



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. We would like to provide you some guidance and explanations to help you cope with the new school life with some insight and understanding. The variety of topics listed here gives you an idea of how big the change may be for your children. But you will see that they 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. Most AGs take place on Mondays, Wednesdays and Fridays in the afternoon. AGs include for example the orchestra and the Liberi Choir. 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, without committing to it, until the autumn holidays.

Counseling Teacher - Beratungslehrer

In the event that students (or parents) face problems, whether at school or at home, 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 an integral part 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 breaks and free periods and read or borrow books. Public guided tours are offered on request. If you have any questions, please contact our librarian 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 the Christianeum, music education is of great importance at our school. In the lower grades (grades 5-7) all students should sing in the choir. Each grade has its own choir lesson as a part of the regular time table. The choir lessons start at 7:45 a.m. to provide for sufficient time for a warm up with phonation practice and preparation of the vocal chords before the actual singing part begins.

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

Starting with the 8th grade, most children continue to sing in the A (= Abend / evening) -Choir which is open for students up to the 12th grade, and which, in contrast to the grades 5-7 choirs, is voluntary. A-Choir lessons will take place on Wednesdays at 6



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pm. The A-Choir goes on a trip to Brahmssee in November of each year in preparation for the Christmas concert. Before the Christmas concert, please expect additional practice sessions on top of the regular music and choir lessons.

Parents' Council - Elternrat

The Parents' Council consists of 17 members (including two substitutes) who support school life in several working groups.

For each individual grade, there are contact persons who organize meetings ("Stufenelternabende") for the parent representatives of the individual classes ("Elternvertreter") where inter-class evaluations can take place. . Beatrice Wachs is the contact person 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 every six week 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*"). You can contact us also via Elternrat-am-Christianeum@web.de. We are happy to take up 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 environment and climate

The process, initiated by a Working Group (*Faire Schule AG*) and guided by the school principal, is planned to run for several years. If you have any questions or suggestions, please contact Mr. Tom Hammerschmidt at faisch@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 Excellence Programs, the teachers will contact him or her and the parents. Students can only participate in an Excellence Program (*Förderkurs*) upon such invitation. It is therefore not an AG, but an additional offer for individual students. If you have questions on the Excellence Programs, please contact Ms. Ingrid Sauerwein at ingrid.sauerwein@chris.hamburg.de

If a student needs support in a main subject (Mathematics, German English), the student and the parents will be contacted as well. The student may receive additional



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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 the Christianeum. University students with a background in education look after the students from 2 p.m. to 4 p.m. daily in dedicated class rooms called the “owl's nest” (*Eulennest*). The students can rest, play or do their homework here. If you have any questions, please contact Ms. Ute Wopperer: ute.wopperer@chris.hamburg.de

Violence Prevention - Gewaltprävention

Violence prevention is an important part of school education. 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 self-confidence and courage in every day life, drug abuse, self-defence 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 is recommended!

Mobile Phone Use - Handynutzung

Mobile phone use is regulated by the school rules, the Hausordnung and the Digital Codex. Students in grades 5 to 10 may bring a cell phone to school, however the phone 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. At the beginning of each school year, students sign a declaration by which they accept these rules.

Homework - Hausaufgaben

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

Facility manager - Hausmeister

Mr. Bock and Mr. Hoo-Soon Low overlook the comings and goings through their office right next to the main entrance. They are also the contact persons for lost and found items of all kinds: andreas.bock@bsb.hamburg.de and hoo-soon.low@bsb.hamburg.de

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 dedicated



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evenings. These usually take place during the week before the March holidays. In a festive mood, parents, teachers, class mates and guests can enjoy an evening of music presented by talented young musicians.

School Rules - Hausordnung

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

Homepage

On the school homepage www.christianeum.de you will find all important information about the school. You will also find here the plan for substitute teachers which is constantly updated (see below).

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 from time to time so that you are aware of any special events at the school, well in advance of them. .

Tests and Examinations - Klassenarbeiten

For each class there is a time table 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 the same time. Basically, the aim is to limit the number of tests to two per week. Vocabulary tests and other minor tests are usually part of the homework control 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). Inter-class social activities such as folk dances are alternated with individual class specific programmes. Through these activities the feeling of one community is strengthened within the individual classes as well as within the grade as a whole.

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

Both trips are accompanied by class mentors: two boys and two girls from the 8th grade. They are contact persons and mentors for the children, and will support the teachers during the trips, 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 at the secretary's office (Sekretariat) for the teachers asking the teachers to get in touch with you.

Notification in case of sickness - Krankmeldung

If your child is not able to attend school, please follow the following steps:



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- 1.) a call to the secretary's office (Sekretariat) OR use the contact form on the homepage (via Kontakte/Krankmeldeformular)
- 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 check the student's whereabouts.

After their return to school, the children should, on their own, catch up 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 worthy 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 endeavours at the school. Several times a year the Working Group issues a newsletter which showcases what is possible at our school beyond the mere transfer of academic knowledge. If you are interested in joining the Working Group, please contact musikamchristianeum@gmail.com.

MiC

The abbreviation "MiC" stands for "Mittagessen im Christianeum". MiC has been run by parents on a voluntary basis since its foundation over 40 years ago. MiC parents prepare and sell snacks during the second long break. We are always very happy to get new parents joining us - mothers as well as fathers - who support the MiC once a month between 10:30 to 12:30 on a fixed week day of their choice. It is also a chance to experience children and teachers in their school environment. All dates are fixed for the entire school year until the next summer holidays, so that good advanced planning is guaranteed. Contact: gesa.scherrer@gmail.com and tinabesthorn@hotmail.com

During the 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 interests of the school community that the children leave the MiC tidy after a meal or break at the MiC!

Nuntius

Several times a year the school principal (Herr Prigge) reports on school-life, past events, or details of 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 very soon what the Latin term "*Nuntius*" means.

Breaks - Pausen

Breaktimes arrange the school day into blocks and take place after every two lessons

1st Long Break: 09.35 to 09.55



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2nd Long Break: 11.30 to 11.50
Lunch Break: 13:20 to 14:00

During the long breaks the children leave the classrooms but stay within the school grounds, and if possible, preferably outdoors. On the south side of the school building there are green areas, a soccer pitch and a climbing frame for the students. 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.

Project Week - Projektwoche

The project week goes under the motto "A fair school" and organizes age-appropriate focal points for fair interaction, sustainability and cross-subject learning. In the past the project week took place while the members of the A-Chor (choir of the grades 8 to 12) set out on their annual trip to Brahmsee in November, with the result that only the remaining students could take part. So last year for the first time the project week took place in the week before the summer holidays. The best time for the Project Week will be discussed shortly and once a decision is made, that will be communicated.

Lockers - Schließfächer

In the classrooms of the lower grades there are lockers available for the students, in which they can store their personal belonging. 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 need to 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 during 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. Once a year, the Amici Christianei publish a brochure, documenting the past events and history of the school year through reports and pictures. Our contact person is the treasurer, Mr. Florian Faber 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 pragmatically and with absolute confidentiality.



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The way to school / Parking situation

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

For those on bicycles, there is a marked area with bicycle stands at the entrance. Please be aware that bicycles (as well as scooters) may not be brought inside the school building. We recommend getting a good lock, since generally schools in Hamburg do not maintain an insurance for theft/damage to bicycles.

We would like to make those who have to drop their children off by car aware that the journey to school might be a challenge! The Otto-Ernst Street is narrow and during the rush hours bicycles and cars fill the narrow street. If the teacher parking spaces are used by short term parkers (to drop off 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. Uxa 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.

Theater working group / Theater AG

For students of grades 5 to 7, there is a Theater AG lead by the actress and singer Christa Krings. The students prepare shows and theater performances and learn basic techniques of stage performances and public speaking. Dates and other details will be announced at the beginning of the school year and may also be obtained from the school secretary.

Timetable - Stundenplan

In the 5th grade the regular lessons end at 1.20 pm every day. From grade 6 onwards, Tuesdays and Thursdays will be long school days with regular lessons until 3.20 pm.



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School Coordination for lower grade classes - Unterstufenkoordination

The teacher responsible for matters relating to grades 5 to 7 is Ms. Silke Latza. You can contact her at 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!

Substitution plan - Vertretungsplan

Any changes to the time table of each individual class is set out in the Substitution Plan. 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, and 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" and in your child's school planner.

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 all 5th graders with a German exercises book, which can be worked on during any lessons which may be cancelled on short notice.

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 given as formal homework!

We hope we were able to answer one or the other question you may have with this manual. In any event, you always more than welcome to contact us for any questions, comments or suggestions. We wish you and your child a good start at the Christianeum and look forward to welcoming you to our parents' community.

Cordially,
Your Parents' Council

Hamburg, August 2022