



Dear parents, dear pupils,

welcome to Philipp-Reis-Schule. Many new things will come your way and this letter is meant to make the start into our school system easier and to provide you with all the necessary information about our school.

1. Contact

School Address:

Philipp-Reis-Schule
Philipp-Reis-Straße 16
63571 Gelnhausen

Phone: 06051 / 2102 Fax: 06051 / 15593

E-Mail: poststelle.prs@schule.mkk.de

Homepage: <http://philipp-reis.gelnhausen.schule.hessen.de/>

Secretary: Ms. Sabine Bauer, Ms. Nicole Helmling

Opening Hours: 7:00 – 9:40 o'clock and 11:10 – 15:00 o'clock

Class Teacher:

In order to guarantee the best communication possible, we ask you to bring a translator to any conversations, if necessary.

2. Class Schedule

Your child will get a class schedule from the class teacher on the first day of attendance. Lessons are as follows:

1st Lesson: 7.45 - 8.30	3rd lesson: 9.40 - 10.25	5th lesson: 11.30 - 12.15 o'clock
2nd Lesson: 8.30 - 9.15 o'clock	4th lesson: 10.25 - 11.10 o'clock	6th lesson: 12.15 - 13.00 o'clock
Break: 9.15 - 9.40 o'clock	Break 10 - 11.30 o'clock	Lunch break: 13:00 – 13:45
		7th lesson: 13.45 - 14.30 o'clock
		8th lesson: 14.30 - 15.15 o'clock

3. Meals

During the breaks your child will be able to buy reasonably priced snacks and drinks at our cafeteria. From Monday to Friday the cafeteria offers two different menus for the price of 3,20 € each during lunch breaks.

4. School Subjects

Provided will be lessons in German (16 hours), Mathematics (2 hours), English (2 hours), and sports (2 hours). This schedule will be adjusted to the needs of your child at the beginning of each term.

5. Material

The required material will be assembled by the school and will be delivered against payment on the first school day.

The cost amounts to 10 €.

6. Sports Lessons

Participation is mandatory for all pupils. In case your child cannot participate in sports lessons due to health reasons, a medical certificate will be required. For sports lessons your child will need sports clothing and indoor trainers. Please make sure your child will bring adequate clothing, so that it will not wear street clothing and outdoor shoes in the gym.



7. School Attendance (Notification of Illness)

School attendance is strictly compulsory for all children living in Germany. In case your child cannot attend lessons due to health reasons you will have to notify your child's class teacher. This notification must be received by the class teacher not later than the third day of your child's absence. Attached is a sample of such notification.

In addition the secretary, Ms Amend, must be called and informed about your child's absence not later than o'clock.

- **Leave of Absence**

Should you know in advance that your child will not attend classes for more than two days, a leave of absence must be requested from the school administration in writing. The head master will then decide whether your request is approved or disapproved and inform you of the decision in writing. Repeated absence without valid excuse may lead to a fine.

8. School Regulations

Attached to this letter is a condensed version of our school regulations, which rule the interaction of all members of our school and provide rules that help to guarantee the integrity of every person. Also regulated is the prohibition of mobile phones on school grounds and the unauthorised leave of the premises during school hours.

9. Afternoon Activities

- **Homework Supervision**

It is possible for your child to participate in homework supervision for up to 3 times a week. Please ask your child's class teacher for additional information.

- **Work Shops**

Various workshops are offered for the afternoon. Our programme booklet, which contains detailed information as well as a registration form, is also available from your child's class teacher.

- **Pupil's Café**

The Pupil's Café, which was initiated by the Friends of the Philipp-Reis-Schule Association, is headed by Ms. Noll. Pupils can eat, linger or do their homework there between 12:15 and 14:30 h.

Please note that any further information letters will not be translated.

We wish you and your child a pleasant start into everyday school life.

Jochen Bühler
Head Master



Excuse Note

Dear Mr./Ms. _____,

please excuse the absence of my son/my daughter _____.

He/She was not able to attend lessons on _____ because of
_____.

Best regards,

Date and signature of a parent or legal guardian