

Dear parents,

I would like to welcome you at Gemeinsame Musterschule.

Together we are looking ahead on years full of learning, experience and discovery. That is in a nutshell: your child's process of growing up. It is a time that can not only be exciting and enriching but also a little troublesome at times. We provide support and guidance for you and your child during this period. So please feel free to contact us with everything that bothers you as we are very happy to stay in regular contact and find solutions to any kind of problem. We are looking forward to a successful school term and good cooperation.



(A. Schmidt, Vice Principal)

Address of the Gemeinsame Musterschule Friedberg



Augustinergasse 10, 61169 Friedberg, Tel. 06031 – 13642, Fax 06031 736703
Branch Office Ossenheim : Florstädter Str. 46, Tel. 06031/3853
Email (Office): poststelle@gmfb.friedberg.schulverwaltung.hessen.de
Email (Headmaster): schulleitung@gmfb.friedberg.schulverwaltung.hessen.de
Web Adress : <http://www.musterschule-friedberg.de>

Contact

Class Teacher, Aid Association (06031/12531 Ms. Kilian oder 06031/680535 Mr. Götz), Office, Homepage, Parents Council (elternbeirat@musterschule-friedberg.de), Municipality (<http://www.friedberg-hessen.de>) under the point "Bildung und Kultur"

Daily Routine of the Pupil (Schematic Representation)

For a better understanding of the daily routine of your child we added an example in the following table:



From 07:30	Schoolyard is supervised and your child can go onto the yard.
From 07:45	The children may now go into the class rooms.
08:00 until 11:35	Core teaching time! From year 3 on, the children stay longer at school (until 12:30 or 13:15 Uhr) in most cases.
11:35 until 14:30	Child Care over the lunch hour (details s. table below) at school.
14:30 until 17:00	Those who need longer daily child care are recommended to register there child at a after school care center (s. above municipality).
From 17:00	Your child should be in your care at the latest. Let your child show you, whether its homework is done.
From 21:00	Ideally your child is already sleeping and therefore perfectly prepared for the next day at school.

The different Support Service Schemes after the Die verschiedenen Betreuungsangebote nach dem School Lessons

Child Care over the lunch hour		After School Care Center „Grips“	After School Care Center “Tintenklecks“
Offering of the school		Children Protection Alliance „Kinderschutzbund“	Municipal
TiTiWu: Child Care over the lunch hour. Organized as cooperation between school and children protection alliance („Kinderschutzbund“).	“AG’s” (German „Arbeitsgruppe“ = Working Team): lead by teachers and external staff. They start three weeks after summer holidays and three weeks after the first half-year.	After School Care Center of the Kinderschutzbund.	After School Care Center of the municipal
Administrative building and school building.	Administrative building and school building	Administrative building at the 2nd floor.	“Usa-Vorstadt (a suburb) in Friedberg Tel: 06031 64227 Please note that “Usa” is a little creek in Friedberg!
Home working support: at the class room of the 2nd class from Monday until Friday.	No homework support	Homework support after school care center staff.	Homework support after school care center staff.
Free of charge with the exception of the support service on Monday and Friday.	Free of charge	Fee required	Fee required
No child care during holidays!	No child care during holidays!	No child care during holidays!	Child care during holidays. Three weeks of the holidays will be managed by an always new defined after school care center of the city.
11:35 – 14:30	11:35 until 14:30. The exact time slots will be provided for every working team!	until 17:00	until 17:00
Registration via school bag mail (so called “Ranzenpost”) respective at the office. For the care service on Monday and Friday please contact the employees of the “Titiwu”	Registration via school bag mail („Ranzenpost“) addressed to the teacher	Registration at the after school care center (s. above)	Registration at the municipality (s. above)
Participation on lunch is fee required – Registration via Ranzenpost respectively at the office.			



Parents Co-Determination

Parents elect a class parents council for two years. All members of the class parents council elect a school parents council every two years. They are contact persons for you. On behalf of the class they speak with the relevant teacher, on behalf of larger groups e.g. the school, they speak with the principal about issues and suggestions coming from you. Conversely they inform the parents about the results and news provided by the school. It's important that parents use this way to be involved and participate in school matters. This way, mutual understanding can be enhanced and problems will be solved together.

Furthermore parents do have the possibility to engage themselves in the aid association, the school library or at events like school celebrations or the so called „Bundesjugendspiele“ which sport event for pupils. All pupils will benefit from that– your child too!

Compulsory education, Suspension, Apology and Handling of diseases

Your children are subject of the compulsory education! This means, that every day your child has to attend school.

In the case your child is sick, please inform the office under the phone number 06031 13642 (Ossenheim: 06031/3853) before the start of the lessons until 07:30 latest. Der answering machine is online by day and night. Please note that the line can be busy if a call happens or someone is just speaking on the answering machine. A signed written apology must be handed in to the teacher during the next three days, after the child is back at school.

Please take contagious diseases (e.g. measles, influenza, lice) very serious and don't send your child to school by any suspicion! Please inform the teacher immediately if the disease is truly contagious.

The teacher is able to suspend your child for two days. Long-term suspend must be requested and allowed by the head teacher. The long-term suspend is only possible in urgent exceptions. An appropriate application must be filed four weeks before.

Snacks

Ideally you provide your child with a portable healthy snack for the morning break (e.g. bread, fruit, vegetables and water). Sweet drinks (e.g. lemonade) and drinks that contain coffee (e.g. Coke) are unhealthy for your child!

Homework

Homework is important! It can possibly happen that your child can't follow the lessons if it doesn't repeat and revise learning materials. The homework support service at the after school care center may not always be sufficient enough. Please make sure and see for yourself, that your child has done its homework. Also, if possible encourage your child to do its homework independently.



Schoolbag

Please note: the schoolbag ought to contain not more than it is necessary for this school day. Please control the schoolbag, satchel and the so called „Ranzenpost“ (post from the teacher).

Way to School

It's important that your child knows and uses the safest way to school. Tell and show your child, how to behave correctly in street traffic. Tell your child not to go along with unknown people or strangers.



Autonomy

Peter Struck (Pedagogue): „Overprotected children are as bad as unattended“ [Translated from German]. Give your child the chance to handle its educational material autonomously. Your child is now a pupil and is able to go to school independently, ideally together with some schoolfellows.

Sport and Swimming Lessons

The sport and swimming lessons are mandatory!

Social Graces/Target Agreements

The main part of your child's day is spent at school. There, we want to be comfortable with each other thus it is important to be polite and respectful. Children are still learning these rules of peacefully living and getting along with each other. Hence, please don't take it personally if the teacher or other parents give advice to you or your child. Rather try to explain to your child the sense of politeness and respect. At the same time please take it seriously if your child tells you that it has been treated badly. In this case please talk to the teacher or the parents council.



The schools rectorship, the schools parents council and the aid association of the Gemeinsame Musterschule Friedberg as well as the editorial team wish you and your child a successful and great time at our school!