



Karlschule – Westberger Weg 17/19 – 59065 Hamm

To the parents/guardians of the pupils of the  
Karlschule

August 2025

## 1. Parent letter in the 2025/2026 school year

Dear Parents,  
Dear parents,

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

We warmly welcome you to the start of the 2025/2026 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 proud academic successes but also lots of fun in the numerous extracurricular activities at our school.

We welcome our new fifth-graders and their parents/guardians to our school community.

We wish you a pleasant 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 provide you with important information about the organization of school life in the new school year.

### School building renovation and school building beautification

During the summer holidays, urgent renovation work was carried out in our school building to create secondary escape routes. After almost a year, we also began repairing the water damage in the rooms below the cafeteria.

This school year, various artists will continue to beautify the school building, true to the motto "Together, Colorful." Several workshops will be held here where your child/student can contribute their talents.





### Teaching and parental involvement

We consider the provision of teaching in accordance with Timetable as our most important task.

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

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

Our teachers are deeply committed to your child's academic well-being. They rely on your support in this effort. Therefore, please encourage your child to attend class **on time**, complete any homework, and actively participate in class.

Also seek daily conversations with your child about the school situation, show interest in the work of your child, thereby increasing their self-esteem and motivation and finding out if there are any problems at school

that needs to be discussed "quickly".

The organizational structure of an all-day school virtually eliminates teacher consultation hours during class time. During recess, teachers are assigned to supervise the break. Of course, teachers are available for individual consultations. Please make appropriate arrangements in advance, either in person with the teachers or by phone using the usual methods. This also applies to the school administration. We want to take time for you and your child/student, and not have important conversations on the fly.

Please use this opportunity in the interest of your children/wards. Only in close cooperation with the parents/guardians

As teachers we can provide your child with optimal support and often eliminate some difficulties in advance.

You can reach the school station with our school social workers by phone at 02381-9148518.



## Farewell and new beginning

Shortly before the summer holidays, we celebrated the farewell of teacher Mr. Vierkötter with a small schoolyard party. He had been a teacher for over thirty years. We are proud that Mr. Vierkötter has spent the last few years with his humane manner and his genuine interest in the people have enriched our school community.

And one eye sheds a tear over this, while the other eye is already laughing and is very happy about the arrival of our new colleague, Mrs. Gülüoğlu, who will now enrich the school community with her sunny disposition.

## Excuses or absence from class

**Sick Notes** If your child/student cannot attend classes for valid reasons (e.g. illness), please inform the school by phone or in writing on the same day **before** classes begin.

— on the homepage you will find a tab for reporting sick.

You can reach us daily at o'clock. US away 7.00

After notification by telephone, written notification (a template is enclosed with this letter) must be submitted within three days. For absences due to illness lasting more than three days, the school administration may request a medical certificate.

In case of justified doubts, an official medical report (§ 43, paragraph 2 SchulG NRW).

If these deadlines are not met, the absences will be recorded in accordance with SchulG NRW to be considered as unexcused.

The class teacher can grant an hourly exemption from lessons, while only the school management can grant a day-long exemption from lessons. We ask that you schedule doctor's appointments, appointments at the JobCenter, consulate, etc. so that they can take place during school holidays.

Leave of absence of students must be limited to exceptional cases remain limited. Written justification and supporting documentation may be required. The request must be submitted to the school administration in writing and in a timely manner.

**An early start or an extension of the holiday cannot be approved under any circumstances.** Sickness notifications immediately before or



after a holiday period must be documented by a medical certificate. In this context, we would like to point out that

Unauthorized, unexcused leave of absence (without a medical certificate) can result in a fine.

### **Delays**

Even in the case of lateness, excuses must be submitted, which the class teacher will then review for credibility and appropriateness and, if appropriate, excuse. Please note, however, that it is your child's/your child's responsibility to arrive on time for class.

to

Delays are also included in the absence recording.

### **Inability to play sports**

If you are unable to participate in sports for a longer period of time, you must provide a medical certificate immediately upon occurrence. This certificate must be presented to both the physical education teacher and the class teacher. Depending on the type of sports disability, alternative services for performance assessment in sports theory are agreed upon.

### **Consequences of excused and unexcused absences**

Both excused and unexcused absences are recorded on the certificate, which may have to be submitted when applying for a job.

Unexcused absences mean that your child's/your performance will be rated as unsatisfactory.

In cases of frequent unexcused absences, disciplinary and educational measures will be taken in accordance with Section 53 of the North Rhine-Westphalia School Act. These measures may include, for example, the threat of expulsion or expulsion from school. Furthermore, administrative offense proceedings (fines of up to €1,000) may be initiated against parents or guardians as well as students who have reached the age of 14 (Section 126 (1) of the North Rhine-Westphalia School Act).

### **Need to update contact details?**

If your child's/student's phone number, emergency numbers, contact persons, or guardians change, we ask that you inform the class teachers **and** our office immediately so that the information can be kept up to date at both locations. Perhaps you have a new cell phone contract? – We want to be able to reach you in an emergency!



### **Publication of photos**

We are very cautious about publishing photos of our students. However, there are always events throughout the 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).

As a general rule, we only publish group photos or photos related to presentations. If you or your child do not agree to their publication, please contact the school administration.

### **Website, Facebook, Instagram and Whatsapp**

You can find our school website at: [www.die-karlschule.de](http://www.die-karlschule.de). There you'll find information about current dates, reports on projects and events, our school rules, parent letters, and more.

Get daily insights into our school life via Facebook, Instagram, and our WhatsApp channel. Subscribe to us and follow Karlschule.







### **School accident**

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

- a) Please report any visit to the doctor or accident immediately to the school office or class teacher 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 obligated to settle the costs of treatment directly with the accident insurance provider.
- d) Claims for accident compensation will be determined ex officio and communicated to the parents or legal guardians. Appeals may be filed with the competent social court.
- e) If parents do not follow this procedure, they may have to pay private medical bills that will not be fully reimbursed.

### **iPad equipment**

However, as a school we would like to prepare our students for the life /professional world. This includes comprehensive digital education as well as holistic teaching. We provide all students with a loaner iPad in accordance with the City of Hamm's loan terms. We also offer computer science classes in the lower and middle grades, as well as – with further (technical and career-related)

Specialization in the elective  
area.

All classrooms are equipped with modern presentation technology, allowing for media-rich and engaging lessons. And – since computer workstations are an integral part of everyday life, we also have a computer lab for classroom work.



Our vision: A makerspace where people work on application-oriented processes: 3D printing, CNC cutting, robotics – or even their own weather station.

### **lockers**

Storing personal student belongings in cupboards or shelves in the classroom is **not permitted for insurance and organizational reasons**. Instead, we offer lockers, which can be rented directly from AstraDirekt: +49 621 1247 680; [www.astradirekt.de](http://www.astradirekt.de). Of particular interest are the inexpensive S-sized lockers, which offer charging facilities for iPads in school, and whose contents are also insured against theft and vandalism.

If you have any questions, please feel free to contact Mr. Lohmann. Locker rental agreements can be picked up from the school office.

### **Valuables, large amounts of money**

Please ensure that your child/student does not bring valuables, such as expensive watches, jewelry, or large sums of money, to school. Please note that the school assumes no liability for the loss of personal belongings.

Here we would like to point out again the possibility of renting a locker.

### **Lunch in the cafeteria**

The cafeteria is managed and organized by the Caritas team. Food is delivered by Apetito. Billing is handled by Caritas. For inquiries, please contact Ms. Schwarz-Venohr.  
02381-9148520.

### **Friends of the Karlschule eV**

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



Donations are always welcome. Feel free to check out our Instagram channel; such campaigns are only possible with the CO2 funding of the Karlschule Friends' Association.

Would you like to help? – Donations are always welcome, even without membership:

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

### **Clothing – Wearing sweatpants, caps, breast pockets**

A school is a place of learning, concentration, and mutual respect. Casual clothing like sweatpants is often associated with leisure and relaxation, which doesn't always fit with the serious nature of the learning environment.

Caps can also be perceived as rude, especially indoors or during class, as they often cover the face and make direct eye contact difficult.

Chest bags/handbags worn across the body can pose security concerns. Furthermore, if they are too large and conspicuous, they can impede eye contact or interaction.

Many professions require a specific dress code and a well-groomed appearance. Schools see it as their responsibility to prepare students for these expectations and to teach them appropriate behaviors and habits.

Wearing appropriate clothing can be seen as part of training for the world of work.

It is not about taking away students' personal freedom, but about creating an environment that optimally prepares them for learning and imparts important social and practical skills.





In order to learn to interact responsibly with one another and to prepare students specifically for the expectations of the working world, our school rules and defined consequences are essential. For example, wearing sweatpants will result in the student being sent home to change.

## Dates

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

When?	What?
25.08.25, 8 – 11.20 a.m.	Re-examinations Re-
26.08.25, 8 – 11.20 a.m.	examinations 1st
27.08.25, 8 - 11.20 a.m.	day of school
28.08.25, 8 - 11.20 a.m.	2nd day of school
28.08.25, 10 – 12 o'clock	Welcome new 5th graders - Mensa
29.08.24, 8 - 11:20 a.m.	3rd day of school
01.09. - 05.09.25, 12.40 p.m.	WP- /AG- /KuMuTx elections via lserv for students
01.09.25, 8.15 a.m.	Student assembly at the start of the school year
01.09.25, 9.50 a.m.	1. Student conference on class representatives and student representative elections No afternoon classes Submission of
01.09.25, 1 p.m. - 3 p.m.	applications for the language
02.09.25, 12:40 p.m.	proficiency test
02.09.25, 1 p.m. - 3 p.m.	Native language instead of English as a foreign language
02.09.25, 1 p.m. - 3 p.m.	No afternoon classes School trip
03.09.25	to Maxipark
08.09.25, from 09.30 a.m.	Notice of Wp/AG elections
08.09., 09.09.25, 13.30 - 15.00 p.m.	Start WPs/AGs
10.09.25, 13.30 - 15.00 10.09.25,	Start KUMUTX
2nd block 11.09.25,	Sports project class
08.00 - 13.00 11.09.25, 19.00	5 Career course for grades 9-10
12.09.25, 2nd block	AOK company run
15.09.25, 2nd block	Career counseling grade 7
	Career counseling grade 8
15.09.25	Democracy Day
19.09.25, 08.15 - 09.30	Parents' Café



19.09.25, 2nd block	Career counseling grade 9
until 19.09.25, 12.40	School elections - class representatives
until 19.09.25, 8 p.m.	- School representatives Class parent meetings - election of parent representatives
19.09.25	World Children's Day - FöVeaktion
21.09.25	Day of Gratitude - FöVeaktion
22.09.25	World Peace Day (Fk GP)
22.09. - 10.10.25	Student internship grade 10
23, 24, 25.09.25	Class 8 English exams: fire alarm test
26.09.25, 09:15 a.m.	
30.09.25, 15:00 p.m.	School board and school conference
02.10.25	Yom Kippur (Judaism)
03.10.25	Day of German unity
until 10.10.25	Student internship grade 10
7, 8, 9.10.25	Class 9 English exam, last day of
10.10.25	school before the autumn break
13.10. - 26.10.25	Fall break First
27.10.25	day of school after the fall break

The most important dates can also be found on the homepage at: <https://die-karlschule.de> and on the parents' page: <https://die-karlschule.de/alterninfo.html>

### **Parents' evenings/class parent-teacher meetings, school parent-teacher meetings and School conference**

The first parents' evening or class parent-teacher evening will take place until September 19, 2025. Invitations to this meeting—including the time and room—will be sent by your child's/student's class teacher.

The parents' evening/class parent-teacher meeting is an important participatory forum for parents/guardians. Here, detailed discussions are held regarding excursions, school trips, lessons, appointments, and events, and you can share your concerns, wishes, and ideas.





The two elected class parent representatives are invited to the school parent association. The school parent association usually meets once per 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 upon.

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 light breakfast and look forward to meeting you in a relaxed atmosphere and getting to know you.

The first parents' café will take place on 19.09.25 from 08.15 – approx. 9.30 a.m.

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

### **Performance evaluation**

To ensure uniform and fair performance assessment according to defined criteria, the school has developed a concept that was developed by the entire teaching staff according to curricular requirements.

For the sake of transparency, important content from this concept will be discussed with students in class and addressed at the first parents' evening. A summary can be found in the appendix.

Providing appreciative and motivating performance feedback to our students is very important to us.

### **Material money**

The rising costs within society are not stopping at our schools either.

For this reason, we must charge an amount of 20 euros per school year to cover the ongoing costs of materials.

In addition, we have to charge an amount of 10 euros per school year for technology classes to enable us to purchase materials such as construction kits and consumables.



## Student participation

A major focus in the 2025/26 school year is 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, for example, through a variety of activities.

Restroom design, break design, time-out activities, etc.

**School without Racism – School with Courage:** As a school with students from 24 countries of origin (as of July 2025), an unwavering commitment to the values of the Basic Law is essential for us and the guarantee of peaceful coexistence.

We are committed to this – again and again.



## Start Opportunities Program

The Startchancen program is a 10-year program in which the Karlschule will be allocated special funds starting in the 2024/2025 school year to further develop its strengths in promoting basic skills, democratic education, and career guidance.



As part of this, for example, reading time will be introduced as mandatory at the beginning of the 25/26 school year.

Reading is a superpower! Systematic reading support is intended to improve students' reading skills in the long term.

Reading time lasts 20 minutes, and takes place three times a week in all grades. During reading time, students practice fluent reading skills, for example, using various reading aloud techniques.

But career guidance also features two special features at the beginning of the school year. Students in grades 7, 8, and 9 receive detailed career counseling on E and G courses, qualifications, internships, and follow-up options.

etc. And directly linked to this, the Karlschule will be hosting the careers course for the first time. Here, the



Students from various companies were introduced to “green jobs”.

You can try things out, ask questions, submit applications and/or secure a place for the upcoming internship if you don't already have one.

### **Miscellaneous**

We would like to take this opportunity to thank the active members of the school's Friends' Association, as well as the supporting teachers and parents of the Karlschule, who have supported us with great commitment in a variety of ways. Only through their cooperation and dedication can these many activities, which enrich your child's/student's school life, be ensured in the future.

Many parents have supported us in the past, actively supported our work, and thus helped shape school life in the long term. Please continue to support us in the future. We need you more than ever!

After the fall break, you will receive our second parent newsletter with information about school life at the Karlschule. This will then be published on our website. We hope 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, we would be happy if you contact us so that we can find a solution together.

Until then, we wish you and your child/student a good and successful new school year. It's sure to be fantastic!

Let's stay colorful together! Let's laugh, learn, and celebrate with this motto!

Best regards

M.-Th. Johannpeter and D. Lohmann

School management

Appendix: Apology form and brief overview  
Performance evaluation



**Excuse me**

My child/ward \_\_\_\_\_,

Class \_\_\_\_\_ could on \_\_\_\_\_ / could in the time

from the \_\_\_\_\_ until \_\_\_\_\_ the

not visit.

**Reason for absence:** \_\_\_\_\_

**Date and signature:** \_\_\_\_\_



**Excuse me**

My child/ward \_\_\_\_\_,

Class \_\_\_\_\_ could on \_\_\_\_\_ / could in the time

from the \_\_\_\_\_ until \_\_\_\_\_ the

not visit.

**Reason for absence:** \_\_\_\_\_

**Date and signature:** \_\_\_\_\_



**Excuse me**

My child/ward \_\_\_\_\_,

Class \_\_\_\_\_ could on \_\_\_\_\_ / could in the time

from the \_\_\_\_\_ until \_\_\_\_\_ the

not visit.

**Reason for absence:** \_\_\_\_\_

**Date and signature:** \_\_\_\_\_







## Performance evaluation concept

As of July 2025



Summary: Performance Assessment in German, Mathematics, and English. The values presented here provide a rough overview of the weighting of written performance relative to other performance. Individual assessments may deviate from this principle by up to 10%. This is generally not significant, as grades in this area are not solely the result of a performance measurement, but must also consider the process and other pedagogical factors.

