

School ABC for parents / as of 20.09.2024



Addresses

91st school

Primary School of the City of Leipzig

Uranusstr. 1

04205 Leipzig

0341 4129780

Sekretariat@91gs.lernsax.de

School management

Mrs. Stark

Deputy Headmistress

Mrs. Metzler-Mehlig

Secretariat

Mrs. Weidemeier

Janitor

Mr. Tank

After-school care center of the 91st elementary school Leipzig

Office for School

Dept. of school and extracurricular places of learning

Uranusstraße 1

04205 Leipzig

0341 41297820

hort-91.gs@horte-leipzig.de

After-school care center management

Mrs. Rohde

0341 41297814

State Office for Schools and Education

Nonnenstraße 17A

04229 Leipzig

0341 494550

Health Department

Pediatric and adolescent medical service

Miltitzer Allee 36

04205 Leipzig

0341 1236619

Contact person

If you have any concerns about your child, please always contact the class teacher first. An appointment can be arranged by telephone or email (lernsax). Of course, the subject teachers can be contacted via the above channels for issues relating to subject lessons.

The guidance teacher Mr. Jandt can also be consulted for support.

In the case of serious problems, the school management is also available by prior appointment. On request and if indicated, further contacts (e.g. school psychology) can be recommended and involved.

Alarm in case of danger

In the event of danger, fire or amok, an alarm is triggered.

Individual instructions are set out in the alarm and evacuation or amok plan.

Instruction

The children are instructed on a monthly basis (according to seasonal and school organizational circumstances) and thus obliged to comply with the rules. Breaches of the rules have consequences. Depending on the "severity", educational and/or disciplinary measures apply (§39 Sächs. SG).

DAZ support (German as a second language)

- All DAZ children are assigned to a mainstream class
- Children with DAZ-1 and DAZ-2 status are given up to a maximum of 10 extra hours per week in DAZ lessons according to their language level, no Grading in mainstream lessons
- The number of hours of support is regularly reviewed and adjusted
- The aim is rapid integration into mainstream classes
- Children with DAZ-3 status are fully integrated and receive a maximum of 1 hour per week of additional support in a small Group, Grading like regular class
- Contact person: Ms. Uhden

Availability

At least one person must always be available on the emergency numbers provided. Please inform the school immediately of any changes to contact details.

If a child is absent without excuse and the parents/emergency contacts cannot be reached, we are obliged to inform the police.

Meals

Company "Menu Partner"

Registration: <https://www.menuepartner.de/my-menuepartner/my-time/>

- If your child is unable to attend a meal, please choose one of the following options to cancel: 030 / 54 00 44 85 or email: service@menuepartner.de, or via the online ordering portal [mpibs.de](https://www.menuepartner.de) (customer number and password required), allows you to order milk and view the multi-week meal plan

Bicycle

Bicycles must be parked and locked in the designated area. Riding bicycles in the courtyard is not permitted. The school accepts no liability for damage or loss.

Vacations SJ 2024/2025

from - to

Fall vacations	07.10.24 - 18.10.24
Christmas vacation	23.12.24 - 03.01.25
Winter vacation	17.02.25 - 28.02.25
Easter vacation	18.04.25 - 25.04.25
Ascension	29.05.25 - 30.05.25
Summer vacation	30.06.25 - 08.08.25

Free day: 4.10.2024

Support association

About the association

The task of the Friends' Association is to promote the education and training of the primary school in trusting co-operation between parents, teachers and pupils.

It is very important that the support association can provide personnel, financial and uncomplicated support for school and extracurricular initiatives and thus contribute directly to shaping the valuable primary school years.

The association was founded in 2018 and currently has 45 members.

What we support

The association supports the 91st primary school with regular membership fees, donations and personal involvement in a wide range of activities and projects.

Together with the parents, the parents' council and the generous support of local sponsors and associations, the association has been able to support the planning and realisation of festivals or help with the design of the school garden. The "Brotzeit" project, which provides pupils with a free and healthy breakfast, is realised by the Förderverein.

As part of the all-day programme, work groups were repeatedly supported by funding material costs.

Lost property

Lost property and similar items are collected by the caretaker and can be collected from a lost property corner on the ground floor. Valuable items such as watches and jewellery are deposited in the secretary's office.

All-day programmes

- varied and changing programme (sports, creative, technical, etc.)
 - GTA courses start after the autumn holidays and take place in both the morning and afternoon sessions
 - Mandatory for all children in the morning as a so-called support band
 - Pupils will be informed about the offer before the summer holidays when all contracts have been concluded
 - Registration takes place via a LernSax form during the summer holidays.
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- the offers and enrolment modalities on the GTA homepage:
<https://91-grundschule-leipzig.de/gta/>

Mobile phones etc.

Mobile phones, smartwatches, photo and film-capable electronic devices and other communication-capable end devices must be switched off by all students on the school premises and kept in their satchels. In the event of a violation of this regulation, the device in question must be switched off by the student and will be temporarily confiscated (§39 Sächs. SG) and retained; it will be kept locked away (labelled with an appropriate name) in a clearly identifiable manner. Parents will be informed immediately of their child's offence and the measures taken. In the event of a repeated offence, the device will only be handed back after the parents/one of the parents have presented themselves in person. The return of the device must be confirmed in writing by a representative of the school/after-school care centre and a parent.

House rules

- Homepage: <https://91-grundschule-leipzig.de/downloads-2/>
- Confirmation by signature that the parents/guardians have read them in full and taken note of them

After-school care/ homework

- After-school care concept see school homepage: <https://91-grundschule-leipzig.de/hort/>
- Opening hours of the after-school care centre: Monday-Friday from 6.00 a.m. to 5.00 p.m.
- Early service 6.00 to 7.30 a.m. (1st floor); late service 4.00 - 5.00 p.m. (1st/2nd floor)
- Phone number for early/late service: 0341/41297820
- Monday to Thursday the after-school care centre offers homework supervision (grade 1: 3.00 - 4.00 pm; grades 2 - 4: 2.00 - 3.00 pm) betreutes Offer, no obligation and no control; ultimate responsibility for implementation remains with the parents

Dogs/animals

Pets are not allowed on the school grounds.

Inclusion

For children with special educational needs, inclusion lessons are available for additional support, which are provided by the teachers of the relevant special schools or by the teachers of the 91st school. Counselling and applications for the assessment of special educational needs can also be discussed and submitted in cooperation with the school and parents.

In Year 2, an LRS assessment can be initiated if necessary.

In addition, as part of individual support, applications for compensation for disadvantages can be made for existing diagnoses or educational agreements can be made.

Contact

- By phone or email to the secretary's office or directly to teachers via lernsax
- Meetings with teachers or other staff only by prior appointment

Notification of illness

- on the first day of illness by telephone before the start of lessons or by e-mail to sekretariat@91gs.lernsax.de or via the form on the homepage <https://91-grundschule-leipzig.de/online-krankmeldung-abwesenheitsmeldung/>
- The school must receive a written excuse by the third day of absence at the latest.
- From day 6 onwards, a medical certificate is required

- If there is a large accumulation of sick notes, a medical certificate may be requested as early as day 1 or, in certain cases, the paediatric and youth medical service may be called in
- Pupils who are absent without cancellation are deemed to be truant
- Regular lateness is also deemed to be unexcused

Opening hours

- Office opening hours Monday-Thursday 7.00 a.m. - 3.00 p.m., Fridays 7.00 a.m. - 1.00 p.m.
- Primary school opening hours Monday-Friday 7.45-14.00
- Opening hours after-school care Monday-Friday from 6.00 a.m. to 5.00 p.m.
- Early morning after-school care until 7.45 a.m.; afternoon after-school care from 11.30 a.m. at the earliest

Regular information for parents

- via the homepage: <https://91-grundschule-leipzig.de/>
- LernSax portal (all children receive access and a password, which is then changed individually by the parents wird□bei Contact the school with any problems)
- via letters to parents
- Parents' evenings
- Parents' council
- Personal discussions by appointment
- Binding school career talks

Property damage

Damage to or theft of school and after-school property should be avoided by prudent behaviour on the part of everyone. If property damage to school and student property is discovered, it must be reported to parents and the city on the same day.

Items that remain in the school overnight or over the holidays and are not school property are not insured.

Valuables, cash, keys, jewellery, purses and wallets, tickets and documents of any kind are not insured.

certificates or documents of any kind are not insured as personal belongings.

Individual property damage is covered by private household contents insurance.

School attendance

Parents must ensure that their children attend school regularly and punctually. This also includes providing the necessary equipment and materials. Participation in extracurricular activities is also compulsory. The school attendance regulations regulate the exemption from sports lessons and daily leave of absence.

<https://www.revosax.sachsen.de/vorschrift/4864-Schulbesuchsordnung#ef>

School programme

- In progress

School social work

- Is available to teachers, pupils and parents as a point of contact for socio-educational problems
- Referral to network partners and extracurricular support systems
- Organisation and implementation of social prevention and intervention offers

Swimming lessons

- Swimming lessons are compulsory for all pupils in Year 2 (part of the Saxon curriculum, subject PE)
- Exemption from swimming lessons only by sports/swimming teacher or by presenting a medical certificate
- Necessary equipment: cap, swimming cap with name, swimming trunks/swimsuit, towel, wash basin with shower gel
- Not allowed: Jewellery, valuables, no mobile phones, no glass bottles
- Clothes that the children can put on and take off easily

Sports

- Participation in sports lessons is compulsory
- Exemption from sports lessons only by sports teacher or by presenting a medical certificate
- Necessary equipment: long and short sports kit in a sports bag (no plastic bags), indoor trainers (Velcro fasteners if children cannot yet do bows)
- Jewellery, watches, etc. must be removed
- Long hair must be tied up

Consultation hours

Class teacher

- by telephone arrangement or via the teachers' e-mail addresses
- or by personal arrangement with subject teachers

Subject teacher

- by arrangement under 0341 4129780

School management

- by arrangement on 0341 4129780
- by e-mail: sekretariat@91gs.lernsax.de

Requests for dialogue and/or clarification without prior appointment cannot be processed during the school day.

Issues that can be clarified in the office (school stamp, student ID, etc.) can be dealt with immediately and at short notice (please note closing times).

Timetable

In the first 4 weeks of the school year, class teacher lessons take place according to an extra timetable. The regular timetable (based on the timetable) is then issued in good time and applies from week 5. The class teacher will provide information about participation in remedial lessons.

Accidents

All accidents that occur during school hours (breaks, lessons, school events) or on the way to school must be reported to the school immediately.

- In the case of serious injuries, entry in the accident book and information for parents
 - If necessary, consult a D-doctor; assumption of costs
 - In the event of accidents in the after-school care centre, report to the educational staff as soon as possible
 - The school authority does not provide liability insurance for third parties for pupils and visitors.
 - All pupils should, with the help of their legal guardians, make their way to school as safely and directly as possible wählen Verantwortung Safety on the way to school with the legal guardians

Lesson time

Pupils are in their rooms by the first bell at 7.55 a.m. at the latest. All required teaching materials are ready by 8.00 a.m. at the latest.

Admission 07.45 a.m. - 07.55 a.m. (entrances open with bell ringing)

Pre-bell 07.55 am (entrances are closed)

1st lesson 08.00 a.m. - 08.45 a.m. (3rd bell ringing)

Breakfast break 08.45 a.m. - 09.00 a.m.

2nd lesson 09.00 am - 09.45 am

1st yard break 09.45 a.m. - 10.00 a.m.

3rd period 10.05 a.m. - 10.50 a.m.

Short break 10.50 a.m. - 11.00 a.m.

4th period 11.00 a.m. - 11.45 a.m.

2nd break 11.45 a.m. - 12.05 p.m.

5th period 12.10 pm - 12.55 pm

6th period 1.00 pm - 1.45 pm

Parents must inform the school by 7.45 a.m. at the latest if their child is ill.

If pupils are absent without excuse or arrive late for lessons, this will be recorded in the class register by the teacher and parents will be informed.

Students may not leave the school during the school day without written permission from their parents or guardians.

Home-schooled children may leave school early if they have written permission from their legal guardians.

After-school children who do not attend after-school care must sign out at the after-school centre.

Censoring/assessment of learning progress

- Class 1: verbal assessment
- Class 2: Assessment of German, maths, general studies
- Grade 3: Assessment of all subjects except English
- Grade 4: Assessment of all subjects
- Assessment and method of assessment in the 1st parents' evening

In Year 2, all pupils are assessed in the subjects German and maths.

In year 3, competency tests are written in maths and/or German.

The content of both assessments is mandatory and identical throughout Saxony.

The school and parents form a team that puts the children at the centre.

Within the framework of a standardised and respectful interaction based on trust, openness and transparency, it is possible to support the children optimally in their development.

We look forward to a successful and valuable co-operation!

School management