

Questions and answers for first-grader ("Erstie"-) parents



~ Guide for a relaxed start of school ~

Dear parents,

Welcome to the Elisabeth-Christinen-Grundschule (ECG). Earlier generations of first-grader parents have compiled a small catalogue of questions and answers from a parent's point of view. We hope to make the first school weeks of your children a little easier for you. You will also receive further information at the first parents' evening at the beginning of the school year and soon also on the school's homepage.

We wish you and your children a good start at school!

Contact persons	Important names and where to find them: <u>Secretary's office:</u> Ms Friebel → House A, Room A008 <u>School management:</u> Ms Dreyer (Head of school; currently sick) → House A, Room A005 Ms Jaeschke (Deputy head of school) → House A, Room A004 Ms Wegel (member of leadership team) <u>Caretaker:</u> Mr Wießieker → House C, Room C006 or otherwise on the premises <u>Teachers' room:</u> House A, Room A104 <u>Coordination after-school care:</u> Mr Götze → House C, Room C307
Extra-curricular activities offered by the school	Extra-curricular activities offered by the school ("AGs") can be used by all children, even if they do not attend the after-school care (Hort). In the first school weeks, the children receive information about the AG offers. Additional costs may arise with activities, which are offered by external partners/cooperating clubs.
Entrances to the school grounds	The entrance on Blankenburger Strasse can be used from 6.00 am to 8.00 am and from 2.00 pm. After that, please use the main entrance to the school in Buchholzer Straße. If the gate there is locked, please use the bell.
Parent representatives	In the first class parent meeting, you elect your parent representatives. The elected parent representatives can participate in the school's General Parent Representation (GEV). Further information www.berlin.de/mitwirkung-von-schuelern-und-eltern .
First day of school	The first day of school starts at 7:45 a.m. at the school. On this morning the first graders will be picked up in the schoolyard by their class teachers/class educators.
Feedback-mailboxes House A and House C	There are feedback-mailboxes („Ich hab da mal was“) for hints and comments, praise and criticism from parents, teachers and children in the entrance areas of House C and House A. They are regularly emptied and evaluated by the school management. You may leave anonymous messages but if you wish to have a reply, please provide contact details.
Förderverein (support association)	At ECG there is a Förderverein (support association), whose members (families, friends and acquaintances as well as pedagogues of the ECG) want to make a difference together for the children of ECG. The association is always looking for new and committed comrades-in-arms. Further information as well as the membership form can be found at www.foerdereverein-ecg.de .
Questions, worries and problems	If you have any questions, worries or problems, do not hesitate to have a conversation! The prime persons to approach are the class teacher, class educator or your chosen parent representative, who will be happy to support you at any time. Parents' representatives can also discuss overriding topics within the framework of the GEV.
Activities of the after-school care (Hort)	The after-school care (Hort) is currently in a phase of change. An application procedure for an independent youth welfare organization to manage the after-school care is underway. Therefore, no details about the future offer are known yet.
Breakfast	Your child can have breakfast in the classroom every day during the first big break. Please make sure you prepare a healthy breakfast and your child takes a water bottle to school.
Homework	The children are gradually introduced to homework. Homework supervision takes place in the afternoon. The class teachers are responsible for supervising the homework. If homework has to be done at home, it should take a maximum of 15 minutes. On weekends, first graders should not be given homework.
Website	The ECG website is currently under reconstruction and will go online again at the beginning of the new school year.
Communication with class educator	The A6-size notebook ("Mutti-Heft") serves for the exchange of information with the class educator. Important telephone numbers, (permanent) powers of attorney and other messages must be stored here.
Communication with class teacher	The A5-size homework notebook ("Hausaufgabenheft") serves for the exchange of information with the class teacher.

Absence from school (e.g. illness)	From the first day your child is absent, the absence must be reported to the school by telephone. A written note of absence must be made no later than the third day of absence. When your child returns to school, he or she will present a written note of absence explaining the duration and reason for the absence. If this is not done on time, the days missed will be considered as unexcused and will be noted on the report card. Please inform the school immediately of any illnesses that must be reported (e.g. lice, scarlet fever)!
Absence of teachers/educators	In case of absence of the (class) teacher or educator, the school management ensures the care of the children by the ECG pedagogues and takes care of substitute lessons. Every single child is being looked after! Information on the substitution regulations can be found in the substitution plan.
Lunch	All children can have a warm lunch at the school free of charge. The classes go to lunch together with their class educator according to a fixed lunch schedule. The caterer at the ECG is currently Luna (www.luna.de).
Post folder „Postmappe“	Parents receive all important information and parental letters via the yellow post folder "Postmappe".
"Parents-for-Parents" showcase	There is a "Parents-for-Parents" showcase in house C to the right of the entrance door in the atrium. Here you can find information about the Förderverein, GEV as well as current topics and

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	events.
School building	For the pupils and educators, the school is their workplace. Independence and personal responsibility are very important. Therefore, all parents are kindly asked to leave the premises to the children and teachers and not to enter the school building between 7:45 a.m. and 1:30 p.m. (exceptions are of course possible).
Drinking milk	Our school offers drinking milk, which is sponsored by the European Union within the framework of the European School Milk Programme. The programme is currently being reorganised. We hope to be able to offer drinking milk again in the coming school year. If so, you will receive a letter from your parents in the first weeks of school with further information about ordering milk.
Walking to school	A relaxed school day starts on the way to school! Allow your child to make his or her own way to school. Accompany your child at the beginning, practice important traffic rules and make him or her confident to move freely and safely in traffic. Besides, you contribute to sufficient exercise. If driving to school by car is unavoidable for you, be sure to observe the stopping restrictions in front of the school building or the fire station. Please use the zebra crossing to cross Blankenburger Strasse. We are currently working together on a concept for a "walking bus" so that as many children as possible can walk to school independently.
Lockers	The ECG pupils have free lockers at their disposal (for school supplies, sports equipment and working materials - NOT for school bags!). The lockers are property of the district of Pankow and may not be locked with locks. At the ECG we live an open school concept. Conversely, this means open doors and fundamental trust in everyone. Protection against theft starts with everyone themselves. That is why we ask all parents to make their children aware of the fact that other children's lockers are not to be touched. The most important prerequisites for this are trust, honesty and attentiveness.
Fresh water dispenser	Until 31st July 2019, we are collecting money for a fresh water dispenser to be set up at ECG. Your donations can be deposited into the account of the Förderverein (also see our flyer). Join us, any donation is welcome! Account holder: Förderverein der Elisabeth-Christinen-Grundschule e.V. Reference: Wasser IBAN: DE92 1005 0000 1913 0185 27 BIC: BELADEBEXX
Lesson times and timetable	Class starts at 8:00 a.m. The children may enter the school building from 7:45 a.m. and are expected in the classroom by the class teacher or class educator. If your child visits the early morning care, he or she will be sent from there to his or her class. You will receive the timetable for your child in the first week of school.
Trust	The well-being and development of your children are close to our hearts. We ask all parents to trust the pedagogical team at ECG so that the start of school and everyday school life can be relaxed for everyone involved. Trust your child! They can cope with everyday school life and independently find a place in their new environment. Relaxed parents are the basic prerequisite for relaxed children.
Substitution plan	You will find the substitution plan in house A on the ground floor (opposite the secretary's office) and in house C in the ground floor and 1st floor. The plan informs about the foreseeable absence of teachers.

Did we forget anything? Then please do not hesitate to contact the GEV Board. We look forward to your suggestions and additions that will help us to improve ourselves for future generations of first-grader parents. Thank you for your support.
Your GEV Board

Elisabeth-Christinen-Grundschule
Rene Mann, Katja Ahrens, Stefanie Häusler, Tobias Hüchtemann