



School regulations

Wherever many people come together, rules are necessary. The school rules of the Goetheschule want to help that pupils, teachers and students can work undisturbed and that accidents are avoided. Everyone must respect the rights and property of others. We do not accept any form of violence at our school.

General principles for cooperation at the Goetheschule

- I treat others in a friendly and polite manner. I treat others with respect.
- I am considerate and helpful.
- I observe the stop rule. I settle disputes with calm and kind words.
- I follow the instructions of all persons working in the school.
- I keep order in the school building, in the gym and in the playground.
- I take care of my own things and respect the things of others. I take care of things that belong to the school and let them know immediately if something breaks.

Rules in the school building

- I walk quietly and slowly through the school building.
- I walk on the right side of the staircase and pay attention to others.
- I keep the toilet clean and return to class or break quickly.
- I handle all school supplies with care. Textbooks issued by the school must be bound. Damaged books must be replaced.
- I leave pocket knives, lighters, matches and electronic devices at home.
- I leave electronic devices (mobile phones, etc.) in my satchel. If this rule is violated, the item can be taken away and collected from the after-school care centre or the school administration.

Rules for the big breaks

- During the break, I stay in the playground and play there.
- During the rain break, I stay in the classroom.
- I am only allowed to throw softballs.
- From October to Easter, I wear a jacket during the break.
- When it is wet, all toys and balls stay inside. The supervisor decides on this.
- If there is a dispute, I first get help from the dispute mediators, then I go to the supervisor.
- After the break, I go straight to class.
- Riding bicycles and scooters is forbidden in the schoolyard during the school morning.

Breaktime game lending

During the breaks in the schoolyard, various playground equipment is available for loan. Each child receives a borrowing pass and can use it to borrow a toy. At the end of the break or when they no longer want to play with the toy, they return the toy and get their pass back. The children are responsible for the things they borrow. Lost or broken toys must be replaced proportionately by the parents.

Dispute Mediator

There are dispute mediators at the Goethe School. These are pupils from the third and fourth grade. They support children who are arguing. They help to end the argument and find good solutions. You can always talk to them during the breaks and ask for help. You can recognise the mediators by their orange waistcoats.

Children's consultation hours

If I have worries or if a dispute goes on for a long time, there is the children's consultation hour. Here there is time to discuss the situation together and look for solutions.



Bus rules

I ride a bus!

For all:

- I use the traffic lights when crossing the road.
- I listen to the instructions of the bus supervisor and the bus driver.
- If I jump the queue or shove, I have to get to the back of the queue.

In the morning:

- After getting off the bus, I go straight to school.
- At the traffic lights, I wait until it is green.
- On the way, I talk quietly with the other children.

After school is out:

- I wait at the assembly point next to the gym with my satchel on my back.
- I run in pairs with another child.
- When the teacher comes, I immediately line up with my partner at the gate.
- The bus supervisor always walks in front.
- At the traffic lights we wait until everyone is there. We cross the road as a group if the teacher allows it.
- At the bus stop, I wait calmly until the bus comes and opens the doors.
- I am allowed to sit on the little wall or on my satchel. The fence and the schoolyard are off limits.



School-ABC
for the parents of the Goetheschool

Abbreviations that we use frequently:

AB	worksheet	LZ	learning time / homework time
AG	elective subject / club in the afternoon	M	mathematics
AH	workbook	MFö	mathematics remedial teaching
B	book	Mi.	Wednesday
D	German	Mo.	Monday
DaZ	German as second language	Mu	music
DFö	German remedial teaching	Nr.	number
Di.	Tuesday	o.A.	open beginning
Do.	Thursday	Reli	religion Protestant and Catholic
Fö	support classes	S.	page
Fr.	Friday	SU	general studies
HA	homework	Sp	Sport
IKL	intensive German lessons	Std.	hour
Ku	art	X	class teacher lessons

AG-Angebote - AG offers

AG offers on various topics take place after lessons from 12:30 - 13:15 or 12:30 - 13:30. At the beginning of a school term, you can voluntarily register your child for one or more AGs. Participation is compulsory for half a year after acceptance! The AGs are only offered for children in the second to fourth grade. Instead of an AG offer, the children in the first class and in E2 have an in-class lesson for socials of all kinds.

Alarmproben - alarm rehearsals

Alarm rehearsals take place twice a year. The children practise how to behave correctly in the event of a fire alarm. The first time, the signal sounds with an announcement. The second time, the alarm rehearsal is not announced. When the signal sounds, all children line up at the door in the classroom, go out of the school building with their teacher and line up at the assembly point.

Atteste - doctor's certificates

Doctor's certificates must be handed in at school if your child is absent from school for more than three days due to illness or if your child has too many days absent.

Beurlaubungen - leave of absence

Leave of absence can be requested for important reasons. If your child needs leave of absence for a maximum of 1-2 days at a time, you can submit an informal, written application to the class teacher. For leaves of absence of 3 or more days at a time or for leaves of absence directly before or after regular school holidays, please contact the school administration (Frau Sütterle) in writing. School attendance is compulsory for your child! Leave of absence directly before or after school holidays is only possible in exceptional cases - for example, in the case of health-promoting measures (spa and/or rehabilitation stays). An appropriately detailed written application must be submitted to the school management at least 4 weeks before the planned date of the leave of absence! Leave of absence to extend the holiday period or to take advantage of cheaper offers are not exceptional cases. It will not be approved!

Bücher - books

There are books that your child is allowed to write in. However, most books may not be written into. These books are only lent to your child by the school, are to be bound in and must be treated with care. You may have to replace or pay for damaged books.

Computer

Computers, laptops and tablets are used in school to help children learn how to use digital media in school.

Deutsch als Zweitsprache (DaZ) - German as a second language

Children who speak a language other than German at home take part in German as a Second Language (DaZ) classes. The children practise expressing themselves correctly in German, both orally and in writing. You will be informed by the class teacher if your child is to take part in DaZ lessons.

Dolmetscherinnen und Dolmetscher - interpreters

Interpreters will be gladly organised for you free of charge for discussions between parents and teachers if you feel unsure of the German language. Please contact us if you need one.

Elternabende - parents' evenings

Parents' evenings are important and take place once or twice per school year. You will receive an invitation to each parents' evening. Participants are you and all parents in your child's class.

Elternbeirat - parents' council

The Parent Council represents the interests of the parents and consists of two parents per class. It is elected by the parents in the first and third grade for two years. (If your child is in an entry level class, it is elected in E1, second and fourth grade.)

Elterngespräche - parents' meetings

Parent-teacher conferences are important and take place when necessary. Participants are you and a teacher. If necessary, other people take part in the parent-teacher conferences (for example, an interpreter). If you have any concerns, please do not hesitate to contact us.

Fahrrad - bicycle

Your child may come to school on a bicycle or scooter. There are bicycle and scooter racks in the schoolyard. Your child will need a lock to lock the vehicle. Please practise with your child how to behave properly in traffic and how to lock the bicycle or scooter! Whether your child is fit to cycle or scooter to school is your responsibility.

Eingangsstufe (E1 und E2) - Entrance level

The Entrance Level (E1 and E2) lasts two years. Children can start school at the Goethe School at the age of five. The children learn and play. After two years, the children move on to the second grade.

Feiertagen - public holidays

Your child will not have lessons on public holidays. Public holidays outside the holidays are Labour Day, Ascension Day, Whit Monday, Corpus Christi and German Unity Day.

Ferien - holidays

Your child has holidays four times a year. There are autumn holidays, Christmas holidays, Easter holidays and at least six weeks of summer holidays. In addition, there are floating holidays. On the last school day before the holidays, your child only has lessons until 10:45 am. During the holidays and on the floating holidays your child has no school.

Förderunterricht (Fö) - support classes

Support classes (Fö) are offered at school for the subjects German (DFö) and Mathematics (MFö). In remedial classes, children practise subjects that they are not yet very good at. You will be informed if your child is to take part in remedial classes.

Förderverein - support association

The booster club is a non-profit association and supports the Goetheschule. It finances various projects at the school. You can find more detailed information on the homepage <http://foerderverein-goetheschule.de/>

Forscherwerkstatt - researcher workshop

The researcher workshop is attended by the children in E2 and in first to fourth grade. The children deal with scientific topics and conduct age-appropriate experiments.

Frühstück - breakfast

Eating breakfast is important. Your child should eat the first breakfast at home because lessons start directly at school. The second breakfast your child eats at school during the breakfast break. For this, your child needs a lunch box with a healthy breakfast (for example, a sandwich with vegetables and some fruit) and a bottle of water. Sweets, crisps and sweet drinks do not belong in the satchel!

Fundsachen - lost property

Lost property is handed in to the caretaker (Mr. Davis) in the basement. Found articles of clothing and other items can be collected there. Valuable lost property such as keys or necklaces are also kept by Mr Davis in a display case in the basement. At the end of each school year, the remaining clothes are donated.

Geburtstag - birthday

For the birthday, your child may bring something sweet or savoury for the class. Muffins or a dry cake for which no crockery is needed are suitable.

Goetheschullied - Goetheschule song

The Goetheschule Song was composed and written by Ulrich Pietsch. All children at the Goethe School learn the song and sing it at various events (for example at the monthly ritual).

Großgruppenraum - large group room

The large group room is on the ground floor. It is used for events, for movement classes and by the afternoon care (SKA).

Handys - mobil phones

Mobile phones and smartwatches without a listening function may be carried switched off in the satchel. Mobile phones and smartwatches that are used without permission during school hours will be handed in to the school administration (Mrs. Sütterle). They can be collected from there. The school is not liable for any damage or loss! In case of emergency, you can reach your child via the secretary's office (phone: 06151-13483000).

Hausaufgaben (HA) - homework

Homework (HA) is important. Your child should deepen knowledge and practise what he/she has learned. In the first and second grade, homework is done in the learning time (LZ) at school. The children are supported by a teacher and a supervisor from the afternoon care (SKA). In the first and second grade, homework should not take longer than 30 minutes. In the third and fourth grade, homework is done at home or in an after-school club. Homework should not take longer than 45 minutes.

Hitzefrei - heat-free

Heat-free at the Goethe School means that there is no homework for your child in the summer heat. Regular lessons will still take place during the heat-free period.

Hort - after-school club

Your child can go to an after-school care centre after school hours to eat, learn and play. You can register your child under the following internet link <https://kinderbetreuung.darmstadt.de/>

Intensivklassen (IKL) - intensive classes

Intensive classes (IKL) are for children who have been living in Germany for less than 2 years. These children receive more intensive language support in small groups at

certain times. For the rest of the school morning, the children are taught in their reference class with children of the same age. During the intensive period, the children receive an adapted report card, which primarily documents their language progress.

Jahrgang - school year

A school year consists of several equal grades. All first classes are in year 1. All second classes are in year 2. All third classes are in year 3. All fourth classes are in year 4.

Kinderbücherei - children's library

The children's library is on the ground floor of the school. During opening hours, the children can look at and borrow books.

Kindersprechstunde - children's consultation hours

Children can go to the children's consultation hour if they have a problem with other children, with other people or problems at home. There is a white letterbox on the first floor near the secretary's office. A letter for registration for the children's consultation hour can be put in there.

Krankmeldung (Entschuldigung) - sick note

A sick note (excuse) is obligatory if your child is ill. Please inform the secretary's office between 7:30-8:00 am. You can either call (phone: 06151-13483000) or write an e-mail (Krankmeldung.goetheschule@darmstadt.de). Please also inform the school on subsequent days. A medical certificate is required from the fourth day of absence.

Lernzeiten (LZ) - learning times

The first and second classes have learning times on three or four days. The children are assisted with their homework by a teacher and a supervisor from the afternoon care (SKA). Children who are in the third or fourth grade and are enrolled in the afternoon care at the Goethe School are assisted with their homework by a teacher and a caregiver from 1:45 - 1:30 pm.

Lesepatinnen und Lesepaten - reading mentors

Reading mentors are volunteer adults who support some children in reading at school.

Lesewoche - reading week

During the reading week, the children read to each other. In the second to fourth classes, the best readers are selected (reading kings). The listening children are given eavesdropping tasks. The reading kings and the best eavesdropping classes are honoured at the monthly ritual.

Materialien - materials

Some materials for your child have to be bought by you. Your child will receive a list of materials from the class teacher. Some materials need to be replaced often (for example, glue, pencils, erasers, notebooks).

Medienbildung - media education

Media education is an important topic at the Goetheschool. The children learn and use different media for information and presentation. They learn to use new media responsibly and critically.

Monatsritual - monthly ritual

The monthly ritual takes place every month in the large group room. All children of the Goethe School sing songs and learn the new motto of the month. Special achievements of children and classes are honoured.

Motto des Monats - motto of the month

The motto of the month is decided by the class representatives of the third and fourth classes and the eavesdroppers of the second classes. All children at the Goethe School try to stick to the motto of the month.

Notbetreuung - emergency care

Emergency care is available if there are no regular classes for school reasons (e.g. educational day). If your child attends an after-school care centre, he/she can spend

this day there. If you have the possibility to look after your child at home, he/she can stay at home. If you are unable to find childcare, you can register your child for emergency care. We will then organise a substitute during your child's regular school hours.

offener Anfang (o.A.) - open start

The open start is every day. The children in E2 and first to fourth grade can arrive in the classroom between 7:45 and 8:00 a.m. to play, share and have breakfast. Classes begin at 8:00 am. The open start in E1 is from 8:00-8:45 am.

pädagogischen Tag - pedagogical day

There is a pedagogical day once a year. On this day, the teachers work on how they can improve the school or attend further training. There are no classes on this day. Register your child for emergency care at school if you need care for your child.

Pausen - breaks

Your child has breaks every day. In the schoolyard, the children can play, borrow playground equipment and climb and swing on the playground. During the yard breaks, the break supervisors watch over the children. The break supervisors consist of teachers and caregivers from the afternoon care (SKA).

Postmappe (gelbe Mappe) - mail folder

The mail folder (yellow folder) contains important documents for you. Please check the mail folder regularly. Many letters need to be signed by you and brought back to school.

Praktikantinnen und Praktikanten - interns

Interns are interested in the teaching profession. They watch lessons in the school for a few weeks or months and support the children in their learning.

Projektwoche - project week

There is a project week every 2 years at the Goethe School. The children choose to join a project group for one school week. On Friday, the children present their results. You are welcome to support us by carrying out a project yourself or by helping a group to carry it out! You will be informed about deviating school times during the project week.

Ranzen - satchel

So that the satchel does not become too heavy, please check regularly what of it can stay in its own compartment at school or be sorted out.

Religion und Ethik - religion

Religion and ethics are offered at the school. You must decide whether your child takes part in (Christian) religion classes or ethics classes.

Schulbus - school bus

The school bus can be used by children who live further than two kilometres from the Goethe School. The bus picks up the children at the bus stop in the morning and takes them to school. After class, the children walk to the bus stop with a teacher. The school bus takes the children back to the bus stop near their home.

Schulelternbeirat - school parents' council

The school parents' council consists of the parents' councils of all classes at the Goethe School. It is informed by the school management (Mrs. Sütterle) about all important matters. The school parents' council has the right of co-determination in the school.

Schulfest - school festival

The school festival takes place every two years. In addition to the food stalls, each class organises a games stall. We look forward to your participation!

Schuljahr - school year

A school year begins after the summer holidays and ends before the next summer holidays. Your child stays in one grade level for one school year.

Schulkonferenz - school conference

The school conference consists of elected teachers and parents. Internal school interests are discussed and voted on together.

Schulleitung - school management

The school management consists of the headmistress Mrs. Sütterle and the deputy headmistress Mrs. Britz.

Schulplaner - school planner

The school planner is a ring binder that your child receives from Year 1 or E2 onwards for each new school year. Homework and important messages to you are written in there. At the front you must write your child's most important contact details so that we can always reach you quickly in case of emergencies. Please sign the corresponding page in the school planner after each week.

Schulsprecherinnen und Schulsprecher - school speakers

School representatives are elected by the class representatives from the third and fourth classes. They chair the SV meeting and present the motto of the month during the monthly rituals.

SKA

The SKA (Sozialkritischer Arbeitskreis Darmstadt) is the afternoon care at the Goethe School. If you want your child to go to the SKA after school, you must register your child. The caregivers from the SKA support the children in the first and second classes during learning times.

Streitschlichterinnen und Streitschlichter – dispute mediators

Dispute mediators are children from the third and fourth classes. In a workshop, the children learn how to mediate small disputes between children. They wear waistcoats during the breaks and can be called upon to help in the event of a conflict.

SV-Sitzung – SV meeting

The class representatives from the third and fourth classes and the eavesdroppers from the second classes meet every month for the SV meeting. The children discuss and choose the new motto for the month.

Telefonisch – by telephone

We can be reached by telephone on 06151-13483000. For emergencies it is important that we always have an up-to-date telephone number from you. Please always inform us of any changes.

Unterricht – lessons

Lessons take place according to the schedule. If a teacher is absent, we organise a substitute. You will be informed if the lessons have different times (e.g. excursions). If support classes, DaZ or an AG is cancelled, there is no substitute. In this case, we will inform you as early as possible.

Vertretung – substitution

Substitutes are available when a teacher is absent. This means that lessons can take place according to plan. There is no substitution for remedial classes, DaZ and AGs.

Vorlaufkurs – pre-school course

In the pre-entry course, children enrolled there learn through play to expand their vocabulary and improve their sentence structure in the year before they start school. The pre-entry course begins in the autumn of the year before the child starts school. The course lasts until the end of the school year and takes place in the school morning.

Vorklasse - pre-class

Children of compulsory school age who, for various reasons, need more time for their development, go to the pre-school class. Through the individual support in the pre-class, the children should be able to work successfully in the first class.

Willkommen - welcome

You are welcome to attend parents' evenings, school festivals and project weeks.

X-Dinge - many things

Many things your child has to learn at school. Please support your child by getting necessary new material in time, giving your child a healthy breakfast, checking the satchel regularly and supporting your child with homework.

Zeugnis - report card

The first report card is given at the end of Year 1 or E2. It is a written assessment of your child's performance. From the end of Grade 2 onwards, your child will receive a report card with grades every six months. On the day the report is handed out, classes for all children always end at 10:45 am.