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Information for
Parents for the
School Year
2022/23

[Our diversity makes us strong!]

Please keep this booklet to have the
most important information available
during the school year.

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Dear parents and guardians,

With this booklet containing the most important information, I would like to welcome you - also on behalf of the entire staff and administration - to the new school year. I wish you and especially your child all the best and much joy and success in the school year 2022/23. We look forward to a trusting cooperation with you.

How to reach the school by phone

Secretary	759160 (daily from 7.30 - 11.30 am)
School building Birken	7591630
Maintenance	0170/7682449

Notices for the new school year

We welcome the following new colleagues to the school:
Ms Cordula König, Ms Demet Grundmann, Ms Theresa Wölfel, Ms Annekatrin Steidele

Office hours of the teachers

We will soon publish all office hours in a separate info sheet. Twice a year, a parent consultation day is held in the evening for parents who cannot arrange a consultation time during the day.

Holiday schedule and public holidays

Autumn break	30/10- 04/11/22
Christmas break	24/12/22 - 06/01/23
Carnival break	20/02 - 24/02/23
Easter break	03/04 - 14/04/23
Whitsun break	29/05 - 09/06/23
Summer break	31/07 - 11/09/23
German Unification Day	03/10/22
Day of Prayer and Repentance	16/11/21
May Day / Labour Day	01/05/23
Ascension Day	18/05/23
Ramazan Bayrami	21 and 22/04/23
Kurban Bayrami	28 and 29/06/23

When planning your holidays, please ensure that no teaching days are affected. **The school administration may not authorise any leave of absence before the start of the holiday or after the end of the holiday.**

School attendance at the Luitpold Primary School

Start and end of lessons

Classes start at 8.00 am.

The school building is open for the children from 7.45 am.

We kindly ask you, dear parents, to see your children off at the entrance and not to accompany them to the classroom. We also ask you to wait for your child outside at the end of the school day. This is also stipulated in the school's safety concept. Adults should only be in the school building when they register with the secretary via the bell or are let in by a teacher.

If possible, let your child walk to school and home by himself/herself. Exercise in the morning gets the circulation going and promotes concentration. It is also good for the children to walk at lunchtime and 'switch off'.

Duties of pupils and parents/guardians:

There are not only regulations for teachers, but also for pupils and parents. On this occasion, we would like to remind you of some legal regulations as they are laid down in the Bavarian Education and Teaching Act (BayEUG, Art. 56, Para. 4,5 for pupils and Art. 76 for parents/guardians):

(4) 1 All pupils shall behave in such a way that the task of the school can be fulfilled and the educational goal achieved.

2 In particular, they have the duty to attend lessons regularly and to participate in other compulsory school events. 3 Pupils must refrain from doing anything that could disrupt the running of the school or the order of the school they attend or of another school.

(5) 1 Mobile phones and other digital storage media not used for teaching purposes shall be switched off in the school building and on the school premises. 2 The teaching staff or the supervising teacher outside the classroom may allow exceptions. 3 In case of violation, a mobile phone or other digital storage medium may be temporarily confiscated.

1 Parents or guardians are obliged to ensure that pupils conscientiously fulfil their school duties, including the obligation under Article 56(4), sentence 4, and the requirements set by the school, and to support the educational work of the school. 2 The parents or guardians must in particular ensure that minors subject to compulsory school attendance attend lessons regularly and attend the other compulsory school events.

It would be nice for the school community if everyone adhered to the following:

- showing up to class on time
- bringing school materials
- Keeping and treating borrowed textbooks with care; if they are damaged, they must be replaced/paid for
- Doing homework regularly
- Maintaining contact with the teacher

As our lessons are often massively hindered and time for the actually necessary support of all children, including the high achievers, falls by the wayside, we would like to point out that we will, if necessary, call in our youth social worker or the youth welfare office if we have the feeling that children are being neglected.

Illness

If your child cannot attend class due to illness or other compelling reasons, the school must be notified by 8.00 am. If no excuse is given via the parent portal or no phone call is made, the school is obliged to investigate the whereabouts of your child and, if necessary, to involve the police.

Please also note that for illnesses during school hours or for emergencies, it is essential that the school always has your current telephone numbers on record.

When resuming class after an illness/absence, a written excuse or a doctor's certificate must be submitted if your child was excused by telephone.

This is not required if your child reports illness via the Edoop app. A template for an excuse can be found on our homepage under "Downloads" in the top right-hand corner or at the end of this booklet. The missed lessons and homework must be made up in a timely manner. Please arrange with a classmate for a 'drop-off service' of homework.

Notifiable diseases:

In order to prevent infection and further spreading, the following children's diseases must be reported to the school immediately in addition to the generally notifiable diseases:

- Corona infection
- Mumps
- Scarlet fever
- Chicken pox

Please also report pediculosis!

Leave of absence and exemptions:

Leave of absence for pupils outside the holiday period is only permitted in exceptional and urgent cases. These include:

- religious reasons (First Communion, special religious holidays of non-Christian denomination)
- health reasons (medically prescribed stays at a health resort)
- special personal reasons (e.g. moving house, special family celebrations such as weddings, death in the family)
- Participation in competitive sporting events or competitions

If you wish to apply for a leave of absence, this must be done in writing in good time. The school administration must approve the leave of absence. You should carry the approved leave of absence with you on the exempted days.

An exemption for a doctor's visit can be approved by all teachers, but also requires a written request. The child must be collected from school if he/she is to go home/to the doctor for an exemption of a few hours.

'Hitzefrei':

If there is a big heat wave in the summer, we will ask you, dear parents, in good time whether the children may go home earlier. If this is not the case, the pupils will in any case be looked after until the regular end of lessons.

PE (physical education):

Participation in sports lessons is compulsory, i.e. early pick-up due to illness is not possible.

No jewellery may be worn during physical education. Earrings and studs must be removed or covered with strips of plaster. The teacher's responsibility is not diminished even by a written statement from the parents allowing the jewellery to be worn.

Friendship bands must be removed or covered with a sweatband or elastic bandage.

Long hair must be tied up. Hair elastics are best, barrettes that stick out can also lead to injuries in certain sports.

Please make sure children wear appropriate sports clothing and trainers with a non-slip, light-coloured sole in the appropriate shoe size.

For safety reasons we cannot let the children participate in PE in socks, barefoot or in street clothes.

Swimming lessons:

From 2nd grade onwards, your child will have regular swimming lessons. In 2nd grade weekly, in 3rd and 4th grade every fortnight. This is a luxury that our school affords to give the children the opportunity to learn to swim.

Please support us by dressing your child in clothes that can be put on and taken off quickly. Please no tights, dresses, lace-up shoes or clothes that your child cannot put on without help. Otherwise a lot of time will be lost in the changing room. After swimming, a cap or hood is essential from

October until spring as we often cannot blow-dry hair completely. Children with longer hair must wear a bathing cap so that their hair stays mostly dry.

Unpermitted Items:

Please make sure that your child does not take anything with him/her that does not belong in school, e.g. trading cards or toys.

Mobile phones must be switched off on the entire school premises and may only be switched on with the permission of the teacher.

Disruptive objects may be taken away from pupils and only handed back at lunchtime. Dangerous objects may only be returned to the parent or guardian.

Liability for damage to school property

Please note that you as parents are liable if your child breaks school items. This applies in particular to PCs, laptops and iPads. It makes sense to take out appropriate liability insurance.

Learning development talks and report cards:

In grades 1 to 3, learning development talks are held with the children in the presence of parents at half-term.

In grade 4, the pupils receive an interim report in January, which only shows the current grades. On the first day of classes in May, there is the transfer report, which can be used to register for secondary schools. The registration dates of the secondary schools can be found in the daily newspaper or on the homepage of the school concerned.

Transfer without a trial lesson is possible with the following cuts (from the grades in the main subjects German, Mathematics and HSU):

Grammar School (*Gymnasium*): 2.33

Middle School (*Realschule*): 2.66

For children who have not spent the entire primary school period at a German school and are of non-German origin, this is possible with an average of up to 3.33 if the language problems can be remedied.

School Route Safety

Parking in front of the school building:

If you do bring or collect your child to school by car, please pay attention to the no stopping and no parking signs - for the protection of the children at our school. **In particular, do not stop/park in the bus parking area! You are endangering your own children!**

Please also do not park in the teachers' car park in front of the school. Unfortunately, it happened more often last year that teachers could not access in the morning or could not depart at break time to change to the Birken School building.

The playground may only be used with permission.

Use of bicycle or scooter on the way to school:

The traffic educators of the Bayreuth Police Department recommend that pupils should not ride their bicycles to school until they have passed the bicycle test in 4th grade. A helmet should be worn at all costs!

If children come to school with a scooter, it cannot be taken into the school building. We cannot accept liability for stolen scooters or bicycles.

Behaviour in the event of school accidents:

Your child is insured against accidents at school events, during lessons and on the way to school. In the event of an accident at school, please proceed as follows:

1. Tell the doctor that it is a school accident.
2. The doctor must fill out an accident report.
3. Report to the head of class no later than the next day that you have been to the doctor with your child because of a school accident. The school must report the accident within three days. Please also state the health insurance company with which your child is (co-)insured and the name of the doctor.

Website

Unsere Schule unterhält eine regelmäßig aktualisierte Homepage, auf der Sie Informationen und Termine finden.

➤ www.luitpoldschule-bayreuth.de

Parent Representative Council and Parents Council

The class parent representatives and their proxies as well as the members of our parent council can be viewed on the website where you can also find activities and the use of donations. The email of the parents council is:

elternbeirat@luitpoldschule-bayreuth.de

'Friends of the Luitpold School'

Our booster club, the Friends of the Luitpold School, supports us with financial means for activities and purchases. For example, a shop and many games for the playroom, laptops for the library, etc. have been purchased, special activities (e.g. participation in the Kangaroo competition) have been financed and a variety of materials for the learning workshops have been bought.

You can also find out more about the booster club and membership on our Website.

If there are any questions that this booklet does not address, we would appreciate your suggestions on how to improve it.

In this spirit, here's to good cooperation throughout the school year!

Your school management
and the team of the Luitpold Primary School

Excuse forms

Excuse due to illness

My son/my daughter _____ class:

Was not able to participate in class on/from _____ to _____.

Reason: _____

They will do their best to catch up on missed lessons and notebook entries in the coming days.

I ask you to excuse his absence.

Date

Signature Parent/Guardian

Entschuldigung wegen Krankheit

Mein Sohn/meine Tochter _____ Klasse: _____

konnte am/von _____ bis _____

nicht am Unterricht teilnehmen.

Grund: _____

Er/sie wird sich bemühen, versäumten Unterrichtsstoff und Hefteinträge in den nächsten Tagen nachzuholen.

Ich bitte, ihr/sein Fehlen zu entschuldigen.

Datum _____ Unterschrift Erziehungsberechtigte(r)

Entschuldigung wegen Krankheit

Mein Sohn/meine Tochter _____ Klasse: _____

konnte am/von _____ bis _____

nicht am Unterricht teilnehmen.

Grund: _____

Er/sie wird sich bemühen, versäumten Unterrichtsstoff und Hefteinträge in den nächsten Tagen nachzuholen.

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