

# Wegweiser (englisch)

# **Reporting Illness/Doctor's Appointment:**

This must be done by a guardian via phone call before school starts at 7:00 AM. The written excuse must be submitted by the student to the class teacher.

#### Leave of Absence:

In urgent cases (important family matters such as weddings or funerals), it is possible to excuse your child from school. A form for this is available in the office/on our homepage (Downloads) and must be completed and submitted to the class teacher at least one week before the planned date. The school administration will decide.

### **Office Visits:**

Students may visit the office only during break times, except for reporting illness during the school day.

# **Teacher Meetings**:

If you would like to discuss a matter personally with a teacher, please arrange an appointment in advance by phone or email.

# **Cell Phones:**

The use of cell phones is prohibited upon entering the school grounds, and the phones should be turned off.

# Cafeteria:

There is an option to book lunch via MensaMax during the midday break. It is offered four days a week, Monday to Thursday – see the separate information sheet.

#### Lockers:

Lockers are available in the classroom corridors and can be rented for the students – see the separate information sheet.

# Support Association:

Become a member of the support association. Your valuable contribution supports our school work.

# **Book Fees/Educational Material Freedom:**

All books are provided by the school. There is an annual parental contribution of €35. The books remain the property of the school and should be handled with care so that the next class can still enjoy them.

# **School Bus:**

Bus line C102 takes your child from the ZOB (Central Bus Station) in Siegen to Fischerweg (school bus stop). Please refer to the VWS timetable for exact departure times.

# **Recreational Area:**

If your child wants to borrow games or play equipment from the recreational area, they need a "game pass". The pass costs €3 and can be obtained from the class teachers at the beginning of the school year.

# **Education and Participation**:

Families entitled to benefits under SGB II, SGB XII, Housing Allowance Act, and child supplements are eligible for BuT benefits. Support from the Siegen-Wittgenstein district includes excursions, school supplies, student transportation costs, learning support, and lunch subsidies (cafeteria).

# Afternoon Care:

We offer childcare from Monday to Thursday if needed. Please fill in the attached form sheet (you can find it online as well) when you want your child to be cared for.