieschaftstraat or Richard Holkade and walk the short distance to our school. Please also consider rush hour traffic when driving.
- **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, the closest one to the school is “Reinaldapark”. Refer to www.9292.nl/en

Advised route for parents who come by car in Upper Primary 5, 6 and 7

As part of the road to Oorkondelaan, coming from Slachthuisstraat, has been closed definitively our Oorkondelaan location can be reached via Slachthuisstraat and Pladellastraat. Please park your car at Pladellastraat. From there, it is a short walk to school, as shown with the orange arrow:



You can also park your car at Hannie Schaftstraat or Richard Holkade, coming from Slachthuisstraat and Pladellastraat (please see the blue arrows) and walk from there (orange arrows):



We strongly advise you to follow the routes as shown above.

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 .	Y/N
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.	
Outstanding paperwork – as outlined through the Open Apply checklist. Pending paperwork needs to be uploaded through your Open Apply account.	Y/N/NA
Please also note 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 as soon as you have received the welcome mail 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 either your Open Apply account or via administration@internationalschoolhaarlem.nl	

1st Day of School Checklist for students **primary students do not need to bring any school stationary supplies.**

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 will be walking to the offsite gym, even if it rains. Waterproof shoes and a good water and wind proof jacket are highly recommended.	Y/N
For the younger children we recommend you leave indoor shoes or slippers in school for them	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

We do not have recycling facilities at school for **plastic**. For this reason, 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 shoe laces 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. If your child has accidents occasionally please advise the class teacher and ensure you leave a change of clothes at school for your child. If your child is not yet independent in the WC it is possible start dates may be delayed or school hours each day reduced until they are fully independent.

Can my child bring a mobile phone?

If your child brings a mobile phone to school they will be asked to turn it 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 as many contact details as possible.

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**.

School times for Primary groups until the October holidays

	Start of day for students	End of day for students	End time Wednesday For students
Lower Primary (Schreveliusstraat)	8.15	14.30	12.15
Upper Primary (Oorkondelaan)	8.30	14.45	12.30

More information about the locations after the October holidays will follow. After the October holidays the only change to school times are for primary 4 students who will then follow the upper primary start and end times.

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 - the teachers and parents communication platform or with last minute changes by 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 very 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. Please ensure you keep your current contact details in the Netherland updated through us. You can e-mail changes to administration@internationalschoolhaarlem.nl

Covid safety Measures:

Information will be shared with all families through Managebac if additional safety measures to help prevent the spread of Covid are still required from 24 August onwards.

If you have arrived in the Netherlands and not yet been vaccinated please remember to follow any Dutch Covid guidelines at the time and contact your Doctor to make an appointment. Any updates to Covid safety measures will be e-mailed through Managebac and shared through parent newsletters from our Heads of School.

What will happen when there is an extreme weather warning?

It is very rare for school and transportation 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 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 an invitation to join this system a few days before school starts.

When are the school holidays and study days?

A list of our school holidays and teacher training days 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 Mirjam van den Berg at least 6 weeks in advance where possible. She is the Head of School 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: <https://www.internationalschoolhaarlem.nl/absenteeism> or pick up a hard copy of the form from either of the school offices.

A request for an earlier holiday because of cheaper flight tickets can NOT be authorised. Leave of absence forms can be downloaded from the previous link provided or requested from the school office. 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 Doctor, 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 evidence may be requested for our files and fill in the form.

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

Some other off site child care providers who can arrange picks ups from our school are also listed through our website at the following link:
<https://www.internationalschoolhaarlem.nl/internationalchildcare>

Parents – how can I be involved?

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

You will have been mailed the Welcome mail and contact details for the Parent for parents committee.

We will send out school Newsletters through Managebac and may ask our parents if and 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 the Lower primary school is the: 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

Closest supermarket to the Upper primary and secondary school is the: ALDI on Merovingenstraat 82, 2033 LZ Haarlem. With the exceptions of public holidays open Monday – Friday 08:00 – 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/>

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 and will be dependent on Covid safety measures.

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)

Lastly, if you have any questions or tips that you think would be useful to include in this guide for future families joining us please e-mail suggestions to administration@internationalschoolhaarlem.nl