



Karl School – Westberger Weg 17/19 – 59065 Hamm

To the parents/guardians
of the pupils
the Karl School

August 2024

1. Parent letter in the school year 2024/2025

Dear Parents,
Dear guardians,

We hope you and your child had a nice summer and a relaxing holiday.

We warmly welcome you to the start of the 2024/2025 school year. We wish you and your child/protégé health, strength, serenity and a good dose of humor for the new school year. We wish your child/protégé not only great academic successes but also lots of fun in the many extracurricular activities at our school.

We welcome our 28 new fifth-graders and their parents/guardians to our school community. We wish you a smooth and quick adjustment period at our school. We also welcome our new students and their parents/guardians in the higher grades.

In this first letter to parents, we would like to give you important information about the organization of everyday school life in the new school year.

School building renovation

During the summer holidays, urgent renovation work was carried out in our school building to create second escape routes. The chemistry room was also dismantled so that it can now be used as a classroom. In September, a graffiti artist will be holding a workshop with students on beautifying the facade. There will be further projects to beautify the school building over the course of the school year.





Teaching and parental involvement **KARLSCHULE**

We consider ensuring that lessons are provided according to the **HAMM** timetable to be our most important task.

To achieve this, we need a large number of qualified teachers. However, due to long-term illnesses, pregnancy, etc., we cannot guarantee 100% teaching provision.

Here we can only offer creative solutions through the substitute teacher plan. Despite these efforts, class cancellations will be unavoidable.

Our teachers are committed to the academic well-being of your child/student. They also rely on your help. Therefore, please encourage your child/student to arrive on time for class, do any homework and participate actively in class.

Also, talk to your child/mentee daily about his/her school situation, show interest in “your child’s work”, thereby increasing his/her self-esteem and motivation and finding out whether there are any problems at school that need to be discussed “quickly”.

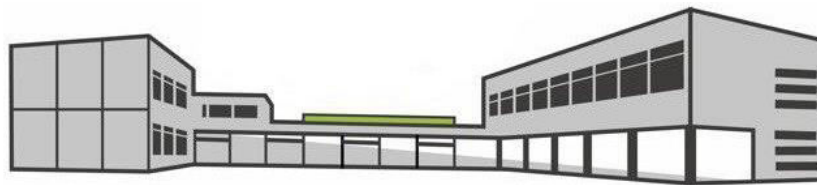
The organizational structure of the all-day school virtually excludes any office hours for teachers during class time. During breaks, the teachers are assigned to supervise the breaks. Of course, the teachers are happy to be available for individual discussions. Please make appropriate arrangements in good time in person with the teachers or by telephone using the channels you are familiar with. This also applies to the school administration.

Use this opportunity in the interest of your children/protégés. Only through intensive cooperation with the parents/guardians can we teachers provide your child/protégé with the best possible support and often eliminate some difficulties in advance.

You can reach the school station with our school social worker by calling 02381-9148518.

Excuses or absence from class

If your child is unable to attend classes for good reasons (e.g. illness), please inform the school by telephone or email on the same day before classes begin.



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in writing. You can reach us daily from 7 a.m. After telephone communication, the written notification must be submitted within three days. In the event of an absence due to illness of more than three days, the school administration may request a medical certificate.

The class teacher can grant an hourly exemption from lessons, while only the school administration can grant a day-long exemption. We ask that doctor's appointments, appointments at the job center, consulate, etc. be scheduled so that they can take place during non-teaching times.

Pupils' leave of absence must be limited to exceptional cases. Written justification and proof may be required. The application must be submitted in writing to the school administration.

An early start to the holiday or an extension of the holiday cannot be approved under any circumstances. Sick leave immediately before or after a holiday period must be supported by a doctor's certificate. In this context, we would like to point out that unauthorized, unexcused leave (without a doctor's certificate) can result in a fine.

Personal Data

If your child's telephone number, emergency numbers, contact persons or guardians change, we ask you to inform the class teachers and our office immediately so that the information can always be updated in both places.

Publication of photos

The data protection law is fundamentally very sensible and valuable. In school operations, however, it occasionally presents barriers that we can only overcome with your permission. We are very cautious about publishing photos of our students. However, there are always events during the course of a school year that we would like to capture in pictures and text and also publish in the press (photos and reports on classroom projects, activities and celebrations).

We ask you for a general declaration of consent for the publication of photos with your child/protégé on our school website. We also supplement contributions from our school in the



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local press or in the community newspaper with photos. We also need your consent for this.

This consent is valid from the day of signature until you leave our school. Consent can be revoked at any time. Thank you for your support!

Website, Facebook, Instagram and Whatsapp

You have www.die-karlschule.de the possibility of accessing our homepage via the Internet. On the homepage you will find information about current dates, reports on projects and events, our school rules, letters to parents, etc.

You can get a daily insight into our school life via Facebook, Instagram and the WhatsApp channel. Subscribe to us and follow the Karlschule.

School accident

If a student goes to the doctor because of an accident at school (on the way to school, injuries during recess, etc.), the following should be observed:

- a) Please report any visit to the doctor or any accident to the school office or class teacher immediately so that the school can prepare an accident report.
- b) Inform the attending physician that the accident occurred at school or on the way to school.
- c) Do not accept private invoices. Doctors, dentists and hospitals are contractually obliged to settle the costs of treatment directly with the accident insurance provider.
- d) The claims for accident compensation are determined officially and communicated to the legal guardians. An appeal can be made to the relevant social court.
- e) If parents do not follow this procedure, they may be required to pay private medical bills that will not be fully reimbursed.



iPad equipment

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However, as a school we want to prepare our students for the world of life and work. This includes comprehensive digital education as well as holistic teaching. We provide all students with a loan iPad in accordance with the loan conditions of the city of Hamm. We also offer computer science lessons in the lower and middle grades as well as further (technical and career-related) specialization in the elective area.

All classrooms are equipped with modern presentation technology, which enables lessons to be media-diverse and vivid. And – since PC workstations are an indispensable part of everyday life, we also have a PC room for teaching work.

Our vision: A makerspace in which people work in application-related processes: 3D printing, CNC cutting, robotics – or their own weather station.

Lockers

Storing personal student items in cupboards or shelves in the classroom is not permitted for insurance and organizational reasons. Instead, we offer lockers that can be rented directly from AstraDirekt: 0621 / 1247 680; www.astradirekt.de. Particularly interesting are the inexpensive size S lockers, which have a charging option for iPads in the school and whose contents are also insured against theft and vandalism.

If you have any questions, please feel free to contact Mr. Lohmann. The rental contracts for the lockers can be picked up from the school office.

Valuables, large amounts of money

Please ensure that your child does not bring any valuables, such as expensive watches, jewelry, or large amounts of money to school. Please note that the school accepts no liability for the loss of personal items. We would like to point out again that you have the option of renting a locker.



Lunch in the cafeteria **KARLSCHULE** HAMM

The canteen is managed and organized by the Caritas team. The food is delivered by Apetito. Billing is handled by Caritas. Please direct any inquiries to Ms. Schwarz-Venohr – 02381-9148520 – or Ms. Bruland – 02381-9148512.

Karlschule Friends Association

The Karlschule Friends' Association is a very important and supporting pillar of our school community. The Friends' Association is involved in many different ways in school life and provides financial and organizational support for the many colorful activities during the school year. You are welcome to join the Friends' Association with a small annual fee of €12. You can obtain the relevant forms from your child's/protégé's class teacher.

Apart from that, donations are always welcome. Take a look at our Instagram channel; such campaigns are only possible through CO-financing from the Karlschule eV support association.

Would you like to help? – Even without a membership, donations are always welcome:

| | | | |
|--------------|------------------------|--------------|------------------------|
| IBAN | DE75410500950002017390 | IBAN | DE68441600140508658700 |
| BIC | WELADED1HAM | BIC | GENODEM1DOR |
| Geldinstitut | Sparkasse Hamm | Geldinstitut | Volksbank Hamm |



Events

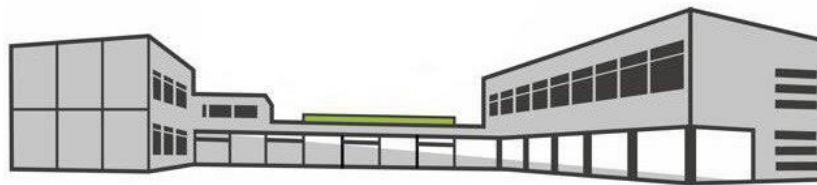
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Here is an overview of upcoming dates until the fall break:

| When? | What? |
|--------------------------------|--|
| 21.08.24, 8 – 11.20 am | 1st day of school |
| 21.08. – 23.08.24, 11.40 am | WP- /AG- /KuMuTx -elections via lserv for students |
| 22.08.24, 8 - 11.20 am | 2nd day of school |
| 22.08.24, 10 – 12 o'clock | Welcome new 5th graders - Mensa |
| 23.08.24, 8 - 11.20 am | 3rd day of school |
| 26.08.24, 08.15 am | Student assembly at the beginning of the school year |
| from 26.08.24 8 – 15/12.40 hrs | Start of the timetable and WP's/AG's and KuMuTx |
| 26.08.24 – 30.08.24 | Student internship 9s + 10 T |
| 29.08.24, 9 a.m. – 3 p.m. | Future workshop |
| in September | Active day for grades 5 and 6 |
| 06.09.24, 08.15 – 09.30 | Parents Café |
| 11.09.24, 15.15 hrs | Information event Potential Analysis 8er |
| until 13.09.24 | Class parent meetings |
| 20.09.24 | World Children's Day – campaign by the support association |
| 22.09.24 | Day of Gratitude - Action by the Support Association |
| 23.09. – 11.10.24 | Student internship class 10 |
| 27.09.24, 13:00 | Barbecue in the school garden - campaign by the support association |
| 30.09.24, 3 p.m. | School Parents' Association and School Conference |
| in October | Activity day for grades 5 and 6 |
| in October | Pumpkin carving, cooking pumpkin soup and spooky evening (grades 5 and 6) -Action by the support association |
| 03.10.24 | Day of German unity |
| 04.10.24 | Movable holiday |
| until 11.10.24 | Student internship class 10 |
| 11.10.2024, 08.15 – 09.30 am | Parents Café |
| 11.10.24 | Last day of school before the fall break |
| 14.10. - 26.10.24 | Autumn holidays |

The most important dates can always be found on the homepage at: <https://die-karlschule.de>



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Parents' evenings/class parent meetings School parents' association and school conference HAMM

The first parents' evening or class parent evening will take place until September 13th, 2024. The invitation to this appointment - with time and room - will be sent by your child's class teacher.

The parents' evening/class parent-teacher meeting is an important participation committee for parents/guardians. Here, excursions, school trips, lessons, appointments and events are discussed in detail and you can share your concerns as well as your wishes/ideas.

The two elected class parent representatives are invited to the school parent association. The school parent association usually meets once a school year and represents the interests of all parents at the school to the school administration. Information from the school administration is passed on directly to the parents, discussed and advised on.

This information is then decided upon in the school conference – the school's highest participation body.

Parents Café

Our parents' café takes place once a month in the Karlschule cafeteria. We cordially invite you to a small breakfast and look forward to chatting with you in a relaxed atmosphere and getting to know you.

Dates for September and October:

06.09.24, 08.15 - 09.30 and 11.10.24, 08.15 -09.30

There are no costs for you. You are welcome to bring your younger children along.

Student participation

A major focus in the 24/25 school year is on student participation in school and teaching development. We want to give students more of a "voice" and integrate their wishes and ideas into the school environment and shape the school with them and for them, e.g. through a variety of activities,



Toilet design, playroom design, time-out activities, active breaks, etc.

various

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At this point we would like to thank both the active members of the school's support association and the supporting teachers of the Karlschule, who have supported us with great commitment in many ways. Only through their cooperation and commitment can these many activities become a colorful

The design of your child's school life will also be secured in the future. Many parents have supported us in the past as much as they can, actively supported our work and thus helped shape school life in the long term. Please continue to be loyal to us in the future. We need you more urgently than ever!

After the autumn holidays, you will receive the second parent letter from us with information about school life at the Karlschule. We hope that this will give you an insight into our work and provide you with comprehensive information about important events and organizational structures.

If you have any questions, concerns, problems and/or requests, please contact us so that we can find a solution together.

Until then, we wish you and your child/protégé a good and successful new school year as well as trusting cooperation and communication between teachers and parents/guardians for the benefit of your child/protégé.

Best regards

M.-Th. Johannpeter and D. Lohmann

Representations of the school management