



Grundschule der Stadt Frankfurt am Main

Schmalkaldener Str. 8, 65929 Frankfurt

Tel.: 069-212-45164; Fax: 069-212-45165

www.karl-von-ibell-schule.de

Stand: Mai 2019

Dear parents!

We warmly welcome you and your child at Karl-von-Ibell-Schule. With this information sheet, we want to introduce you to our school and answer some questions you might have in advance. After classes, students can stay for lunch and care until 2.30 pm (enrollment is required). For more information and the registration form, please contact our day care "Ibella-Club" at the ground floor of the main building after 11.30 am.

Further day care is provided by the social organization "Arbeiter Samariter Bund" with their programm "Coole kids" (you find more information below).

To give your child the best experience we also need the support of the parents. It would be great if you could participate in one of the many school activities.

We wish your child the best time at our school and are looking forward to a great partnership with you.

Yours sincerely
The principal and the staff

Currently active teachers:

Kayan Au Yeng
Jaqueline Barth (BFZ)
Christina Bauer
Lydia Cho
Mato Devcic (UBUS)
Filiz Dikeren
Anne-Katrin Fenn
Julia Golbig
Chantale Haas
Andrea Hanisch
Heidi Hennig
Claudia Langfeld
Kristina Oberländer
Kerstin Oukada
Stephanie Pelz
Sakine Piltz
Nawal Sa´Duddin
Victoria Schott
Maya Shantilal
Sabine Sträter
Nicola Volke (BFZ)
Bianca Watzke

Administration:

Maya Shantilal, Rektorin
Filiz Dikeren, Konrektorin

Office (opening hours: 7.30 am – 1 pm):

Eleonore Kupfer Tel. 069-212-45164
 Fax 069-212-45165

House Management:

Oliver Haas Tel. 069-212-45170

School Equipment

The student's backpack should be lightweight and easy to see during all weather conditions. The list of necessary equipment is attached to this invitation letter. To reduce the weight of the backpack most material can be stored in the classroom. So this equipment doesn't need to be carried around all the time. That is why some items, e.g. scissors, need to be bought twice.

For physical education class please pack the following items in a sports bag:

- Short pants
- T-Shirt
- Clean gym shoes with light, anti-slip soles
- Refillable bottle (no glass)
- Gym clothes need to be changed after PE class

The gym shoes should be clean and shouldn't leave dark stains on the gym floor.

Day Care “Ibella-Club”

Ibella-Club was founded in 1997 by parents and is located on the school grounds. It’s an after school daycare.

For registration, please directly contact the Ibella-Club manager Mrs. Clapham: 069-212-44951

The opening hours for the day care are 11.30 am – 1.30 pm during schooldays. Furthermore, the children may have lunch from 1.30 pm – 2.30 pm, if ordered in advance.

Day Care “Coole Kids”

Opening hours are 11.30 am – 5.00 pm during school days and 7.30 am – 5.00 pm on weekdays during vacations.

The children may have lunch and assistance with their homework. Furthermore, they can spend their afternoons doing reasonable activities with their peers under educational guidance while training their communication and social skills as well as their independence.

During vacations, the children are offered various art and sports projects as well as trips and a summer camp.

For registration, please contact Kindernet Frankfurt.
(www.kindernetfrankfurt.de)

The amount of the membership fee depends on the family’s income.

You can also contact the day care via phone: 069-212-45147

Route to school

We recommend that the students walk to school together with other schoolchildren to ensure their safety. Physical exercise and fresh air are important for your child's health. Please show your child to the school route before the school year starts. Please choose the safest route possible, not the fastest one!

In the special case that you bring your children to school by car please choose a safe parking spot. The front gate at the main street is closed for safety reasons.

The parking lot behind the gym is only for school personnel. Dropping off children at that spot is not allowed.

Homework

Homework is meant to complement the work done at school. At the parent-teacher conference, you will be informed about the amount of homework your child will have. Homework should be done completely and carefully. If your child has difficulties please contact the teacher or write a notice.

Tidiness

Please make sure to wrap all schoolbooks in protective foil and provide all items (including jackets, gym bags, clothes etc.) with name tags to ease our daily work.

Parental participation

Our school depends on active parental participation. Parents run the following departments:

- School development association (“Förderverein”)
- “Ibella-Club” day care
- School library

We kindly ask for your help by:

- Participating in the parents’ council (“Schulelternbeirat”) and the school council (“Schulkonferenz”).
- Provide reading support for first and second graders.
- Accompany school trips and other school activities.
- Assistance in organizing the school festival. Planning and managing activities during the festival and selling food and drinks.
- Planning and managing school projects during project days.
- Providing coffee and snacks for the school enrolment ceremony.
- Baking waffles for a good cause.

In order to participate in school matters parents are asked to join **three different committees**:

All parents of every class form the **class council** (“Klassenrat”) which is represented by two elected chairpersons in the **parents’ council** (“Schulelternbeirat”). The parents’ council meets about five times a year with the principal and several staff members to discuss and decide on important school events. Just like the school development association, the parents’ council also supports the school staff during several school events.

The most important committee is the **school council** (“Schulkonferenz”), which is formed by five elected parents and five elected staff members and the principal as the chairperson.

The parent-teacher-day takes place once a year. Of course, you may also make separate appointments with the teachers all year round. Keeping close contact with the school is very important for your child as well as for yourself and the teachers.

Chairpersons of the parents’ council

Chairwoman:

Dr. Wieland Email: Dr.A.Wieland@t-online.de

Deputy:

Mr. Engels Email: Stephan.E.Engels@gmx.de

Insurance

During the defined teaching times and on the way to school and back home, your child is insured in case of accidents. Please note that supervision by our staff starts at 7.45 am. Please make sure not to send your child too early. Otherwise it might be unattended.

In case of a school accident which requires medical attention you will be informed immediately. Please make sure to inform the school in case your child has an accident on the way to school or back.

In case your child has had an accident in school without informing the staff and has therefore been in need of medical care after school, please inform us as well.

Leave of absence

Students may be given leave for special reasons, i.e. family occasions or sport competitions. Parents must request a leave in written form explaining the reasons for the leave in time. Leaves for up to two days are given by the student's teacher, otherwise by the principal.

Right before and right after vacations students are only given leave **in exceptional cases and for important reasons**. The request must be turned in **at least four weeks in advance** at the principal's office. The principal decides whether or not the leave is given.

(Legal Basis: Allgemeine Ferienordnung Erlass des HKM vom 14.10.2004)

Event of illness

In case your child cannot attend school because of illness please notify the school via another classmate or by calling the office. You may also leave a message on the answering machine. Please submit a written sick note on the third day of illness at the latest. The sick note must contain the reason for the student's absence, the date of all absent days and your signature. Do not write the notice in your child's homework book. In case of absence right before or right after vacations we need a medical certificate.

Parent availability

Please inform the school right away about any changes of your contact details (address, telephone number) so you are available at any time in case of emergencies. If you are employed please tell us the contact details of your work place as well. At the beginning of every school year you will be given an emergency form, please make sure to specify all relevant contact details and medical information about your child we need to know in case of emergency.

School days

Please make sure to provide a healthy school breakfast for your child consisting of fruits and a sandwich with a sugar-free topping. To reduce waste, please choose a reusable container.

Teaching times:

Time	Designation
7.30 – 7.45 am	Supervision in front of the school
7.45 – 8.00 am	Supervision in the classroom
8.00 – 9.30 am	Lesson time 1 st period: 8.00-8.45 am 2 nd period: 8.45- 9.30 am
9.30 – 9.50 am	Recess
9.50 – 10.00 am	Breakfast break
10.00 – 11.30 am	Lesson time 3 rd period: 10.00-10.45 am 4 th period: 10.45-11.30 am
11.30 – 11. 50 am	Recess
11.50 am – 1.20 pm	Lesson time 5 th period: 11.50 – 12.35 pm 6 th period: 12.35 – 1.20 pm
from 2.00 pm	Afternoon activities (enrollment is required)

Vacations

On the last day of school before vacations teaching times are from 8.00 -10.45 am, regardless of the regular schedule.

Holidays in Hessen:

Year	Easter	Summer	Autumn	Christmas
2019	15.04. – 27.04.	01.07. – 09.08.	30.09. – 12.10.	23.12. – 11.01.
2020	06.04. – 18.04.	06.07. – 14.08.	05.10. – 17.10.	21.12. – 09.01.
2021	06.04. – 16.04.	19.07. – 27.08.	11.10. – 23.10.	23.12. – 08.01.
2022	11.04. - 23.04.	25.07. - 02.09.	24.10. – 29.10.	22.12. - 07.01.
2023	03.04.- 22.04.	24.07.- 01.09.	23.10.- 28.10.	27.12.- 13.01.

There are 4 additional school holidays during the school year:

Mo, 24.02.2020 (Rosenmontag)

Do, 30.04.2020 (Day before 1.Mai)

Fr, 22.05.2020 (Day after Himmelfahrt)

Fr, 12.06.2020 (Day after Fronleichnam)

**Information
from “Förderverein der Karl-von-Ibell-Schule e.V.”
(school development association):**

The school development association „Förderverein der Karl-von-Ibell-Schule e.V.“ was established on 1997 by parents. The chairman has introduced you to the association on the information evening. The yearly membership fee amounts to 12€.

Everyone can become a member. You can contact the association through the school office.

The association’s purpose is to provide financial support to school interests such as school trips, the school library, afternoon activities and acquisition of school equipment among other things.

Board:

Chairman: Mr. Jeske

Deputy: Mrs. Höppner

Email: Foerderverein.Ibellschule@web.de

We would appreciate to welcome many new members!

Afterword

We hope very much that this information sheet familiarizes you with our school. Certainly there might be upcoming questions, which are not answered in this brochure. The principal, the staff and experienced parents of older students will be happy to help you with any further questions.

Things to practice with your child for school:

- Getting dressed by themselves
- To tie a bow
- Closing buttons
- Putting on the backpack by themselves
- Writing their own name

**We are looking forward to teaching your children
and to a great partnership with you!**