



LUITPOLDSCHULE
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Information for
Parents for the
School Year
2024/25

[Our diversity makes us strong!]

Please keep this booklet at hand to have the most important information available throughout the school year.

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,Friends of the Luitpold School'

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 as well as much joy and success in the school year 2024/25. We look forward to a trusting cooperation with all parents/guardians.

How to Reach the School by Phone

| | |
|------------------------|-------------------------------------|
| Secretary | 759160 (daily from 7:30 – 11:45 am) |
| Birken school building | 7591630 |
| Maintenance | 0170-7682449 |

Notices for the New School Year

We welcome the following new colleagues to the school:

Antje Wahl-Keussen, Elke Burkhardt, Andrea Palmer, Ina Seidel, Susanne Schubert, Martina Weiß (youth social worker)

Teachers' Office Hours

We will soon forward all office hours in a separate info sheet.

Twice a year, a parent conference day is held in the evening for parents who cannot make office hours during the day.

Holiday Schedule and Public Holidays

| | |
|-----------------|---------------------|
| Autumn break | 28/10- 03/11/24 |
| Christmas break | 23/12/24 – 06/01/25 |
| Carnival break | 03/03 – 09/03/25 |
| Easter break | 14/04 – 27/04/25 |
| Whitsun break | 09/06 – 20/06/25 |
| Summer break | 01/08 – 15/09/25 |

| | |
|------------------------------|-----------------|
| Day of German Unity | 03/10/24 |
| Day of Prayer and Repentance | 20/11/24 |
| May Day / Labour Day | 01/05/25 |
| Ascension Day | 29/05/25 |
| Ramazan Bayrami | 30 and 31/03/25 |
| Kurban Bayrami | 06 and 07/06/25 |

When planning your holidays, please ensure that no teaching days are affected.

School administration may not authorise any leave of absence before the start 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 off your children at the entrance and not to walk 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, allow your child to walk to school and home by themselves. 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'. Too much traffic in front of the school building puts children at risk who walk to school!

Duties of Pupils and Parents/Guardians:

There are not only rules for teachers, but also for pupils and parents.

The following regulations apply to you as parents and to your children:

Bavarian Education and Teaching Act (BayEUG, Art. 56, Para. 4,5 for pupils and Art. 76 for parents/guardians):

56 (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.

56 (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.

76 1 Parents or guardians are obliged to ensure that pupils conscientiously fulfil their school duties (including the obligation to complete homework and catch up in case of illness), and to support the educational work of the school. 2 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 on time to class
- Bringing school materials
- Keeping and handling borrowed textbooks with care; in case of damage, they must be replaced/paid for
- Doing homework regularly
- Staying in touch with the teacher

As our lessons are often massively disrupted and time for the actually necessary support of all children, including the high achievers, falls short, we would like to point out that we will, if necessary, call in our youth social worker or youth welfare services if we consider children being at risk.

Illness:

If your child cannot attend class due to illness or other unavoidable reasons, the school must be notified by 8:00 am. If no excuse is given via the school app (via „**Abwesenheiten**“/‘**absences**’, refrain from contacting individual teachers) 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 vital that the school always has your current telephone numbers on file.

When resuming class after an illness, 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 was filed via the Edoop app.

Missed lessons and homework must be made up in a timely manner. Please arrange with a classmate for homework drop-off.

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:**

- Measles, mumps, rubella
- Scarlet fever
- Chicken pox
- Hepatitis
- Pertussis / whooping cough
- Meningococcus
- Ringworm
- Tuberculosis
- Mpox / monkey pox
- Scabies

Please also report **pediculosis!**

Leaves of Absence and Exemptions:

A 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 for rehabilitation)
- 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 they are to go home/to the doctor for an exemption of a few hours.

PE (physical education):

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

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

Friendship bracelets 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 allow children to 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 or take off without help. Otherwise a lot of time will be lost in the changing room. From October until spring, a cap or hood is essential after swimming 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 them that has no place 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 a parent or guardian.

Liability for damage to school property

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

Learning development meetings and report cards:

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

In grade 4, pupils receive an interim report in January, which only shows the current grades. On the first day of classes in May, the teacher issues a 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 website of each school.

Transfer without a trial lesson is possible with the following grade point average (from 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 a GPA of up to 3.33 if 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 sake of protecting 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' designated parking area in front of the school. Unfortunately, last year it happened more often that teachers could not access the parking area 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 assume no 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

Our school hosts a website with current information: www.luitpoldschule-bayreuth.de

Parent Representative Council and Parents Council

Information on the class parent representatives and their proxies as well as the members of our parents council are available on our website where you can also find activities and the use of donations. You may reach the parents council at

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, we were able to purchase a kids' shop and many games for the playroom, and laptops for the library, fund special activities (e.g. participation in the Kangaroo competition) and a variety of materials for our learning labs.

You can also find out more about the booster club and membership on our website (see above).

If there are any questions that this booklet does not address, we would appreciate your feedback.

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

Your school management
and the team of the Luitpold Primary School