



CHRISTIANEUM PARENTS' MANUAL

Welcome, dear parents, to Christianeum!

A new school not only changes many things for the children, but also for you as parents. In our role as the Parents' Council (*Elternrat am Christianeum*), we would like to provide you some guidance and explanations to help you cope with the new school life. The abundance of topics listed here gives you an idea of how big the change may be for your children. But you will see, they will get used to the new school and its traditions and particularities quite fast!

Working Groups - Arbeitsgemeinschaften "AG"

Working Groups are a voluntary part of German school life. For the lower grades 5 to 7 ("Unterstufe") they include for example the orchestra (*U-Orchester*) and the Liberi Choir. Most AGs take place on Mondays, Wednesdays and Fridays in the afternoon. At the beginning of the school year the students will find information on the AGs on the black boards in the Entrance Hall. Whenever students are interested in joining an AG, they should contact the responsible teacher(s) mentioned on the black boards. Usually it is possible to try out an AG until autumn holidays.

Counseling Teacher - Beratungslehrer

In the event of school or domestic problems of students, parents or teachers, there are two specially trained teachers at our school who offer support beyond the class teachers or the school management. In the secretary's office you will receive the private telephone numbers of Ms. Tehrani or Mr. Grosz, so that a quick and absolutely confidential communication is ensured. They can also be reached via e-mail: homa.tehrani@chris.hamburg.de and lasse.grosz@chris.hamburg.de.

Library - Bibliothek

The library holds a unique collection of historical books and it is a centerpiece of our school. It is open throughout the school day. Every student receives a library card and is entitled to stay in the library during school breaks and free time and read or borrow books. Public guided tours are offered on request. If you have any questions, please contact our library manager Ms. Müller at bibliothek@christianeum.de

Choirs and Orchestras - Chöre und Orchester

As you may have experienced at the information evening and at the celebration of the first day at Christianeum, music education is of great importance at our school. In the lower grades all students should sing in the choir. Each grade has its own choir lesson as part of the regular school lessons. In the 5th grade choir lessons take place on Wednesdays, starting at 7:45 a.m., to allow students a warm up with phonation practice and preparation of their vocal chords before starting to sing.

The three choirs of the lower grades 5 to 7 each go on a choir trip to Brahmsee once a year.

Starting with 8th grade, most children continue to sing in the A-Choir and will go on a choir trip to the Brahmsee always in November in preparation for the Christmas concert. Before the Christmas concert, please expect additional practice lessons on



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top of the regular music and choir lessons.

The orchestra for the lower grades (*U-Orchester*) rehearses on Wednesdays after lunch break.

Parents' Council - Elternrat

The Parents' Council consists of 17 members (including two substitutes) who support school life in several working groups. For the individual grades, there are contact persons who invite the parents' representatives of each class ("Elternvertreter") to cross-class evaluation evenings. Beatrice Wachs is responsible for the lower grades. In the event that you have questions or need support do not hesitate to e-mail her at beatricewachs@yahoo.de.

The Parents' Council meets once a month and the meetings are open to all parents. An invitation is sent out by e-mail to all parents two weeks in advance. We are looking forward to your active participation!

The e-mail addresses of all members of the Parents' Council can be found on the homepage under "Elternvertretung" ("*parents' representation*"). We are happy to listen to any proposals that contribute to our school community. Do not hesitate to contact us if you have something on your mind.

Project "A Fair School"

Based on our humanistic profile, Christianeum has decided to participate in the Hamburg-wide project "Faire Schule" (*A Fair School*). A "fair school" combines three aspects:

1. fair interaction between all members of the school community
2. fair treatment of people around the globe
3. acting responsibly towards the ecological environment and climate

The process, initiated by a Working Group (*Faire Schule AG*) and accompanied by the school principal, is planned to run for several years. If you have any questions or suggestions, please contact the teacher in charge, Mr. Tino Fritzsche at tino.fritzsche@chris.hamburg.de

Supporting & Challenging - Fördern & Fordern

As part of the "Support & Challenge" program ("*Fördern und Fordern*"), the school offers various courses of excellence, including German, Mathematics, Chinese and Music Practice. If a student is eligible for one of the Challenge Programs, the teachers will contact him or her and the parents. Students can only participate in a Challenge Program (*Förderkurs*) upon such invitation. It is therefore not an AG, but an additional offer for individual students. If you have questions on the Challenge Programs, please contact the teacher in charge, Ms. Ingrid Sauerwein at ingrid.sauerwein@chris.hamburg.de

If a student needs support in a particular subject, the student and the parents will be



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contacted as well. The student may receive additional Support Courses together with other students of the same grade.

All-Day Care - Ganztagsbetreuung

The all-day care system available in primary school is also available at Christianeum. University students with background in education look after the students from 2 p.m. to 4 p.m. daily in particular premises called owl's nest (*Eulennest*). The students can rest, play or do their homework. If you have any questions, please contact Ms. Ute Wopperer: ute.wopperer@chris.hamburg.de

Violence Prevention - Gewaltprävention

Violence prevention education is an important part of our school work. In the field of violence prevention, the school receives external support from Detective Chief Commissioner Henning Ebeling. In grades 5 to 8, he meets with the students twice a year and addresses topics such as selfconfidence and courage in every day life, drug abuse, self-protection and cyberbullying.

Girls' & Boys'-Day

The so-called Girls' & Boys' Day takes place once a year throughout Germany. The children in grades 5 to 8 are given the opportunity to take a one-day internship to get a taste of a gender-untypical profession.

Information on this event and the dates can be found in the annual overview on the school homepage. In addition, it's worth browsing the web pages www.girls-day.de and www.boys-day.de to collect ideas on where the children could apply. Searching early makes sense!

Mobile Phone Use - Handynutzung

Mobile phone use is regulated by the school rules. The following applies to children in grades 5 to 10: a cell phone may be brought to school but must remain in the bag / pocket in the quiet mode for the entire school day. Exceptions e.g. for learning purpose may be allowed by teachers.

Homework - Hausaufgaben

In contrast to Elementary School, it is part of High School that the children study independently what they have learned during school lessons. If there is no homework, the students should still review the material again before the next lesson.

Facility manager - Hausmeister

Mr. Bock overlooks the coming and going through his office right next to the main entrance. He is also the contact person for lost and found items of all kinds.

Music Evenings - Hausmusikabende / Musikalische Abende

The so-called Musikalische Abende are scheduled once a year. The students in grades 5-7 and grades 8-12 can show their musical skills during two evenings. Those usually take place the week before March holidays. In a festive mood,



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parents, teachers, classmates and guests can listen to quite impressive talents for an evening.

School Rules - Hausordnung

Our school rules are discussed very intensively on the get-to-know-each-other trip at the beginning of the 5th school year, so that the children should be well aware of the school rules. You can also find them on the homepage.

Homepage

On the homepage www.christianeum.org you will find all important information about the school. Among other valuable information, you will find here the plan for substitute teachers which is constantly updated.

Annual Overview - Jahresübersicht

At the beginning of a school year, the school places a plan on the homepage under the section "Termine" ("Dates"), in which all school activities are listed and which is constantly updated. The plan is very helpful and should be read in detail so that you can prepare for all special events at the school at an early stage.

Tests and Examinations - Klassenarbeiten

There is a schedule for tests per semester, in which the teachers enter the expected dates for the tests and examinations. This should help to avoid too many tests at a time. Basically, the attempt is to limit the number of tests to two per week. Vocabulary tests and other minor tests are usually part of the homework check and are not listed in the schedule.

School trips / class mentors - Klassenfahrten / Patinnen und Paten

All 5th classes traditionally travel together to Uelzen a few weeks after the start of the school year on the so-called "Kennenlernreise" (get-to-know-each-other trip). Cross-class community activities such as folk dances alternate with programs for the individual classes. Through these activities the feeling of community is strengthened for the individual class as well as the whole grade.

For the same purpose the trip to Puan Klent / Sylt will take place in 6th grade together with the entire grade.

Both trips are accompanied by class mentors, two boys and two girls from 8th grades. They are contact persons and an aid for the children, and will support the teachers during the class trip, lead group games etc.

Contact with teachers - Kontakt zu Lehrerinnen und Lehrern

All teachers have a school email address. It consists of the first and last name and the school address. Example: max.mustermann@chris.hamburg.de

You can also leave messages with the secretary's office (Sekretariat) for the teachers to ask the teachers to get in touch with you.

Notification in case of sickness - Krankmeldung

If your child is not able to attend school, two phone calls are required:

1.) a call to the secretary's office (Sekretariat)



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2.) a call to a classmate who will inform the teacher during the first lesson - otherwise the teacher would have to go to the secretary's office to make sure that the student is actually on sick leave.

After their return to school, the children should catch up on their own on the missed lessons and ensure that their teaching materials are complete. Usually the students arrange with someone in their class to take notes and supply them with relevant materials and worksheets.

MaC - Music at the Christianeum

You already know that music is very important at the Christianeum. In order to support this great endeavour, the Working Group "Musik am Christianeum" (for short MaC) was founded a few years ago. This group consists of students, teachers and parents and has set itself the goal of supporting and promoting the unique musical work at the school. Several times a year the Working Group issues a newsletter that impressively explains what is possible at our school beyond the mere transfer of knowledge. If you are interested in joining the Working Group, please contact musikamchristianeum@gmail.com

MiC

The abbreviation "MiC" stands for "Mittagessen im Christianeum" or "Mütter im Christianeum" (Mothers at the Christianeum), as it is usually the mothers who prepare and sell snacks during the long breaks. MiC has been in existence for over 40 years and has been run by parents on a voluntary basis since its foundation. We are always very happy to get new parents joining us - mothers as well as fathers - who have the chance to experience children and teachers in their school environment from 11 a.m. to 3 p.m. once a month! All dates are fixed until the next summer holidays, so that good planning is guaranteed.

Contact: annette.schmolke@hamburg.de and siegelkonstanze@gmail.com

During lunch break (1:20 to 2 pm) the students are provided with hot lunch from the external caterer Captain Schulsen. He should have contacted you already regarding a contract for the school lunch.

It is in the interest of the school community that the children leave their place clean and tidy after lunch /each stay at MiC!

Nuntius

Several times a year the school principal (Herr Prigge) reports on school-life, past events, or details on upcoming and special events, via the *Nuntius* newsletter. *Nuntius* is sent to all parents by email from the school office and the previous Nuntii are available on the Homepage. Your child will surely be able to tell you what the Latin term "*Nuntius*" means very soon.

Breaks - Pausen

Breaktimes arrange the school day into blocks: Once after every 2 lessons.

1st Long Break: 09.35 to 09.55
2nd Long Break: 11.30 to 11.50
Lunch Break: 13:20 to 14:00



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During the long breaks, the children leave the classrooms and, if possible, stay on our outdoor grounds. On the south side of the building there are green areas, a soccer pitch and a climbing frame for the students to use.

In all areas of the school, supervisors ensure that there is a well-ordered atmosphere and help with any problems that may arise. In the second long break the parents in the MiC provide healthy snacks for those feeling peckish.

On the long school days, children can let off steam in the sports hall or relax in the parquet room during the lunch break under professional supervision.

Project Week - Projektwoche

While the A-Chor (choir of the class levels 8 to 12) set out on their yearly trip to Brahmsee in November, the remaining pupils start their project week. The project week goes under the motto "A fair school" and organizes age-appropriate focal points for fair interaction, sustainability and cross-subject learning.

Lockers - Schließfächer

In the classrooms of the lower grades there are lockers available for the students, in which they can store and manage their things. The newer models have a pin-coded lock; older versions have a normal lock, to which class tutors have a second key. Since the newer lockers are provided by a third-party provider and not by the school, individual contracts will be signed with the provider directly. Use of the lockers, or rather entering a contract is optional, however due to their practicality they are almost always used without exception. You will receive more information about this in the first school days.

Student Representatives - Schülervvertretung / Students' Council - Schülerrat

The Students' Council (*Schülerrat*) is made up of the two speakers (*Klassensprecher*) from each class as well as representatives from the higher grades. The Students' Council meets several times a year to discuss topics which directly relate to the students. The Students' Council is convened by the Students Representatives (*Schülervvertretung*/"SV"), a group of 8 students directly elected by all students. Five speakers of the SV are also members of the School Conference.

School Association - Schulverein

With your donations, our school association "Amici Christianei" supports numerous activities and projects at the Christianeum. The Christianeum newsletter is published twice a year, documenting the past events and history of the school year through reports and pictures. Our contact person is the treasurer, Mr Florian Faber, who is available at florian.faber@chris.hamburg.de. Families who need support in financing school projects, school trips, etc. can turn to Mr Faber who will handle this unbureaucratically and absolutely confidential.

The way to school / Parking situation

Preferably, your children will make their way to school on foot, by bike or by using the local public transport.

For those on bikes, there is a marked bike area with bike stands at the entrance. Please be aware that any bikes (as well as scooters) may not be brought inside the



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school building. We recommend getting a good lock, since generally schools in Hamburg are not insured.

We would like to make those who have to drop children off by car aware of the following: The journey to school is a challenge! The Otto-Ernst Street is narrow and during the rush hours bikes and cars fill the tight street. If the teacher parking spaces are used by short term parkers (to drop of children or musical instruments) then the situation gets even worse. For the benefit of all, we kindly ask you to avoid driving down the Otto-Ernst Street and instead drop your children off slightly away from it so that they can walk the remainder of the way. The school parking area is generally reserved for staff only.

Secretary's Office - Sekretariat

Our secretaries, Ms Jaschultowski and Ms Said can be found in their office upstairs on the 1st floor. They are the first contacts for all matters concerning the school and they will forward all requests and information as required.

Contact: Tel. 42 888 28 – 0.
Email: christianeum@bsb.hamburg.de
Office Hours: Mon. 7 am to 2:30 pm
Tue. - Thurs. 7 am to 3:30 pm
Fri. 7 am to 1:30 pm

Social Projects

The Christianeum decided some time ago to provide long-term support to two charitable organisations. The donations collected at the annual charity run and the Christmas bazaar are usually divided equally between Luur-Up and Steps for children. Luur-Up is an organisation that provides warm lunches and afternoon activities for young people in a social hotspot here in Hamburg. Steps for Children uses our donations to support a soup kitchen for needy and traumatized children in Okakarara, Namibia. You can find more information at www.luur-up.de and www.steps-for-children.de.

Timetable - Stundenplan

In the 5th grade the regular lessons end at 1.20 pm every day, except on Tuesdays with regular lessons until 3.20 pm. From grade 6 on, Thursday will be another long school day.

School Coordination for lower grade classes - Unterstufenkoordination

For each class grade there is a head of department who is responsible for the concerns of his grade. For grades 5 to 7, Ms Silke Latza is your contact person: silke.latza-niefer@chris.hamburg.de

Leaving the school premises - Verlassen des Schulgeländes

For insurance reasons, children up to and including grade 10 are not allowed to leave the school premises during the entire school day. This rule also applies to the lunch breaks!



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Substitution plan - Vertretungsplan

The substitution plan can be viewed at any time on the homepage and should be looked at every morning *before* school. The password is "magister".

Under the heading "Übersicht" (*Overview*) on the left-hand side, the classes of the lower grades are listed under the first button indicating the particular day of the week.

Changes are constantly updated, so that the students can check them on the school's public screens at any time during the day. The screens are located next to Mr. Bock's window at the main entrance, in the break hall opposite the MiC and on the first floor next to the notice board.

The subject teachers are listed in the substitution plan with their abbreviations as well as the subject that they will be teaching during the lesson. A list of all teachers, their abbreviations and subjects can be found on the homepage under the keyword "Kollegium".

Substitution lessons - Vertretungsunterricht

In general, the school tries to keep the cancellation of lessons in the lower grades as low as possible. However, this cannot always be guaranteed with such a large school. For this reason, the school provides for the 5th grade an exercise book together with the faculty for German language, which can be worked on in short-term replacement lessons.

Learning vocabulary

Since our school starts with two foreign languages, regular vocabulary learning is essential from the very beginning. We recommend practicing vocabulary in both languages in small doses every day, even if this is not explicitly homework!

We hope that we could answer one or the other question with this little manual. Otherwise you are welcome to contact us. We wish you and your child a good start in school life at the Christianeum and look forward to welcoming you to our parents' community.

Cordially,
Your Parents' Council

Hamburg, August 2020