

## School ABC of KGS Schloßstraße



<b>A</b>	Accident	The children are insured through the school in case of an accident occurring at school or on the way to school.
	AG's / Working Groups	If the personnel situation permits, we offer working groups for the children of the third and fourth classes. We strive to be able to constantly perform the school choir, a football club and a Computer AG. If a child has registered for an AG, regular participation is obligatory.
	Apology	<p>If your child can not visit the school, please call us with the telephone number 02241/2507336 until 7:30 am and speak to the answering machine. Please indicate the name and class of your child.</p> <p>From the third day of illness we need a medical certificate.</p>
<b>B</b>	Breakfast	At 9:20 am starts our ten-minute breakfast break. Please bring your child a healthy breakfast to school (no sweets, no sweet drinks). The Children's bottles can be filled with tap water at school.
	Breaks	<p>9:20 – 9:30 am Breakfast break</p> <p>9:30 – 9:50 am break</p> <p>11:20 – 11:40 am break</p>
	Bus tickets	<p>For the following children, the city of Troisdorf will cover the costs of a bus ticket:</p> <ul style="list-style-type: none"> <li>• Children from Altenrath</li> <li>• Catholic children, for whom the KGS Schloßstraße is the nearest Catholic denominational school and the distance between home and school is more than 2 km</li> </ul>
<b>C</b>	Car / parking	<p>If you bring your child to school by car, you can drop it off at the hospital parking lot or at the bus stop on Annonysweg.</p> <p>Do not park your car in front of the schoolyard entrance, near the zebra crossing in front of the school, in the parking ban in the Schloßstraße or in second row! You endanger your child and the other children.</p>
	Care	In AWO care, registered children can be cared for after school until 14:00. The costs of this form of care is paid by the parents. For further information please visit our website.

	Carnival	At Carnival all children and teachers dress up and celebrate together in the classrooms and in the gym.
	Catholic elementary school	KGS Schloßstraße is a school of Catholic confession. This means that our students are taught based on Catholic religious education. The children participate in Catholic religious education classes and attend the school services.
	Church	Every Tuesday at 8:00 am, a school service takes place in the Church of St. Hippolytus in a 14-day change for grade 2 and grades 3/4. Students are usually accompanied and supervised by their class teacher. In addition, an Advent service for all the children of the school takes place on the last Tuesday before the Christmas holidays and a travel service for grades 1 to 3 takes place on the last Tuesday before the summer holidays.
	Class-care-session	At the beginning of each school year and the second semester, the class care sessions (parent evenings) take place. Here everything organizational and content matters related to the class are discussed. At the beginning of the school year, the class carers will select one chairperson and one representative.
	Classes	At our school, the children are taught in vintage bound classes.
	Class teacher	In elementary school the class teacher is the most important caregiver for the children. They give most of the lessons in class. For questions and problems, the class teacher is the first point of contact for parents and children.
	Computer	We have a PC room with about 15 workstations, computer corners in the classrooms and 30 mobile workstations. All devices are secured against theft.
	Consultation hours	All teachers have a consultation hour. These hang out at school and you can find them on the homepage. The office hours can only be visited after previous registration.
<b>D</b>	Dentist	Once a year, the school dentist comes and examines all children as a precautionary and dental prophylactic.

	Duties of the parents	<ul style="list-style-type: none"> <li>• ensure punctual and regular appearance</li> <li>• provide necessary work material</li> <li>• apologize the child in case of illness</li> <li>• give the child a healthy breakfast</li> </ul>
<b>E</b>	Events	The schedule is handed to the children for a half-year, but can also be found on our homepage.
<b>F</b>	Festivals and Celebrations	The celebration of the annual festivals is part of our work on the KGS Schloßstraße. Further information can be found on the homepage.
	Font	In our school, the children learn in the first school year as a font the "basic font". In the second school year, they are instructed to develop a script font.
<b>G</b>	Grades	The grading scale ranges from 1 (very good) to 6 (insufficient). Grades are given in the third and fourth school year. In the second half of the second school year, the children are introduced to the grading process.
<b>H</b>	Holidays	The holiday times can be found in our diary. There are also the moving holidays, which are decided by the school conference.
	Homepage	Extensive information about our school can be found on our homepage <a href="http://www.kgs-schlossstrasse.de">www.kgs-schlossstrasse.de</a> .
	Homework	<p>There is homework from Mondays to Thursdays.</p> <p>For first- and second-year students, the homework time is 30 minutes.</p> <p>For children of the third and fourth year, the homework time is 45 minutes.</p>
<b>I</b>	Infection control	Contagious diseases such as lice, measles, marigold rubella, etc. must be reported to the school on the first day.
<b>L</b>	Library	On the first floor there is a school library. The children go to the library with their teachers during class and are also allowed to borrow books there.
<b>P</b>	Parent-teacher-weeks	<p>Once every six months, parent talk weeks are held for all children. Here is the opportunity for one-on-one interviews with the class teacher of your child.</p> <p>If there is any need for further discussion, you can register for the teacher's consultation-hour, which takes place weekly.</p>

	Phone numbers	It is absolutely necessary that the school has all the current phone numbers of the parents. In case of change, please notify us immediately.
<b>O</b>	OGS	Please refer: „Trogata“
<b>R</b>	Rain break	In case of rain during the breaks, all children stay under supervision in the classrooms.
	Religious education	In the KGS Schloßstraße there is Catholic religious education. The children of the school participate class by class.
	Registration	<p>All parents of children that are required to attend school, are informed by the city of Troisdorf in a writing about the application procedure.</p> <p>In advance to the registration, an information evening for the parents takes place at our school. Here we inform about the working methods in our school, answer questions and organize a school tour through classrooms, Trogata and AWO-care.</p> <p>In addition, you can enter both in the information evening and on the filing dates in the morning from about 7:30 clock in the registration list. Telephone applications cannot be considered.</p> <p>Please bring your child, a (passport) photo of the child, the family book, the transfer form of the kindergarten as well as the registration form of the city Troisdorf. Single parents also need the custody order.</p>
<b>S</b>	School care	The school care consists of all class chairpersons and the school administration.
	School certificate	<p>At the end of the first and second school year, the children receive a report with statements on working and social behavior as well as on all learning areas.</p> <p>At the end of the first half of the third year, the children will receive a report with statements on work and social behavior as well as on all learning areas and grades in the learning areas.</p> <p>At the end of the third year of schooling, as well as in the semester and at the end of the fourth school year, the children receive a certificate of grading.</p>
	School conference	The school conference is the school's supreme co-operative body. At our school, it is composed of six parent representatives, six teachers and the school management.

	School entrance phase	The first two classes of elementary school form the so-called school entrance phase. It lasts until transfer to third grade. Your child can complete the school entry phase in one year, two years or three years, depending on their level of achievement and development.																				
	School hours	<p>We have the following lesson times:</p> <table border="1"> <tr> <td>open lesson</td> <td>07:40 – 07:50 Uhr</td> </tr> <tr> <td>1st hour</td> <td>07:50 – 08:35 Uhr</td> </tr> <tr> <td>2nd hour</td> <td>08:35 – 09:20 Uhr</td> </tr> <tr> <td>Breakfast break</td> <td>09:20 – 09:30 Uhr</td> </tr> <tr> <td>big break</td> <td>09:30 – 09:50 Uhr</td> </tr> <tr> <td>3rd hour</td> <td>09:50 – 10:35 Uhr</td> </tr> <tr> <td>4th hour</td> <td>10:35 – 11:20 Uhr</td> </tr> <tr> <td>big break</td> <td>11:20 – 11:40 Uhr</td> </tr> <tr> <td>5th hour</td> <td>11:40 – 12:25 Uhr</td> </tr> <tr> <td>6th hour</td> <td>12:25 – 13:08 Uhr</td> </tr> </table>	open lesson	07:40 – 07:50 Uhr	1st hour	07:50 – 08:35 Uhr	2nd hour	08:35 – 09:20 Uhr	Breakfast break	09:20 – 09:30 Uhr	big break	09:30 – 09:50 Uhr	3rd hour	09:50 – 10:35 Uhr	4th hour	10:35 – 11:20 Uhr	big break	11:20 – 11:40 Uhr	5th hour	11:40 – 12:25 Uhr	6th hour	12:25 – 13:08 Uhr
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	School trips	Usually, children go on a multi-day school trip in the second half of the third school year or in the first half of the fourth school year. In a class care session, the duration and destination of the trip is agreed.																				
	Secretary	Our secretary is called Mrs. Themnitz. (Tel. 02241/74984)																				
	Start	Classes at KGS Schloßstraße start at 7:50 am. From 7:40 am the children can go to their classes and arrive in peace as part of the open beginning.																				
<b>T</b>	Traffic education	At the beginning of the first year of school, the children participate in a “way to school” safety training organized by the traffic police. In the second half of the year a cycling exercise will take place on the schoolyard for all children in the first, second and third classes. In the fourth grade, the children participate in a cycling exercise and a cycling test conducted by the traffic police.																				
	Trogata	The KGS Schloßstraße is an open all-day school (OGS). In Troisdorf this is called a Trogata. In the Trogata, registered children can be cared for after school until 16:30. In addition to freshly prepared food and the homework support there are many other offers. For further information please visit our website.																				

<b>W</b>	Way to school	If possible, have your child walk to school and go home from school. A school route plan, which you receive before enrollment, informs you about safe ways.
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