



ST. KILIAN'S
DEUTSCHE SCHULE DUBLIN
PARENTS' ASSOCIATION

St Kilian's Deutsche Schule Dublin

Parent Guide – 2011/2012

A Guide for Secondary School Parents

➤ Useful school contacts

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Class 7	Helmut Sundermann
Class 8	Nigel Macmillan
Class 9	Cian Hogan
Class 10	Tadhg O'Scanaill
Classes 11+12	Elizabeth O'Brien
Guidance Counsellor	Aisling Sherriff

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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 - Field trips: In September, each class goes on a Wandertag. Destinations vary depending on age and class. Other field trips, language exchanges and trips abroad may also be organised during the year. The class teacher will send home information and a permission slip must be signed by the parents. The cost of the trip will depend on the destination.

Tag der Deutschen Einheit- October 3rd is German Unity Day which is marked in the school. There is a presentation ceremony for those students who are to receive Sprachdiplom Certificates.

Oktoberfest is a great day out for the secondary school students. It is organised by the students and parents and takes place on a Saturday in October. Fun outdoor activities are provided with bratwurst, hamburgers and sweets etc also available.

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 volunteer their time helping on the stalls and donate items to the bazaar.

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

Transition Year Evening In May the Transition Year students host an evening showcasing highlights of their work in Transition Year.

Awards Ceremony This ceremony for the presentation of awards in the secondary school, classes 7 – 11, takes place on a Friday morning in May. Parents do not usually attend.

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 usually in January and provides younger school musicians with an opportunity to participate in a competition. Please contact Frau Barbara Davitt through the school office for further information.

Graduation Evening 12th class students graduate at a ceremony in the school. This evening marks the end of their schooling in St. Kilians and celebrates that achievement.

➤ After-School Activities

There are a number of activities currently available in St Kilians, such as choir, soccer, hockey and private musical instrument and tennis instruction. The LFI also offer a

number of extra- curricular activities through English which are open to St. Kilians students - (www.lfi-extrascolaire.com), which in 2011 include drama, yoga, technical drawing and First Aid. All teachers are bi-lingual French / English. Please advise your child to keep an eye on the noticeboards beside the assembly area for information on after-school activities.

Students and parents are encouraged to be pro-active in this area. If there are a number of students interested in any other activities such as drama, chess, musical, etc. then the school endeavour to make available its facilities

➤ Canteen

Pupils can purchase hot and cold food in the canteen. Sandwiches can be ordered at 10:30, for collection at 1pm. There is a water dispenser available free of charge. Please ensure your child brings in a water container with them. Canteen opening times are 10:30am and 12:55pm

➤ Careers guidance and school counsellor

There is a comprehensive guidance service provided in the school. Parents with any queries should contact school administration for further details. An annual career fair is held in school during late November.

➤ Class Timetable

Children should be in their classes by 8.25am and any child arriving after that time will be issued with a late slip. Detention will be given to any student who receives two late slips in a week without parental permission. 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 secondary students may go to the Canteen or outside to the supervised sports grounds. Secondary school finishes Monday-Thursday at 4:05pm and at 12:55pm on Fridays. This is the same time as the primary school, so be warned - the car-park is a very busy place Friday at 1pm!

➤ 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 acceptance of this code. An abridged version is included in the Schülerheft (Student Journal).

➤ Communication with the School

The primary route of communication is the Schülerheft. If you have any queries, academic or otherwise, please indicate your wish to meet with the teacher in the Schülerheft (see Ladder of Referral) and then phone the office and leave your contact details.

Parents should regularly check in the Schülerheft as periodically notes from teachers and Klassenarbeiten results will be entered in the Schülerheft.

There may be information re upcoming events, meetings and outings which will be handed directly to your child during the year – please stress the importance of passing these on to you with your child.

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.

Learn more at pa.kilians.com

➤ Complaints Policy

Where issues (Academic, behavioural or others) arise during the year, parents are advised to raise the issue with persons in the following order, until resolved:

Ladder of Referral

- ❖ The subject teacher
- ❖ The class teacher
- ❖ The Year Head
- ❖ Deputy Principal
- ❖ The Principal

The school encourages early reporting of incidences of bullying as the school aims to uphold a zero-tolerance approach towards bullying.

➤ Early Arrival in School

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

➤ Class Teachers

Each class is allocated a class teacher and there is a year head assigned to each year.

➤ French School / LFI

St Kilians shares campus facilities with the French secondary school of Ireland, the Lycee Francais d'Irlande (LFI). The Junior cycle (classes 7, 8 and 9) of St Kilians and the LFI are integrated.

➤ Information Evenings

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

➤ Junior Certificate

This is a series of Irish State examinations for multiple subjects, held at the end of class 9.

➤ Junior Cycle

This refers to the classes 7, 8 and 9.

➤ Klassenarbeiten and Tests

Class tests (Klassenarbeiten) are set 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.

➤ Leaving Certificate

This exam takes place at the end of 12th class. It is a series of Irish State examinations for multiple subjects, which is the pupil's final school exam (Abschlussprüfung). Access to 3rd level courses is influenced by points / results achieved in these examinations.

➤ Lockers

At the beginning of the school year each child will be assigned a locker. They will need to bring in a suitable lock for their locker. Please advise your child to contact Mr. Doris with any issues regarding their lockers.

➤ 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.

Towards the end of each term, all lost property is laid out in the assembly area to be reclaimed. The Parents' Association 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 to Parent Meeting

This meeting is held very early in the school year for the benefit of parents new 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 with parents regarding school plans, policies and activities.
- To enhance communication between parents and school management.
- To organise and encourage parent participation in the school.

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.

➤ PA Representatives

The role of the PA Representative in the secondary school is primarily to enhance communication between parents and the school management and to strengthen school communications. Please email the PA with your contact details if you are willing to volunteer to do this for your class.

➤ Parent Teacher Meetings (PTM)

An annual **Parent Teacher Meeting** (PTM) will be held with your child's subject teachers. **Early attendance** on the evening is strongly advised as there is always a keen interest amongst parents in this event.

An additional meeting is held for 7th class parents where issues from the move into secondary are discussed, usually at the end of September early October.

An additional meeting is held for parents in the **9th class**, to advise them of the plans for their children's activities in Transition Year (10th class).

Dates for all of these meetings will be advised early in the school year.

