



Parent information 2015/2016

Grundschule am Wilhelmsplatz
Am Wilhelmsplatz 4
45699 Herten
Telefon: 02366 303 870



Every beginning is hard

And starting school is no different!

Support your child in taking those early steps and give them all the time they need to get used to this new stage of life.

We compiled this mini ABC to help you as parents familiarize yourself with all the new goings-on at our school.

First of all, we wish you and particularly your child a warm welcome to our school!

Use this parent ABC we have put together for you as your first port of call to get to grips with the school routine, but please feel free to ask us any further questions you may have.

We wish you and your child a pleasant and carefree time at school and look forward to cooperating with you!



On behalf of the entire school team

Susanne Schäfer & Stephanie Lehmann
(School management)





The year-based teams for the first year classes are looking forward to meeting you and your children!



from the left to the right:
Ms. Westerheide, Ms. Lütke Daldrup, Ms. Kaak, Ms. Rupieper

1a „Owl class“ Ms. Rupieper and Ms. Westerheide

1b „Seal class“ Ms. Lütke Daldrup

1c „Zebra class“ Ms. Kaak



Starting times

The bell rings for the first lesson each morning at 7.55 am.

Children line up at their respective class locations and then wait for the teacher to escort them inside.

Painted suns help point you in the right direction.

1st lesson: 8.00 am to 8.45 am

2nd lesson: 8.45 am to 9.30 am

9.30 am to 9.45 am Playground break for years 3 and 4
Breakfast break for years 1 and 2

9.45 am to 10.00 am Playground break for years 1 and 2
Breakfast break for years 3 and 4

3rd lesson: 10.00 am to 10.45 am

4th lesson: 10.45 am to 11.30 am

11.30 am to 11.45 am Playground break

5th lesson: 11.45 am to 12.30 pm

6th lesson: 12.35 pm to 1.20 pm

If there is a break due to rain, there will be two short rings, one shortly after the other, and the children will be supervised in the classrooms or in the corridor.

Given the size of our school premises, we took on board a proposal from our children's conference and divided the first playground break based on years.



Leave of absence

If there are circumstances whereby your child has to be excused from classes on a one-off basis and for good reasons, please apply well in advance.

Leaves of absence for up to two days within each quarter can be discussed in writing or verbally with your child's class teacher.

Whatever the circumstances, applications for any leave of absence beyond this scope must be made to the school management.

Pupils will not be granted leave of absence directly prior to or following vacation periods.

„Decisions on whether to grant exceptions in verifiably urgent cases will be made by the principal.“

(ASchO 10)

Books

Please fit protective jackets to your child's schoolbooks in the first week, to help preserve them in a usable condition for longer.

We have introduced the following textbooks at our school:

Math: Flex und Flo

German: ABC der Tiere (syllable method)

The sum of 12 Euros is levied on parents per school year to cover the costs of textbooks, which will be collected at the end of the school year by the class teachers.

The parental contribution of 12 Euros is subject to nationwide legal regulation.



Disorder

Please regularly check your child's knapsack and case, because keeping them orderly will help your child work and prevent any mess in the schoolbag before it starts!

Choir

Our school choir, „The Wilhelmstönchen“ was established as early as school year 2010/2011; practicing once a week and operating as a voluntary group (VG). To guarantee its ongoing existence, binding applications generally apply for an entire school year.

Every now and again, our choir performs at city festivals and other activities and celebrations, with Ms. Westerheide and Ms. Hörner currently in charge.

During the initial weeks of school, we perform a written survey to determine who is interested in taking part.

Computer

Many classrooms – as well as our own computer room – offer comprehensive computer access to children.

These devices are used to get the children used to working with PCs, leverage carefully chosen learning software to nurture and challenge, encourage the motivation to read – for example via the Antolin Internet platform – as well as allowing them their first experiences with the Internet.



Block letters

We use block letters when teaching your child how to read and write. For young hands which lack experience, writing block letters is easier. Children can also immediately write all letters that they are able to read.

Grateful

We are very grateful for all help and assistance received and look forward to parents getting actively involved!

Downloads

Our webpage www.gs-am-wilhelmsplatz.de includes a Downloads tab containing useful models and information.

Our ideas are also provided online in the form of PDF files that you can read at your leisure at home – these are the principles which underpin how we live and work at this school.

Dragon's lair

November 2013 saw a new support facility open its doors to your children in the form of the Dragon's lair, the concept of which is described on our homepage.

The Dragon's lair is geared toward parents seeking a flexible and needs-based support model for their child.

Head: Ms. Anne Kuhn

Contactable at: team.drachenhoehle@web.de



Parent-Teacher days

Our school holds parent-teacher days twice each year and we will inform you of the dates well in advance.

An overview of the schedule is also available online on our homepage.

These Parent-Teacher days are a valuable opportunity to compare notes with your child's teachers. You can of course speak to them on other occasions as well.

Simply make an appointment during the allotted discussion time and we'll be more than happy to chat. Please contact the relevant individual teachers of our school to make individual appointments.

The consulting hours will be notified at the start of the school year, by letter and online.

Class observation by parents

According to the Education Act (§44, Information and consulting) and subject to prior discussion, parents in the state of NRW have the right to sit in on or take part in individual lessons given to their children.

In all such cases, we request that you kindly discuss this well in advance with the relevant teachers.

If you take a walk through our corridors, you'll often see evidence of the „open door“ policy in our school, where guests are always warmly welcome.

However, please understand that the teaching time is focused on your children and not for engaging in any discussion with parents!



Booster club

Our school's booster club supports us by providing new materials and subsidizing school trips, books, games and unscheduled projects and initiatives.

We have flyers with more details in our office, in the lower level on the info wall of the booster club or otherwise on request.

Every new member gives us a boost as well – because it's one extra helping hand for your children!

Breakfast

Before starting school, your child should have already had breakfast, for that bright-eyed start to the school day.

Please also give your child a small snack, as healthy as possible, for the breakfast break.

Please do not give your child any glass bottles to take to school or on excursions. Drinks containing caffeine are not a suitable breakfast beverage.

Vacations

Please check our homepage or our table of parent information for the latest vacation dates.

Movable vacation dates will be announced both via our homepage as well as our monthly letter.

Facebook







<https://www.facebook.com/pages/Grundschule-am-Wilhelmsplatz-Herten/146614245439460>

Our Facebook page is a mine of information for parents and a space which lets you get involved in our day-to-day school life – and most of the time, you don't even need your own Facebook account.



Basic skills

Your school child should already be capable of the following:

				
Hopping on one leg	Be able to cut something out	Clean his/her nose unaided	Be able to zip and unzip things	Tie a shoelace
				
Play a game of dice	Go to the toilet unaided	Dress and undress	Sit still and listen	

If your child has not yet mastered these basic everyday skills, we would be very grateful if you could help them learn by organizing fun games within your household environment!

Swimming and riding a bike are also skills which schoolchildren should have learnt outside school, helped by their parents, or which they must now learn.



Homework

Homework assignments expand the scope of schoolwork and represent a logical extension of the same. However, the homework for your child should be limited to a maximum of 30 minutes in the first two years of school, extending up to 45-60 minutes for third and fourth year pupils.

We do not generally give out homework on Fridays!

Janitor

Our ever-helpful janitor, Mr. Bugzel is also usually the person to thank for handling lost property that accumulates over the school year. A generous-sized container is reserved for that purpose in the lower hall, near the entrance to the cellar.

He is always more than happy to help, even if (yet again) a ball has landed on the canopy or when children and co-workers need any other kind of help.

The monthly leisure disco would also be impossible without the help of Mr. Bugzel.

Homepage

Our homepage is at: www.gs-am-wilhelmsplatz.de

We do our very best to ensure it is kept up to date.

The content includes monthly letters, which we distribute to children once a month, photos, important dates, consulting times and the key approaches which guide the way we work.

Just a quick browse is all you need to feel that bit closer to our school.



Information

We will send all important information in writing with a letter to parents. To facilitate this process, children are provided with a mail folder, which they should regularly check and empty as required. Our homepage also contains all key instructions and information for parents.

We have also set up a parent information window (directly to the left, next to the main entrance), which includes all the latest notices, instructions and messages.

Meanwhile, the monthly letters we distribute bring you up to date on the latest instructions and goings-on within our school life.

Information evenings

Both future first-graders and the parents of our fourth-graders benefit from important information evenings which are held during the school year. Naturally, all eligible parents are invited to take part in writing and recent years have seen the PTA organize information evenings focusing on topics such as „media consumption“ and „cellphone use“.

The school committees will be more than happy to hear about any additional ideas and suggestions you may have!



Coats

During lesson time, children's coats are hung on hooks in front of classrooms or placed in blue licesafe bags. Mix-ups involving similar-looking clothing are inevitable, which is why we recommend labeling your child's coat.

Named items of clothing can be swiftly and easily returned to their rightful owners.

Now

Please remember that your child lives in the present and not solely in the future. While we indeed often do things with the future in mind, the 'here and now' part must also be meaningful for your child.

Everyone

Nowadays, everyone sees it as their right to have a say when it comes to issues relevant to elementary school, didactics and methods.

While we always welcome ideas and suggestions, we would gently remind you that the key educational decisions and ramifications must be left for the teachers to decide.



Sickness

If your child is unwell and unable to attend school, you must submit an apology. Please contact the secretary's office on the first day of absence, no later than 8.00 am in the morning at this number:



02366 / 303 870

Our school secretary Ms. Langer will take down the details of the reported sickness and pass them on. You can also leave a message on our answering machine.

Notifying us right away on the first day of any absence is important, so that we know that nothing has happened to your child on the way to school.

Regardless of circumstances, from the third day of absence onward, we require a medical certificate.

Please note that as parents, you are responsible for helping your child catch up on any missed educational material and review the same.

If another child is to be designated to bring along the relevant materials and homework, please inform the class teacher of the relevant details immediately.

As parents, your responsibility also includes handling the leave for supervision of children in the Dragon's lair and daycare facility!

Absences directly before and after vacations and movable vacation dates must always be substantiated by a medical certificate.



Letting go

While we want to help children develop their independence, we are also acutely aware that some parents in particular find it very difficult to ease the reins on their children. Naturally, you may well want to accompany your child to school in the first few days, but your child will certainly find their way from the playground to the classroom unaided!

Doing such things unaided, without mom or dad alongside, helps make your child more self-confident and rightfully proud.

Your child can wear their knapsack and take off their coat themselves.

Please trust your child to find their feet at school.

Reading

Your child will learn reading as part of their school activity – but please be patient! Not all children do so at the same speed. Children are not expected to read fluently until they complete the second year of school.

If you have any issues, please discuss suitable support measures with the relevant teachers.

Licesafe bags

We place coats, caps and gloves etc. in blue licesafe bags, which are regularly cleaned and which remain school property.



Home/school diary

The homework book, also known as the „Hallo book“ or home/school diary plays a key role in the overall school routine.

For one thing, it alerts children to any homework which has been set or may also contain important reminder phrases.

Another benefit is the way this book can be used to facilitate dialog with teachers. You will sometimes find short notes from teachers inside, or you yourself can write a few lines if you have any questions or want to pass anything on.

However, please ensure that your child is aware that the book should also be submitted to the teacher.

Music

Music is a key component of our academic lives. Our school generally takes part in the nationwide „An instrument for every child“ project or will embark on the all-new „JeKiT s“ project (following on from the previous JeKi).

During the first school year, all children have a JeKiT s lesson, which is given by a teacher from the music school. This lesson also features pair teaching in our school.

From the second school year onward, the JeKiT project lets kids who have an interest select their instrument and begin learning to play it.

We also welcome all interested children to take part in our school choir.



Emergencies

There may be times when your child becomes unwell during a lesson, falls over during playtime or is otherwise injured. If this happens, we have to be able to rely on contact with you or the child's grandparents or another caregiver swiftly and smoothly.

With this in mind, please ensure you provide us with relevant emergency contact numbers.

If you change your contact numbers, please inform us immediately.

Names

In a school which houses over 300 children, it is vital for you to label your child's belongings with their name. Children don't always remember which item belongs to them and things get lost all too easily in the shuffle.

So please label coats, caps, gloves, gym kit and all other private materials with your child's name.

You don't have to label each individual pen, but do identify the knapsack, exercise books and case, whatever happens.



Order

Order is important!

Your child should learn to be responsible for putting their things in order.

This includes your child looking after their own schoolbag and all its contents - themselves!

Limit the help you give your child here to a gentle reminder.

Daycare Facility - OGS

Our school has also been providing a daycare facility for more than a decade.

Namely, we provide 100 children with daycare places and look after them until 4.00 pm.

We look after the daycare kids in the pavilion (opposite our school building).

They get a cooked lunch and extra help with their homework.

Better still, the daycare team come up with a wealth of ideas to ensure all the children get a rich and rewarding program of activities.

This may include, for example, sporting, artistic or musical pursuits.

There is scope to launch projects and we focus on ensuring that each child is given individual support in accordance with their own strengths and weaknesses.

The team of teachers supports the Daycare Center with 12 teacher week hours given up for supervised homework.

The head of the Daycare Center is Ms. Breitfeld.

Support: AWO



02366 303 873



Breaks

The first playground break goes from 9.30 to 9.45 am for years 3 and 4, and then 9.45 am to 10.00 am for years 1 and 2 on the playground.

Three teachers are tasked with supervising the break.

Whenever possible, we encourage children to spend their break time outside in the fresh air. However, thanks to generous booster club support, all classrooms also have leisure toys available, allowing the children to let off steam outside in the manner of their choosing.

However, if inclement weather makes outside play impossible, they remain in the classrooms.

During rain breaks, the children play in the classroom, while supervised by a teacher.

Our second playground break runs from 11.30 to 11.45 am, during which time all remaining classes are given time to go outside onto the playground.

Children are not allowed to leave the playground during break times and it includes climbing frames, swings and see-saws for them to enjoy.

Leisure disco

Our leisure disco has firmly established itself for a year now, and become a feature the kids love.

The first Thursday of the month is when things get really loud on our playground. If the first Thursday happens to be a public holiday, the event is shifted to the following Thursday.

Thanks to our janitor, Mr. Bugzel, who assembles and takes away the stereo system, we can enjoy all the fun of this leisure event.



Fooling around

Children fool around.

That is a given, now as before, but everything at the proper time! But the times of sending kids to the corner for such mischief are now long gone.

We prefer more beneficial approaches, like developing and discussing class rules.

Which brings us to our school rules – which you can find online as well as in this booklet.

Torture

Going to school should never equate to torture.

If you have any issues, please discuss them with your class teacher.

Feel free to use the home/school diary to agree an appointment or check the consulting hours for individual teachers.

This is far preferable to inappropriate discussions in front of the school or classroom entrance, before or after lessons.



Rules and rituals

Nothing works without rules – our school is no different.

Living and working together is contingent on EACH PERSON individually observing the agreed rules.

Rules and rituals are what cement together our collective work and play.

Each class concludes its own agreement, which the children themselves help compose and which is crucial in giving them a sense of responsibility for their own harmonious unity.

The school rules constitute the wider framework, details of which are included on the next page.

Smoking

Smoking is prohibited throughout the entire school premises and within the school building.

Adults in particular have to lead by example in this case.

School rules

We get on with each other as friends!



We walk slowly and quietly through the school building.



We do not jostle and push.



We eat breakfast together in the classroom.



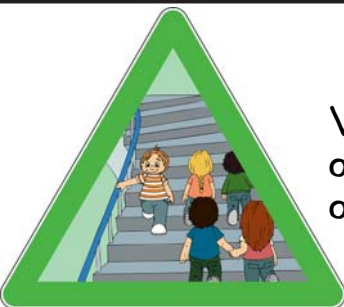
We do not insult or spit on each other.



We only play in the playground during breaks.



Red flag: softball and sandcastles prohibited.



We keep to the right on stairs and do not overtake.



Toilets are not places to play in.



We walk in pairs.



We do not throw stones, sand or snow.



Secretary

Generally, if you call our secretary's department, you are likely to get a friendly greeting from our school secretary, Ms. Langer.

The secretary's office is open as follows:

Monday to Thursday, from 8.00 am to 11.30 am

Friday: 8.00 am to 11.00 am

School secretary: Ms. Brigitte Langer Tel.: 02366 / 303 870

Fax: 02366 / 303 877

E-mail: B.Langer herten.de

School management

Principal

Susanne Schäfer:
s.schaefer herten.de

Deputy Principal

Stephanie Lehmann:
s.lehmann@herten.de

Special educational specialists

As part of the inclusion initiative, our school benefits from the (generous) provision of special educational specialists.

With effect from the start of the 2015/2016 school year, Ms. Rachuba will be at your service at our school.



Telephone chain

All classes benefit from a telephone chain, which makes it easier for people to communicate with each other.

This is also used by the school on occasion, - for example to reschedule a class for your child when a teacher is very unwell.

Gym

Sports lessons take place in the gym.

Please note that your child must be capable of dressing and undressing unaided! This also includes shoes.

Gym shoes have no laces and can easily be taken off and put on again.

Sports lessons consist of a double-lesson given each week in the gym.

The third hour of the sports lesson is a play hour on the playground.

Please remember to remove all jewelry on days on which your child has sports lessons in the gym!

Thank you very much!



Missed lessons

Even if the odd lesson is canceled, we will never send your child home early without prior notification.

Accident

Your child is covered by accident insurance while in school and on the way to school. Please inform the school, if your child is involved in any accident on the way to school.

Moving

If you change your address and/or telephone number after moving house, please inform the secretary immediately and your child's class teacher should also be informed at the earliest opportunity.

Relocation of our school

It is likely that our school will relocate in the coming year to the current premise of the Theodor-Heuss school on Vitusstraße.

This will give us much more space in which to operate and far more opportunity to provide children with an appealing place in which to learn and live.

We are looking forward to moving!

We will inform you as soon as a date for the move has been agreed. This move will also coincide with a renaming of our school.

In the past school year, the school council agreed on the following naming proposals: Grundschule Herten Mitte, Löwenzahnschule, Astrid-Lindgren-school, of which those in charge of the school preferred Grundschule Herten Mitte.

Herten city council is set to make the final decision.



Lobby

Over the past school year, we have inevitably noticed that parents who bring their children to or pick them up from school, have tended to hang around in the corridor at our main entrance or in the lobby in front of the classrooms.

This generally led to loud conversations and chatting, along with small children yelling and playing around and significantly disturbed the teaching in the neighboring classrooms.

Our corridors spaces are not a waiting room and our radiators are also not for sitting on!

We kindly request that you please refrain from waiting in our walkways and in front of the classrooms, which ends up disrupting normal academic operations.

So take advantage of this opportunity and catch up with the latest information at our parent information window.

This is where you will find photos, instructions and the latest news.

Children who have to wait before the lesson should also please wait outside and a teacher will escort them into the school building when the lesson starts.



Tools

Every day, you should make sure you have scissors, pencil sharpener, ruler, glue, and pens, etc. as the basic tools.

Please support your child's efforts to take responsibility for having their own stuff.

Waveboards

Waveboards, rollers, inliners, scooters and similar should please be left at home and must not be brought to school, particularly given the risk of accidents and theft.



XY unresolved

.....and similar things should not be shown to your child.

Frequent and uncontrolled access to TV and computer games etc. will harm the concentration, movement and imagination of your child.

To make sure our school doesn't become a place for such hopeless cases, we have been a „fistless“ school for years and take part in the related anti-aggression program.

For more information, please see:

www.f Faustlos.de

Of course, class teachers will also be happy to tell you more about this program during the guardianship evenings.

Each class has one fistless lesson in the week, which is basically given by the class teacher.



Certificates

Your child will receive their first certificate at the end of the first school year. This certificate does not yet contain any grades, but is more of an oral assessment, giving details of the strengths and weaknesses of your child. If any of the performances of your child do not meet expectations at any time, do not scold them but give your child courage and praise their strengths, which will help your child gain self-esteem regardless of the level of school grades.

Collaboration

We are happy when you find time to play a part in our school life and support us. There are numerous ways to do so, e.g. as a reading volunteer, accompanying school trips, class and school festivals etc.

We hope to establish a trusting collaboration between the parents and school. This is the key element that underpins successful learning, so please bring it along to our school committees! Via the PTA board, you also have the chance of becoming a member of the PTA itself. Finally, you may be elected to the school council to help look after the school.

The current PTA representatives are as follows:

Mr. Dr. Pollerberg and Ms. Ennenbach

Legal info page:

Susanne Schäfer & Stephanie Lehmann
(School management team)

Grundschule am Wilhelmsplatz
Am Wilhelmsplatz 4
45699 Herten

Tel: 02366 303 870
Fax: 02366 303 877

www.gs-am-wilhelmsplatz.de

August 2015

Illustrations:

Hans-Jürgen Krahl
www.scrappindoodles.com