



ST. KILIAN'S
DEUTSCHE SCHULE DUBLIN
PARENTS' ASSOCIATION

St Kilian's Deutsche Schule

Parent Guide – 2011/2012

A Guide for Primary School Parents

➤ Useful school contacts

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➤ Activities for parents

Craft Groups

There are two craft groups run by parents in St. Kilians. This is a fun way for parents to meet and learn new crafts from each other. No experience is required. All proceeds raised by both groups are put back into the school for the children's benefit.

The evening craft group make crafts for Halloween and Easter. These crafts are sold to the children and parents at our craft/coffee mornings. English is the main language spoken during the evening. For further information contact Sandra Clissmann, sandra@clissmann.com

The morning craft group make Christmas crafts and are sold during our school bazaar in November. German is the main language spoken during the meeting. For further information contact Katharina Brosien-Guevara, maukadub@yahoo.com

➤ Annual Events

Wandertag: Twice a year, in September and June each class goes on a Wandertag (school trip). Destinations vary depending on age and class group but previous years have included Dublin Zoo, Powerscourt Waterfall, Brittas Bay, Malahide Castle, Fort Lucan, the Science Museum, W5 in Belfast, and many more interesting places. The class teacher will send home information on the trip and a permission slip to be signed by parents. The cost of the trip will depend on the destination.

St Martin's Celebration takes place on a Friday evening in November. Parents and siblings are invited to come along in the evening and watch the children participate in a lantern-lit procession around the school. There will be a re-enactment of the story of St Martin. Afterwards the children go to their classrooms for gingerbread men and parents enjoy gluhwein and refreshments in the canteen.

In 2011 Martin's evening for the Kindergarten school, 1st class and 2nd class is on Thursday November 10th at 7pm.

Martin's evening for classes 3rd, 4th, 5th & 6th is on Friday November 11th at 7pm.

Christmas Bazaar takes place either late November or early December and is one of the highlights of the school calendar. It is a great social event. Wonderful stalls are set up and there are great bargains, food, drink and fun on offer. Parents and students volunteer their time helping on the stalls and donate items to the bazaar.

St Nikolaus traditionally visits German children on December 6th. Children leave their shoes outside their bedrooms when they go to bed on December 5th and wake to find some small gifts (books, sweets, etc.) which have been left by St Nikolaus. In St Kilians, St Nikolaus comes to visit the younger children on December 6th.

Christmas Performance This alternates annually between the secondary and the primary school. In 2011 the secondary school will perform.

Karnival takes place usually on the last Friday before the February holidays and the children dress up and have class parties.

Easter Before the Easter holidays the 'Osterhase' or 'Easter Bunny' comes to visit the younger children.

Gaeltacht The 5th and 6th class Gaeltacht trip takes place every 2nd year. The children in St Kilian's start Irish tuition in 5th class and will go for one week in either 5th or 6th class to the Donegal Gaeltacht, to experience Irish as a living language. A trip is expected in May or June 2012.

Sommerfest is a great day out for primary school and kindergarten parents and children. It is organised and run by

parents and it takes place on a Saturday in June. It is filled with fun activities and is a great social occasion for all.

➤ After-School Activities

- ❖ A number of extra-curricular activities are offered in the afternoons in St Kilians. Some are offered from 1st class - such as tennis, soccer, a fun German class, Junior Orff, others only from 3rd class - such as choir, drama and hockey and from 5th class computer studies is an option. Irish Dancing and private musical instrument tuition and tennis are also possible on the school premises. The exact list of activities on offer for the school year 2011/12, times, days and costs is issued and can be found on the notice board in the assembly area. It is very important to return the forms promptly, along with any payments due, and to prioritise what activities your child would like to participate in. Due to demand levels, some activities may be over-subscribed so a priority list system will operate. After-school activities normally commence mid-September.
- ❖ If your child is staying for after-school activities they should take their school bag and go from their class to the classroom allocated as the 'picnic room'. Their class teacher will inform them which class will be the 'picnic room'. They will then go out to the playground until 1:30pm. Activities normally start at 1.30pm but if your child's activity starts later they must go to the **After School Care** if they are in Kindergarten – 2nd class or to **Supervised Studies** if in 3rd - 6th class until their activity starts.
- ❖ Half hour and hour tickets for the After School Care and Supervised Studies are available from the office, or afternoons can be booked in advance. Please refer to the office for information on times and rates, etc. or email admin@kilians.com for information.

➤ Canteen

Teachers don't generally encourage pupils in 1st and 2nd class to go to the canteen. Pupils can purchase hot and cold food in the canteen. Sandwiches can be ordered at 10:30 for collection at 1pm. There is also a water dispenser available free of charge. Please ensure your child brings in a water container with him/her. Canteen opening times are 10:30am and 12:55pm.

➤ Art Box

As is detailed in the letter from school, each student will be required to have an art box to keep the various items required by their art teacher. It can be a shoe box with their name on it. You will need to bring this in during the first week of school and check it regularly to replace used items.

➤ Class Timetable

Classrooms open at 8:15am. Children arriving earlier must go to the canteen where they are supervised. Children should be in their classes at 8.25am. Classes start promptly at 8.30am each morning and each class lasts 40 minutes. There is a 20 minute break, called the 'Pause' at 10.30am, when the children have a snack in their classrooms and then go outside to play. All primary 1st - 4th classes finish at 12.55pm every day. 5th and 6th class have afternoon classes on Mondays until 3.30pm and Tuesdays & Thursdays until 2.50pm. They finish at 12.55pm Wednesday & Friday.

Each day of the week, the students will have their subjects at different times. For example, on Mondays, English may be at first period, and on Tuesdays it will be at third. It is important to be on time each morning but especially if your child has sport at 8.30am, as the children line up outside their classroom and leave for the changing rooms very promptly at 8.30am. On Friday the secondary school also finishes at 12.55pm, so be warned - the car-park is a very busy place Friday at 1pm!

Class Representatives / PA Representatives

During your parent teacher meeting, you will be asked to volunteer or elect a class representative and a Parents Association representative. (PA)

The duties of the class representative include helping the class teacher if needed, on school trips and class activities.

The duties of the PA representative include attending monthly PA meetings, liaising with the parents in your class on events organised by the PA, helping with PA activities throughout the year and offering ideas / suggestions from you or the parents in your class to the PA.

➤ Code of Behaviour

The school has a code of behaviour that clearly sets out the behaviour that is expected and the consequences of failing to adhere to it. It is important that all children and parents be aware of this code. Attendance at St Kilians is contingent on signing an acceptance of this code. An abridged version is included in the Schülerheft (Student Journal).

➤ Communication with the School

Teacher's notes in the Student Journal (Schülerheft), letters home in the school bag and the school reports (sent home in October, December and June) are currently the principal means of correspondence between staff and parents. There may be information re upcoming events, meetings, permission slips, etc. which the teachers will ask your children to put in their bags for you, so it is best to get into the habit of checking with your child or in the bag daily.

Each subject teacher has a consultation period during the week where you can arrange in advance to meet the teacher to discuss your child. Your class teacher will give you more information on consultation periods at the Parent Teacher Meetings usually held late September / early October.

Please take the time to register your email address with the school administration at admin@kilians.com so that administration can also communicate by email with you.

➤ Complaints Procedure

If either your child or you yourself have a problem or question related to school, the following procedure should be adhered to.

Subject related question – Contact your child's subject teacher and then the class teacher if still concerned.

Class related – Contact the class teacher.

If having spoken to the subject and /or class teacher and you are still not satisfied, then the Head of Primary and Kindergarten, Mrs. Sarah Finnegan would be happy to help you. Naturally Ms. Lynch is available to all parents but she would also refer to the above procedures.

➤ Early Arrival to School

A child who arrives to school before 8:15am MUST go to the canteen for supervision.

➤ Form Teachers

There are 2 classes in each year, named "A" and "B". Each class is allocated a form teacher. The form teacher will be your main point of contact for your child but will not be the only teacher of your child. Due to the nature of the German and English language tuition at St Kilian's, it is often the case that the children will have a number of different teachers for different subjects. Some children may take a little bit of time to adjust to this arrangement, coming from the close relationship with one teacher in kindergarten or other schools but they get used to it very quickly.

➤ French School / LFI

St Kilians shares campus facilities with the French secondary school of Ireland, the Lycee Francais d'Irlande (LFI). As 6th

class in the French School is part of the French secondary cycle, it is also on campus and participates in the St Kilian's 6th class morning sports classes.

➤ School Library

The school library is open to all children in the school and has a large and varied collection of English and German reading and reference books. Children must be registered with the library in order to borrow books. Children will be notified of library opening hours and it will also be noted on the door of the library.

➤ Homework

Subject teachers will write the homework assignment on the blackboard in your child's classroom and your child should note it down in their student journal. It may be necessary to remind your child of this - especially in the first few weeks and to check in their student journals. Teachers usually do not give homework on Fridays. The situation for 1st class is different and will be explained by the form teachers.

➤ Information Evenings

The Parents Association has hosted information evenings for parents on Safe Internet Use, Anti-bullying and other topics of interest. It is hoped to organise more evenings on topics relevant to parents. Please email pa@kilians.com or your class representative with any ideas or suggestions.

➤ Jugend Musiziert (JuMu)

JuMu is Europe's largest classical and popular music competition for young people and participation is open to students who have German nationality OR who attend a German school (e.g. St Kilians). A Kinder Musizieren (KiMu) is also held at the same time and provides younger school musicians with an opportunity to participate in a competition. It usually takes place in January. Please contact Frau Barbara Davitt, through the school office for further information.

➤ Klassenarbeiten / Tests

Class tests (Klassenarbeiten) are set regularly from 3rd class on, to see how your child is progressing with the academic work. The range of results is 1(excellent) down to 6 (unsatisfactory). You are expected to counter-sign each marked test and return it. You should contact the subject teacher if you have any questions about the tests.

As required by law, pupils may be tested at the beginning of the school year, to assess proficiency levels based on a national standard in English and maths. The results are not made known to the children and the tests are not highlighted in advance. You should contact the form teacher if you have any questions about these tests. The resource teacher will contact parents directly if the tests identify that their child might benefit from some extra resources. Parents will be given their child's result in the October report.

➤ Lockers

At the beginning of the school year each child will be assigned a locker in which they can keep their sports bag and art box.

➤ Lost Property

It is best to **mark all of your child's property**, including school bags, coats, sports equipment, books, etc. clearly with their name. However, inevitably things go missing and where it is found by school staff it will be gathered up and stored in the 'Lost Property' room. The key for the 'Lost Property' cupboard is available from Jacinta in the School Office.

If your child loses part of their sports kit, check with Ms Sherriff and Ms Collins as they may have put it aside.

Towards the end of each term, all lost property is laid out in the assembly area to be reclaimed. The school will send out an email with the date in advance. Parents are advised to

come to the school on these days to check lost property as unclaimed items will be donated to charity.

➤ Parent Teacher Meetings (PTM)

These meetings are held late September/ early October. Exact dates will be advised by the Head of Primary and Kindergarten. This is an ideal opportunity for you, the parent to meet your child's subject teachers, other parents and learn about the school curriculum for the year.

➤ Parent to Parent Meeting

This meeting will be held on Wednesday September 7th 2011 at 8pm in the canteen. It is for the benefit of new parents to St Kilians - whether kindergarten, primary or secondary and is hosted by the Parents Association. This is an opportunity to meet existing parents, ask questions and to find out more about the school.

➤ Parents Association (PA)

The Parents Association is made up of a parent representative from every class in the school, from kindergarten through to 12th class. These parents are elected at the Parent Teacher Meetings early in the school term and meet monthly during the school year.

The aims of the Parents Association are:

- ❖ To inform and consult the parents regarding school policy, plans and activities.
- ❖ To enhance communication between the parents and school management.
- ❖ To organise and encourage parents participation in school fundraising and other events throughout the year.
- ❖ To foster social interaction between parents. This will help nurture the school community.
- ❖ To promote the well being and interests of the pupils of the school in cooperation with the board, principle teachers and students.
- ❖ To promote the school externally through a good parent network.
- ❖ Through affiliation with regional and national counsels of parent school associations, to ensure a parents are informed of a) the development of education policies and b) the have an effective voice in school development.

To keep you the parents, informed of parent information evenings and activities, please register your email address with the PA at pa@kilians.com.

Please consider volunteering as representative for your class OR registering your particular skill or interest (Drama, Science, Art, Business, etc.) with the Parents Association so that the school community can benefit.

Do not hesitate to contact us at pa@kilians.com with any queries you may have and we will be happy to try and help out. If you do not have email and/or would prefer to be contacted by phone, please leave your name and number with Jacinta in the school office.

➤ Playground Supervision

Parent volunteers supervise the multi-purpose tennis court during "little break" or "Pause". This space is open to 3rd and 4th class children to play away from the bigger kids. The time commitment is 10.30am -10.50am once or twice a month. **As the opening of this extra space is dependent on parents coming forward to volunteer, (as is the case with many of the parent run activities!!), please do consider putting your name forward at pa@kilians.com .**

➤ Reports

A short report on your child's academic and social progress is issued in October with the results of the national standard tests if taken (see Klassenarbeiten) and more detailed reports are issued in December and June. From 3rd class up they include academic grades. As regards your child's academic

progress during the year please refer to the regular Klassenarbeiten (class tests) during the year (3rd - 6th class) and in other cases please refer to the subject teacher.

➤ Resource Teacher

The Resource Teaching provides extra tuition support in Maths, English and German if required. Parents will be contacted directly if it is decided by the teaching staff that their child would benefit from some extra resources.

➤ Schultüte

The Schultüte is a German tradition, where children in their second year in kindergarten make a cone-shaped container, which the parents later fill with small stationary items and sweets. On the child's first day in 1st class, they are presented in the classroom with their filled Schultüte, which becomes a discussion topic.

➤ Schülerheft or Student Journals

The St Kilian's Student Journal is mandatory for all students except kindergarten. In it, the children write down their homework for each night. It is also a means of communication between parent and teacher. School holidays, the House rules and the Code of Behaviour are all noted in the journal.

➤ School Holidays and Dates of Other School Events

Follow the link to School Calendar on the home page of www.kilians.com for the most up to date schedule.

➤ School - Structure and Board

St. Kilians is run as a limited company, Der Deutsche Schulverein Limited. All parents are automatically members of this company, while they have a child in the school. The majority of the directors are parents, who are directly elected by all parents who attend the AGM, held each May. Please refer to www.kilians.com and follow the link to Board for more details.

➤ Sport Classes and Sports Kit

From 1st - 4th class children have 5 sports classes per week and in 5th and 6th they have sports 3 times a week. Their teachers are Ms Sherriff, Ms Collins and Mrs. McCarthy. For sport, each child is expected to wear the St Kilian's sports kit, details of which are included in the information pack. Each child will need a sports bag in which to keep their sport clothes. The sports bag is kept in the locker and the kit should be taken home from time to time for washing. All items should be marked with their names VERY CLEARLY. The St. Kilians sports kit is available to purchase from Uniformity in Dun Laoghaire.

➤ Useful Websites

pa.kilians.com – for forums and updated information on the activities of the Parent's Association and areas that provide for parent-to-parent buy and sell.

www.kilians.com - for general information about the school, including a full calendar of the activities for the year.

www.dlrcoco.ie - A local government site for information on events and facilities in the area, including libraries, etc.

We invite you to register at pa.kilians.com

This guide was published by the Parents Association. Any suggestions on how to improve the next edition of this Guide are most welcome at pa@kilians.com

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