



**DAHLMANN  
SCHULE**



مرحبا بكم  
(Arabic)

dobrodošli  
(Bosnian/Croatian)

hoşgeldiniz  
(Turkish)

willkommen  
(German)

welcome  
(English)

benvenuto  
(Italian)

powitanie  
(Polish)

добро пожаловать  
(Russian)



## **Dahlmannschule**

Elementary school that takes part in the so-called pact for the afternoon (Pakt für den Nachmittag) with intensive classes (Intensivklassen – IK) and expanded after-school supervision/education.  
(Erweiterte Schulische Betreuung – ESB)

Luxemburgerallee 24  
60385 Frankfurt am Main  
Phone.: 069 / 212 - 35278  
Fax: 069 / 212 - 31190

E-Mail: [poststelle.dahlmannschule@stadt-frankfurt.de](mailto:poststelle.dahlmannschule@stadt-frankfurt.de)  
Homepage: [www.dahlmannschule-frankfurt.de](http://www.dahlmannschule-frankfurt.de)

Principal: Mrs. Talberg  
Vice-Principal: Mrs. Pohl

Secretary (1. floor): Mrs. Engel  
Mo – Th 7.30 a.m.– 3.00 p.m.  
Fr 7.30 a.m.– 2.00 p.m.

Maintenance Supervisor (ground floor): Mr. Merz (0171-8621756)

### **Expanded after-school supervision/education (Erweiterte Schulische Betreuung – ESB)**

60385 Frankfurt am Main  
Tel. 069 / 212 – 35210  
Fax 069 / 212 – 45393  
E-Mail: [ESB.Dahlmannschule@stadt-frankfurt.de](mailto:ESB.Dahlmannschule@stadt-frankfurt.de)

Head of ESB: Mrs. Schäfer  
Deputy: Mrs. Götz

Pre-class supervision: 7.30 – 9.00 a.m. in the rooms of ESB (without prior registration)

After-school supervision/education: 11.45 a.m. – 3.00 p.m. / 5.00 p.m.  
(with prior registration only)

## **Welcome...**

to Dahlmannschule.

Our school provides an expanded educational program (Erweiterte Schulische Betreuung - ESB) and takes part in the so-called pact for the afternoon (Pakt für den Nachmittag).

That means that every student can be supervised and taught daily from 7.30 a.m. to 5.00 p.m. - including lunch time in our cafeteria. (For more details please check our homepage)

We are an elementary school with more than 370 students and 25 teachers. The school consists of 17 regular classes, 2 intensive classes (Intensivklassen) and 2 pre-school classes.

We mainly focus on physical education for which we use our large gym and our own swimming pool.

Musical education is another priority. In addition to regular musical education, our students can sign up for choir singing as an extra-curricular activity. Also, they can choose to learn an instrument and book lessons (for instruments and further information see page 10)

The cooperation with parents is very important to us. Each class has an elected parent's council which has an important function at school.

If you have questions related to school, please contact your parent's council. Ask for contact details at the secretariat.



## Daily class schedule

<b>1./2. Grade</b>		
1.	8:15 – 9.00 a.m.	Class
2.	9:00 – 9:45 a.m.	Class
Breakfast: 9:45 – 9:55 a.m.		
Break: 9:55 – 10:15 a.m.		
3.	10:15 – 11.00 a.m.	Class
4.	11.00 – 11:45 a.m.	Class
5.	11:45 – 12:45 a.m.	<b>MIP</b>
6.	12:45 – 1:30 p.m.	Class
7.	1:30 – 2:15 p.m.	Class

<b>3. / 4. / IK Grade</b>		
1.	8:15 – 9 a.m.	Class
2.	9:00 – 9:45 a.m.	Class
Breakfast: 9:45 – 9:55 a.m.		
Break: 9:55 – 10:15 a.m.		
3.	10:15 – 11.00 a.m.	Class
4.	11.00 – 11:45 a.m.	Class
Break: 11:45 – 12.00 a.m.		
5.	12.00 – 12:45 a.m.	Class
6.	12:45 – 1:30 p.m.	Class or <b>MIP</b>
7.	1:30 – 2:15 p.m.	Class or <b>MIP</b>

**MIP = MITTAGSPAUSE:** lunchtime for the class (lunch, break and playtime)

- Children eat with their class in the cafeteria.
- SODEXO is the catering business we work with at the moment. Parents enrol at SODEXO and book meals with them.
- If not being catered, children bring their own lunch from home. All students eat their lunch together during the lunchtime period.
- At lunchtime, students are being supervised by the ESB staff.



## Lernzeiten

Instead of homework we have the so called Lernzeit embedded in the children's school hours. Instead of taking work home, the students receive a mostly individualised weekly workplan, which they revise during Lernzeit in the morning. The children work off their assignments mostly autonomously. Every child has a hardcover planner (we call it Logbuch), in which the weekly plan with the exercises is being glued. Additionally, the Logbuch can also be used for the teacher-parent communication.

Grades 1. / 2. have Lernzeit (45 minutes each) three days a week.

Grades 3. / 4. have Lernzeit (45 minutes each) four days a week.

During Lernzeit, the children are being supervised and supported by a teacher. As often as possible one member of the ESB staff also attends the lesson to help.

Not only children with learning deficits, but also those who have special talents experience individual support from our teachers and educators. As reference persons that work with the children, they know of their strengths and weaknesses. Promoting the children individually and improving equal opportunities is what we are striving for with the concept of Lernzeit.

Still it has to be pointed out that despite the staff's commitment, not everything can be dealt-with during three to four lessons of Lernzeit. Simple multiplication for example has to be learned and known by every child by the second grade. Train the simple multiplication tables at home with your child. If your child shows difficulty in reading or writing, study it together at home. These are fundamental basics that your child will need for any other learning content ahead.

Also, parent - teacher meetings will help you to inform yourself in which way you can support your child. On our website you can download handouts about the Lernzeit.

## **Expanded after-school supervision and education (ESB – Erweiterte Schulische Betreuung)**

The ESB is taking care of the student's supervision and education before and after regular school hours.

Starting at 7.30 a.m. we take care of all the children whose parents have to be at work early. Up until 5.00 p.m. we organise the afternoon with after school programs (AGs), free playtime or different activities for the children.

What we offer helps you as parents to cope with work and family in a balanced way. That is why we work with strong commitment to provide the best possible supervision and education to your child while you are at work.

We also take care of your child during lunch in the cafeteria and lunch break (see MIP on page 4).

In cooperation with the school's teachers, we also support every child during Lernzeit.

During after-school supervision, the children choose which activities / programs they want to attend.

We offer:

- Physical activities
- Limited in time and supervised - media use (computer games included)
- Reading and reading aloud
- Crafting in our creative space
- Sports and games in the gym - also in cooperation with sports clubs from Frankfurt
- Outdoor activities on the adjacent playground and our schoolyard

Enrolment: **[www.kindernetfrankfurt.de](http://www.kindernetfrankfurt.de)**

Extra enrolment for ESB during holidays is necessary!

## Parent Language Guides

Language guides are parents that speak German and other languages and that volunteer to help with understanding difficulties by providing verbal translations. They are available to support parents or teachers and might attend parent talks or help out on other occasions that require explanations in a foreign language.

There is a list of language guides available at the secretariat, to give parents and teachers the opportunity to ask a language guide for support and help. If you are volunteering to be on the list, please fill out the lower section and hand it in directly at the secretariat or give it to your child's class teacher. Thank you for your commitment!

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## Parent Language Guides at Dahlmannschule



I would like to support the Dahlmannschule as a parent language guide. I agree that my name, phone number and email address will be added to the list and I am aware that my contact details can be forwarded to parents/teachers that seek support from a language guide.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I speak German and \_\_\_\_\_

\_\_\_\_\_  
Date, Signature

## Attendance Information

### How do I report that my child is sick?

- Call a classmate's home in the morning. The classmate reports in school to the class teacher.
- Only in exceptional cases you can call the secretariat from 7.30 - 7.50 a.m. to report that your child will miss school due to illness.
- Every absence has to be excused in writing (no e-mails). The written excuse has to be given to the class teacher. Please use the communication folder (Postmappe).

### Am I allowed to ask for a leave of absence?

- Only in exceptional cases you are allowed to request a student's absence.
- If the leave of absence doesn't take longer than two days, the class teacher can authorize the request. Please submit a written request.
- If the student's absence takes longer than two days or if the absence is prior/post holidays, written requests have to be submitted directly to the principal. The principal has to receive the request for the student's absence at least three weeks before. Any such request will be permitted only once every four years.





## **Musical education**

(choirs, learning an instrument)

We have a number of choirs at our school, in which every child can sing along.

In the afternoon we provide a variety of instrumental lessons.

You can book any of the courses directly with one of the instrumental teachers.

These courses are only available for a fee.

The following instruments can be learned:

- **Flute**
- **Transverse flute**
- **Violin**
- **Viola**
- **Cello**
- **Piano**
- **Guitar**

Sign up or ask questions here:

**[dahlmann-musik@web.de](mailto:dahlmann-musik@web.de)**

There is also a teacher-parents choir at our school. If you are interested, come any Monday at 7.30 p.m. to the music room, join us and sing.

## **Physical education**

The physical examination of the fitness of children often deliver questionable and worrying results. Overweight and postural damage among children have been increasing for years. Also, the number of children that are not able to swim has been increasing. We mainly focus on physical education to counteract these developments. We have a large gym and our own swimming pool.

### **Swimming lessons**

Grades 1 and 2 (and partly the intensive classes) have two lessons of swimming and one lesson in physical education per week. Unfortunately, our swimming pool is under construction due to structural defects. Because of that swimming lessons take place in other swimming pools at the moment – Riedbad / Panoramabad. The students are being taken with buses (free of charge) to the swimming pools. All other classes have three lessons of physical education per week.

During the first year of swimming lessons the children are getting used to the water playfully and learn one swimming method (forward crawl). In second grade we concentrate on the fine motor skills in forward crawl, the teaching of the breast stroke and backstroke, coordination exercises and games in the water.

The Dahlmannschule is Schulsportnebenzentrum. We work in cooperation with the first swim club of Frankfurt - Erster Frankfurter Schwimm Club (EFSC). During swimming lessons, the teachers are being supported by a trained sports teacher (diploma) of the club.

### **Swimming course - Talentaufbaugruppe (TAG) - 2<sup>nd</sup> and 3<sup>rd</sup> class**

Additionally, to the swimming lessons the students can attend the support program `Schule und Verein´ (by the cultural ministry of Hesse) twice a week in the afternoon. On Monday, the Talentaufbaugruppe (TAG) takes place in Panoramabad, on Thursday in Riedbad. Each course starts at 1.30 p.m. and ends at 3 p.m. The training focuses on diversity, coordination and endurance.

### **Swimming course - Talentfördergruppe (TFG) - 3<sup>rd</sup> and 4<sup>th</sup> class**

In cooperation with the EFSC, the Talentfördergruppe (TFG) takes place Tuesday and Thursday in Riedbad from 1.30 p.m. to 3.00 p.m. The training focuses on promoting swim talents.

### **Yearly sports tournament - Bundesjugendspiele**

Once a year all students attend the Bundesjugendspiele. Each child either receives a certificate of attendance, a winner certificate or an honorary certificate.

### **More sport events**

Many of our students regularly attend the swimming tournament of the city (Stadtmeisterschaften), Swim and Run, IRON Kids Run or soccer tournaments for both boys and girls.

## **Information about swimming lessons**

### **What does my child have to bring to swimming class?**

Swimwear (bathing suit/swimming trunks), towel, perhaps bathing shoes and swimming goggles.

### **When does my child have to wear a bathing cap?**

Children with longer hair have to wear a bathing cap, so that hair drying will not be necessary / will not take up a lot of time.

### **Which bathing cap (silicon, latex, cloth) does my child have to wear?**

We prefer bathing caps made of silicon.

### **Can I help my child change or watch the swimming lesson?**

Yes, please contact the swim teacher in advance.

### **If my child is sick, who gets the excuse?**

If your child cannot attend swimming lessons, please have him/her excused with the class teacher. During the swimming lesson your child will be supervised in another class.

### **Is my son allowed to wear Bermuda shorts in swimming class?**

No, all children are supposed to wear tight swim wear.

### **Can my child be excused from swimming lessons due to religious reasons?**

No, swimming lessons are mandatory, just like German, Math and other subjects. Girls are allowed to wear full body bathing suits.

## **School library**

We have a well-equipped library at our school.

During opening hours students have the possibility to read, browse and lend books, audio books and other media.

Many classes regularly spend time in the library together to read/lend books. Class teachers and the volunteers of the library supervise the students.

The volunteers of the library organise the class book lending (Klassenausleihe). Lending books is free.

### **Help wanted!**

We always look for helping hands for our library. If you are interested or have any questions, please contact the secretariat.

If you are interested to volunteer as a reading partner to help and support students with their reading skills and practice with them, please also contact the secretariat.



## School rules

1. In the morning I part with my parents at the school entrance.
2. I am polite and helpful.
3. I solve arguments through words. Also, during arguments/conflicts with others I don't use swearwords. I don't hit, bite or push anyone. I don't spit at others.
4. If a child uses the stop signal (Stoppszeichen) on me I stop immediately.
5. If I have behaved badly towards others I apologize.
6. I handle toys, books and any other things that belong to others extra carefully.
7. During breaks I play on schoolgrounds and keep it clean.
8. I keep the restrooms and locker rooms clean and don't use them as a playground.
9. During class hours I walk quietly through school.

## **Information about photos in publications about Dahlmannschule**

You often find reports about actual events and projects at school in publications from school (e.g. Student newspapers, presentations or advertising brochures), on the school's website and in press articles. These also include events (e.g. Musikmesse, Primacanta) that we attend a school. An interesting and vivid report often contains illustrations and pictures of groups or students. Only if you as a parent have given prior consent, single photos/group pictures of students can be published in the media. To comply with data protection laws, especially regarding your and your child's rights of image, we therefore kindly ask you to give consent to the publication of pictures of you/your child in the section below.

Generally, names, addresses or phone numbers of students are not being published. If it will be considered in special cases an additional consent will be requested before.

Once you have given consent you can always revoke.

## **Information from parents and students of full age about data processing at school issued on the 19<sup>th</sup> of October 2009**

With the first school day in a School in the state of Hesse, a student file will be created for every child. The beginning the file will contain basic data about the student. Throughout the following schoolyears more data (e.g. attended classes, report cards, diplomas) will be added. The data will be stored both electronically into the teacher-student database (LUSD) and as a printed file. If schools are being changed, the student's data access will be transferred to the new school.

The basic rules for data collection and further usage of data are established in article § 83 of the school law of the state of Hesse and also in the regulation about processing personal data in schools and statistic processing (February the 4th 2009) (published in official Gazette-Amtsblatt March 2009, see also online <http://www.datenschutz.hessen.de/schuvo.htm>).

This regulation also gives you an overview about which data is generally being stored in schools and how long data has to be stored. After registration you as a parent are entitled to have insight into the file. In this case please apply for file insight at the Principal's office.

In this context we also kindly ask you to inform us immediately through your child's class teacher or the secretariat if any data has changed.

**It is especially important that we have your actual/valid phone number so that we are able to inform you instantly if your child becomes sick at school or has an accident.**



## Information about lice

If lice/nits are being noticed in your child's class, affected students will not be allowed at school until the danger of proliferation has been banished.

If you think your child has been infected with lice, please proceed as follows:

- Look at your child's shock of hair thoroughly. If you find nits/lice or still think your child could be infected, immediately take her/him to your paediatrician. The paediatrician will prescribe a suitable medication/shampoo.
- Report infestation to school.
- Please note that the cure will only be effective if the treatment is being used repeatedly after 8 to 10 days.
- Please also look at the hair of your family members/ roommates and treat if necessary.
- Also control and clean possible contact materials (hair brush, comb, scarf, hat etc.).
- Even after the careful execution of all measures it will be necessary to check the hair repeatedly.

Please note that a case of nits/lice is either defamatory nor dangerous. An infection of diseases caused by lice is very uncommon here. In the interest of your child, please support the efforts to reduce pediculosis.

## WORKING TOGETHER TO PROTECT AGAINST INFECTIONS

Instruction for Parents and other Guardians of Communal Facilities pursuant to § 34 Para. 5 No. 2 of the German Infection Protection Act

In communal facilities such as kindergartens, schools and summer camps, there are many people in a limited space. Consequently, infectious diseases can spread very easily in such places.

For this reason, the Infection Protection Act contains a number of provisions that are designed to protect all children and also the staff in communal facilities against infectious diseases. We wish to inform you about these by means of this Fact Sheet.

### 1. Legal Prohibitions on Attendance

The Infection Protection Act stipulates that a child may not go to kindergarten, school or any other communal facility if he/she is suffering from certain infectious diseases or an illness of this type is suspected. These diseases are listed in Table 1 on the following page.

In the case of some infections, it is possible that your child excretes pathogens after having suffered the disease (or more rarely, without having been ill). In this case, too, playmates, classmates or staff members may be infected. In accordance with the Infection Protection Act, it is therefore stipulated that the carriers of certain bacteria may be allowed to return to a communal facility only with the approval of the Health Authority and in compliance with the specified protective measures (Table 2 on the following page).

In the case of some particularly serious infectious diseases, your child must even stay at home if another person in your household is ill, or if one of these infectious diseases is suspected (Table 3 on the following page).

Of course, you are not expected to recognise the illnesses mentioned by yourself. But in the event that your child is seriously ill, you should seek medical advice (e.g.: if they have a high temperature, are noticeably tired, vomit repeatedly, have diarrhoea or other unusual or worrying symptoms). Your paediatrician will inform you whether your child has a medical condition that prohibits attending a communal facility in accordance with the Infection Protection Act.

There are vaccinations available to protect against some of the diseases. If your child is adequately vaccinated, the Health Authority may waive prohibiting attendance.

### 2. Obligation to Notify

If your child is prohibited from attending for the reasons mentioned above, please let us know immediately and give us details of the illness in question. You are required by law to do so and contribute to helping us and the Health Authority to take the necessary measures to prevent the illness spreading further.

### 3. Prevention of Infectious Diseases

In line with the Infection Protection Act, communal facilities are obliged to educate people on general measures to prevent infectious diseases.

We encourage you to pay attention, among other things, to the fact that your child complies with the general rules of hygiene. These are primarily regular hand washing before eating, after using the toilet or after outdoor activities.

It is equally important that your child is fully vaccinated. Vaccinations are also partly available against those diseases that are caused by pathogens in the air and thus cannot be avoided by general hygiene measures (e.g.: measles, mumps and chicken pox). For more information on vaccinations, please visit: [www.impfen-info.de](http://www.impfen-info.de).

If you have any further questions, please contact your family doctor or paediatrician, or local Health Authority. We will be pleased to help.

Table 1: Prohibition of attendance of communal facilities and guardians' obligation to notify in cases of suspected

infection or infection by the following diseases

- impetigo (impetigo contagiosa)
- infectious pulmonary tuberculosis

- bacillary dysentery (shigellosis)
- cholera
- gastroenteritis caused by EHEC
- diphtheria
- jaundice/hepatitis caused by hepatitis viruses A or E
- meningitis caused by Hib bacteria
- infectious diarrhea (caused by viruses or bacteria) and / or vomiting (only applies to children under 6 years of age)
- whooping cough (pertussis)
- polio (poliomyelitis)
- head lice (if the correct treatment has not yet been started)
- scabies
- measles
- meningococcal infections
- mumps
- plague
- scarlet fever or other infections due to the bacterium *Streptococcus pyogenes*
- typhoid or paratyphoid fever
- chickenpox (varicella)
- viral haemorrhagic fever (e.g.: Ebola)

Table 2: Attendance of communal facilities only with Health Authority approval and obligation to notify by the guardians in the case of carriers of the following pathogens

- cholera bacteria
- diphtheria bacteria
- EHEC bacteria
- typhoid or paratyphoid fever
- *Shigella* bacteria

Table 3: Prohibition of attendance and guardians' obligation to notify in cases of suspected infection or infection by the following diseases in another person in a household

- infectious pulmonary tuberculosis
- bacillary dysentery (shigellosis)
- cholera
- gastroenteritis caused by EHEC
- diphtheria
- jaundice/hepatitis caused by hepatitis viruses A or E
- meningitis caused by Hib bacteria
- polio (poliomyelitis)
- measles
- meningococcal infections
- mumps
- plague
- typhoid or paratyphoid fever
- viral haemorrhagic fever (e.g.: Ebola)

## **Parent participation at school**

### **Class parents' council**

- The parents of the students in one class elect one parent as the class parents council and one parent as the proxy. The election is being held at a teacher parents meeting of the new class.
- Parents' councils are being elected for two years.
- The parents of the students of one class should engage in basic processes of the class and the school. That mainly happens within the context of teacher-parent meetings.
- After consultation with the class teacher, the parents' council invites the parents to the teacher parents meeting, which upon need (at least once a semester) take place in the classroom/ on school premises.
- Prior to the meeting or at the meeting the parents can be asked for agenda items.

### **School parents' council**

- The elected class parents' councils create the school parents' council, that execute the parents' co-determinations right at school.
- The council's members elect one chairman and one substitute every two years.
- The council will be convened upon need (at least once a semester).
- The principal and the vice-principal attend the meetings. They inform the school parents' council about all essential matters concerning school life.

### **School conference**

The school conference usually decides on important matters of school once a year. Five parent representatives, five teachers and the principal discuss essential matters and issues and vote about the school's direction. How will the after school supervision be organized? How many English lessons should we have? When does school start in the morning? Can we afford our choirs? All this and much more is to be decided at the school conference.

### **Total conference**

The total conference is the conference of the teachers, the principal and the vice-principal. School parents' councils can be invited or can participate as guests.



The society "Freunde und Förderer der Dahlmannschule" supports the school community with money, ideas and deeds. As an inherent part of school, we engage for a stimulating, instructive and enjoyable school life.

To be able to continue our work we need your help. Your yearly membership costs only 20 Euro. Of course, we also welcome higher contributions. With that you can promote and support your children and their school.

Do you have any questions?

Write to us: **[fv.dahlmannschule@gmx.de](mailto:fv.dahlmannschule@gmx.de)**.

Because of your donations and contributions, the association can revive and enrich the school with many events and projects.

In the attachment you find the membership form.

The society is a charitable association. So, your donations can be deducted by tax. Every membership– at least 20 € per year– helps your children and our school.

You can also donate without a membership!

Förderverein Dahlmannschule e.V.  
Frankfurter Sparkasse  
IBAN DE76 5005 0201 0328 8203 34  
BIC HELADEF1822