

All beginnings are difficult

This also applies to the start of school!

Make the start a little easier for your child and give them time to get used to this new stage in their life.

This little ABC for parents is intended to help you familiarize yourself with the new circumstances at our school. Use our ABC for parents as an initial guide to everyday school life, but please do not hesitate to contact us if you have any further questions.

We warmly welcome you and especially your child to our school, wish you and your child a carefree and enjoyable time at school and hope for a good cooperation!

➤ Starting times

The first bell rings at 7.55 in the morning.

However, the children can go to their classroom independently from 7.45 am. You can accompany your child for the first two weeks. After that, you should say goodbye to your child in front of the school building. Your child will now be able to walk to their classroom on their own.

1st hour: 8.00 a.m. to 8.45 a.m.

2nd hour: 8.45 am to 9.30 am

9.30 a.m. to 9.40 a.m. Breakfast break

9.40 am to 9.55 am Yard break

3rd hour: 9.55 am to 10.40 am

4th hour: 10.45 am to 11.30 am

11.30 a.m. to 11.45 a.m. Court break

5th hour: 11.45 a.m. to 12.30 p.m.

6th hour: 12.35 p.m. to 1.20 p.m.

In the event of a rain break, the bell rings three times in quick succession and the children are supervised in the classrooms.

➤ Leave of absence

Should it happen that your child needs to take a leave of absence for an important reason, please submit a request in good time.

Leave of absence of up to two days can be arranged in writing or verbally with your child's class teacher.

Any additional leave of absence must be requested from the school management. The forms are available from the secretary's office.

"A pupil may not be granted leave of absence immediately before or after a vacation. The head teacher shall decide on exceptions in demonstrably urgent cases."

➤ Books

Please provide your child's school books with appropriate protective covers in the first week so that the books remain usable for a long time. Books that belong to the school will be passed on to the next school year. In the event of loss or severe damage, you must pay for the residual value of the book.

C for computer

➤ Chaos

Remind your child to check their satchel and case at regular intervals to make it easier for them to keep things tidy and prevent chaos in their school bag in the first place!

➤ Computer

The 2nd, 3rd and 4th school years each have a class set of Ipads that can be used in the classrooms. The two 1st classes have a class set of Ipads, which are used alternately.

➤ Print

Your child learns to read and write with block letters. Writing block letters is easier for untrained children's hands. All letters that the children can read, they can also write straight away. Only when all the letters are known do the children learn a connected script, the so-called basic script, in the 2nd school year.

➤ Data protection

You will receive an information letter at the beginning of your child's time at school explaining how we process your personal data at our school.

In addition, we do not post photos of your children on our homepage in which they can be recognized.

➤ Downloads

On our website

<https://gs-sonnenschule.herne.de> you will find the section "Letters and brochures for parents" with helpful templates and information.

➤ Parents' consultation days

Parents' consultation days are held twice a year at our school. You will be informed of the dates in good time by means of a letter to parents.

You can also find an up-to-date list of dates on our website.

These parent consultation days are an important opportunity to talk to your child's teachers. Of course, you also have the opportunity to speak to your child's teachers outside of the two consultation days.

Please arrange individual appointments with the individual teachers at our school.

➤ Absences before the vacations

If your child is absent directly before or after the vacations, we urgently need a doctor's note. Otherwise, we will have to report the absences to the public order office.

➤ Support association

The school's sponsorship association supports us with new materials, subsidies for books, toys and extracurricular projects and activities.

Further information can be found on our homepage.

We look forward to every new membership, because it benefits your children!

➤ Breakfast

Your child should have eaten breakfast before school so that they can start the school day feeling refreshed. Please give your child a small, preferably healthy meal for the breakfast break. Please also remember to bring a drink

Please do not give your child any glass bottles to take to school or on excursions.

➤ Vacation

The current vacation dates can be found on our homepage or on our parents' information board.

➤ Basics

Your schoolchild should already be able to do this:

- ✓ cut something out
- ✓ tie a bow
- ✓ Open and close a zipper
- ✓ blow your nose
- ✓ hop on one leg
- ✓ Sit still and listen
- ✓ play a dice game
- ✓ Go to the toilet alone
- ✓ getting dressed and undressed

If your child has not yet mastered these basic everyday skills independently, we would like to ask you to practise these exercises in a playful way at home!

➤ Cell phone

Children are prohibited from using cell phones and smartwatches at school.

➤ Homework

Homework supplements school work and continues it in a meaningful way.

In the first two years of school, your child should

work on homework for no longer than 30 minutes a day. In years three and four, homework can take 45 to 60 minutes.

➤ Janitor

Our ever-helpful janitor, Mr. Hendel, usually looks after the lost property that accumulates over the course of the school year. He is also happy to help if a ball has landed on the canopy or other help is needed.

➤ Homepage

You can find our homepage at:

<https://gs-sonnenschule.herne.de>

➤ Information on

You will always receive important information via our **SchoolFox app**. Sometimes, however, there are also letters from parents that need to be signed by you. The children have a yellow "mail folder" for this purpose, which you should check regularly and empty.

You will also find all the important information for parents on our homepage.

➤ Jackets

During lesson times, the children's jackets are hung on the hooks outside the classrooms.

Time and again, similar-looking items of clothing get mixed up. It makes sense to label your child's jackets. Items of clothing with names can be quickly and easily identified and returned.

➤ Illness

If your child is ill and cannot come to school, you must excuse him/her on the first day of absence. It is best to use our SchoolFoX app to sign your child out by 8.00 a.m. at the latest.

You can also call our office: 02325/41430

Our school secretary Mrs. Wobbe will receive and forward the sick note.

You can also leave a message on our answering machine.

It is important to notify us on the first day so that we know that nothing has happened to your child on the way to school. When the child returns to school, please submit a **written** excuse to . Only then will the absence be considered excused.

Especially in cases of infectious diseases, you must consult a doctor with your child and inform the school of the nature of the infectious disease.

Please note that it is your responsibility as a parent to make up the missed school material and to work on it with your child.

If another child is to bring the materials and homework, please inform the class teacher.

➤ Letting go

We want to teach children to be independent and have noticed time and again that some parents find it very difficult to "let go" of their children. It goes without saying that you may accompany your child to school in the first few days, but your child will

certainly soon be able to make the journey from the schoolyard to the classroom without any help from you.

Doing something on your own, without mom or dad by your side, boosts your child's self-confidence and makes your child rightly proud.

➤ Read

Your child will learn to read at school. Please be patient! Not all children manage this at the same pace. Not all children should be able to read fluently until the end of the second school year.

In case of problems, please discuss suitable support measures with the teachers.

➤ Material

Scissors, pencil sharpener, ruler, glue, pencils etc. are tools that should be to hand every day.

Please help your children to take responsibility for their own equipment.

Please make sure that your child always has all their teaching materials with them.

Lost or broken items must be replaced as quickly as possible.

➤ Message booklet

The notebook plays an important role in everyday school life, as the children use it to write down the homework they have to do. They can also use the booklet to communicate with the teachers.

Sometimes you will find short messages from the teachers or you can write a few sentences yourself if you have a question, want to make an appointment or want to share something.

In this case, please specifically point out to your child that they should also submit the booklet to the teacher. You are also welcome to use the SchoolFox app to get in touch with the class teacher.

➤ Music

Music is an important part of our school life. Our school takes part in the nationwide project "An instrument for every child". In the first school year, the children have an

additional music lesson taught by a teacher from the music school. A teacher from our school is also present during this lesson.

From the second school year onwards, interested children can choose an instrument as part of the Jekits project and take part in instrumental lessons.

➤ Emergency

It may happen that your child gets sick during lessons, falls during the break or injures themselves in some other way. In this case, we must be able to ensure that we can reach you or the grandparents or another caregiver quickly and easily.

Therefore, please leave emergency telephone numbers with us as a matter of urgency. If your telephone number has changed, please let us know immediately.

➤ Names

At a school with over 200 children, it is helpful if you label your child's belongings with their name. Children don't always recognize their own belongings and it's easy for something to get lost in the hustle and bustle.

Therefore, please label jackets, hats, gloves, gym kit and all private materials with your child's name.

Not every single pencil has to be marked, but the knapsack, exercise books and case certainly do.

➤ Order

Order is a must! Your child should learn to keep themselves tidy.

This includes your child taking care of their own school bag and everything that belongs in it!

Just help your child to think about it.

➤ Open all-day school - OGS

Our school has an "open all-day" program, also known as OGS. 100 children can currently be looked after in the old building of our school.

They receive a warm lunch and are supervised with their homework. However, parents must check their children's homework.

In addition, the OGS team always comes up with lots of ideas to offer the children a varied and challenging afternoon program. There is a choice of sporting, artistic and

musical activities. Projects are carried out and care is taken to support each child as individually as possible according to their strengths and weaknesses.

Phone: 02325 / 6589985

➤ Break

The first break takes place from 9.40 am to 9.55 am. Two teachers supervise the breaks. The children should spend their breaks in the fresh air whenever possible. Recess toys are available in the classes so that the children can let off steam outside to their heart's content. On our school meadow, climbing frames, gymnastic poles, balance beams and dangling poles invite children to play and move around in dry weather. As we also open the meadow when it is wet, please make sure that your children wear weatherproof shoes.

If it is not possible for the children to spend the break outside due to the weather, they stay in the classroom. During the "rain break", the children play in the classroom - under the supervision of a teacher - or use our foyer for a dance break with music.

Our second yard break takes place from 11:30 to 11:45.

Children are not allowed to leave the schoolyard during breaks.

➤ Rules & rituals

You can't do without rules, not even at our school. Living and working together means that EVERYONE has to abide by agreed rules. Rules and rituals make it easier to work and play together.

Each class has its own agreement, which the children are involved in creating. In this way, they feel responsible for harmonious coexistence.

The school regulations form the overarching framework.

In order to ensure compliance with the rules, we have drawn up an educational concept which will be presented to you at the 1st parents' evening and which you can download from the homepage.

➤ Smoking

Smoking is prohibited on the entire school grounds and in the school building

➤ Secretariat

School secretary: Mrs. Wobbe

The secretary's office is available from Monday to Thursday from 8.00 a.m. to 12.00 p.m.

➤ SchoolFox app

Our school community uses the messenger service SchoolFox to communicate with you securely, quickly and directly. At the beginning of the school year, you will receive a code from us that you can use to log in to this app. We will be happy to help you with the installation and registration. You can also find more information at [www.schulfox.de](#). You can set the app so that messages are translated into your language.

➤ School management

Principal: Mrs. Wagener

Vice principal: Mrs. Nauber

➤ Way to school

It is best if your child walks to school. Children who have walked to school in the morning have been shown to be more receptive and ready to learn than children who are driven to school by car.

If the journey is too far and you have to drive, you can drop your child off near the school so that they can walk a little further.

This also eases the parking situation in front of the school.

➤ Physical education

Sports lessons take place in the gym. Please remember that your child must get dressed and undressed without help! The shoes are also part of this. Sneakers with Velcro fasteners may be more suitable.

The sports conference has drawn up an information sheet on sports lessons, which will be handed out to you in the first week of school.

➤ Loss of lessons

Even if lessons have to be canceled, your child will never be sent home early without prior notice.

➤ Accident

Your child is insured against accidents at school and on the way to school. Please inform the school if your child has an accident on the way to school.

➤ Relocation

Should your address and/or telephone number change due to a move, please inform the office immediately. Your child's class teacher should also be informed immediately.

➤ Waiting times

Please wait outside in the schoolyard if you wish to pick up your child. Our corridors are narrow and not a waiting hall.

Children who have to wait before class should also wait outside.

➤ Certificates

At the end of the 1st school year, your child will receive their first report card. There are no grades on this report yet. It is a grid report in which your child's strengths and weaknesses are marked.