



神戸ドイツ学院'・ヨーロッパンスクール

## Information for Parents

**School Year 2014/2015**

Sept. 1, 2014 – June 26, 2015

## **Mission Statement**

Our school has a foundation built upon its German heritage and European values and beliefs.

As a school community we strive to be lifelong inquirers inspired by and challenged through authentic and meaningful learning experiences. Being committed to providing an exceptional education, we foster international mindedness, critical thinking and the willingness to act with integrity and compassion.

### **Dear Parents,**

This booklet contains much information, that might occur to you very formal and some policies very strict, which gives you the impression, that the Deutsche Schule/European School is different than you thought.

We want you to know, we are happy to have you as our parents. We only want you to be informed about the most relevant procedures and rules and through that we want to provide a successful start of school for your children.

Sincerely

Gerhard Lebherz, Principal

**School Days**

**Primary School**

Monday, Tuesday, Thursday, Friday: 8:45 a.m. - 4:00 p.m.

Wednesdays: 8:45 a.m. – 1:00 p.m.

*Monday, Tuesday, Thursday, Friday*

8:30 – 8:45	Arrival
8:45 – 9:00	Class Greeting (Monday: Assembly)
9:00 – 9:45	First Period
9:45 – 10:30	Second Period
10:30 – 11:00	Break
11:00 – 11:45	Third Period
11:45 – 12:30	Fourth Period
12:30 – 1:30	Lunch
1:30 – 2:15	Fifth Period
2:20 – 3:05	Sixth Period
3:10 – 3:55	Seventh Period
3:55 – 4:00	Class Good-Bye

*Wednesday:*

8:30 – 8:45	Arrival
8:45 – 9:00	Class Greeting
9:00 – 9:45	First Period
9:45 – 10:30	Second Period
10:30 – 11:00	Break
11:00 – 11:45	Third Period
11:45 – 12:30	Fourth Period
12:30 – 1:00	Class

***Afternoon Program :***

1:00 – 1:30	Lunch
1:30 – 2:30	First Period
2:30 – 3:00	Break
3:00 – 4:00	Second Period & Good-Bye

**Kindergarten (Morning Program)**

Monday – Friday: 8:30 a.m. - 1:00 p.m. (9:00 a.m. start of program)

**Kindergarten (Full Day Program)**

Monday – Tuesday and

Thursday - Friday: 8:30 a.m. - 4:00 p.m. (9:00 a.m. start of program)

Wednesday: 8:30 a.m. - 1:00 p.m. (9:00 a.m. start of program) and  
Afternoon Program 1:00 p.m. - 4:00 p.m.

**Pre-Kindergarten**

3 – 5 days a week (optional) 8:30 a.m. - 1:00 p.m. (9:00 a.m. start of program)

### Holidays 2014/2015

Oct. 13	Monday after Oktoberfest
Oct. 27 – Nov. 3	Autumn Holidays
Nov. 24	National Holiday
Dec. 15 - Jan. 2	Winter Holidays
Feb. 11	National Holiday
Mar. 5 – 13	Spring Holidays
Apr. 29 – May 6	Golden Week
June 29 – Aug. 31	Summer Holidays

### Event Calendar 2014/2015

September	1	Parent Night
	3	Enrollment Party
	23	Sportsday
	29 – Oct 3	Culture Week
October	11	Oktoberfest
November	14	Osaka Christmas Market
	28	Open Day
December	5	St. Nicholas
	12	Christmas Market
January	30	End of 1 <sup>st</sup> term
February	12	Karneval
	16-20	Winter Trip, Gr. 3-6
	26-	
	4 Mar 27	Project Week Shoei Kindergarten Hinamatsuri
March		
April	15	Easter Egg Hunt (KG)
	27	Sleepover
May		Open Day
June	26	End-of-Year Party

## **Staff**

Principal:	Gerhard Lebherz
PYP Coordinator:	Mark John White
Early Years Coordinator	Lance Brabant
Kindergarten:	Lance Brabant, Anita Mönch, Azusa Nakajima, Katelyn Boyle, Lee Hanae Ung
Pre-School:	Aya Onishi
Pre-School German native speaker:	Anne Rose
Grade 1 :	Jill Fukae
Grade 1 German native speaker:	Anne Rose
Grade 2 :	Satya d'Armours
Grade 2 German native speaker:	Anne Rose
Grade 3/4:	Chris Hurst
Grade 3/4 German native speaker:	Michael Dörrer
Grade 5/6:	John O'Neill
German native speaker:	Michael Dörrer
EAL, EFL Coordinator:	Hiroko White
English as an Additional Language	Hiroko White, Chinatsu Brabant:
English as a Foreign Language:	Hiroko White
German as an Additional Language:	Michael Dörrer, Anne Rose
German as a Foreign Language:	Michael Dörrer, Anne Rose
Japanese (Kokugo):	Chinatsu Brabant, Tamiyo Oyama
Japanese as a Foreign Language:	Tomoko Endo

Music: Kyoko Kanzawa  
Sports: Philipp Seifert  
Office: Yasuyo Masada, Miyuki Inubuse  
Caretaker: Toshiyuki Oki  
Assistants: Laura Thrän, Lennart Gutsche,  
Mayuko Hasegawa

## **Supply List**

All students will need the following items. You will be required to replenish these supplies if needed. Label all equipment and clothing with your child's name:

### Only Primary School (Pre-School – Grade 6)

- 1 pencil case
- 1 ruler
- Writing pencils (no mechanical pencils)
- 1 set of coloured pencils
- 1 pencil sharpener
- 1 pair of scissors
- 1 set of coloured markers
- 1 glue stick

Class teachers will provide sets of special supplies like notebooks and textbooks at the beginning of the school year.

### Only Pre-Kindergarten to Grade 2

- 1 emergency change of clothes

### Only Pre-Kindergarten

- Diapers

### Every day (Pre-Kindergarten – Grade 6)

- 1 pair of indoor shoes
- 1 box of tissues
- 1 drink bottle (tea or water only)
- Healthy snack and healthy lunch (unless lunch is provided otherwise)
- Plastic pick nick mat for Lunch on the Lawn field (on Fridays, weather permitting)

### For Outside Play

- Sun hat/sun lotion from May 1 – Oct. 31 (hats stay at school)
- Rain coat on rainy days

## **Sports and Swimming**

Students having swimming lessons must bring:

- A waterproof bag
- Swimwear
- Swimming cap
- Towel
- Goggles (optional)
- Rash vest (optional)
- Jewellery must be removed

PE Lessons

**For health reasons all students must change their clothes (including undershirts and tights) before and after every PE lesson.** Long hair must be tied back and jewellery must be removed.

Students must bring:

Winter

- Warm sweatshirt
- Long trousers
- Sports shoes

Summer

- T-shirt
- Shorts
- Sports shoes
- Hat

Students present at school are expected to participate in PE and swimming lessons. Students will only be excluded from PE or swimming lessons if a legitimate reason is given in writing to the class teacher.

## **Wednesday Afternoon Program for School children (optional)**

On Wednesdays the school offers up to 25 places in a special afternoon program. Children who register for this program will be given lunch care and attend two workshops with emphasis on subject areas or activities outside the normal school curriculum. The cost for this afternoon program is 106,000 yen per year. Small amounts may be charged for materials needed in the workshops. Detailed information about the workshops will be distributed during the first week after classes start. The program will begin on Sept. 10.

Priority is given to children with working parents.



### **Drop-off and Pick-up Guidelines**

- For security reasons the front gate door will only be open at arrival time (8:30 – 8:45 a.m.) and at pick-up times (1:00 – 1:15 p.m./4:00 – 4:15 p.m.). It will be locked at all other times.
- Parents of school children are asked to drop off and pick up their children before the front gate.
- Parents of kindergarten children are asked to drop off and pick up their children at the gate of the kindergarten area. When collecting their child, parents are solely responsible for the child from the moment the teacher has said goodbye and handed them back to the parents. Parents must escort their child out of school by holding their hands and ensuring that the child does not run on ahead and exit the main gate alone.
- Teachers have to be notified if a child travels to and from school independently. Parents must provide a map of the child's way to and from school with information of the means of transportation used.
- When bringing children to school by car, parents should not take a U-turn in front of the school on their way home. They should drive straight on until the next intersection where they can turn safely.
- When bringing children to school by car, parents should not park cars at the side of the street opposite the school and let children cross the street without using the zebra-crossing.

### **Bus Guidelines**

- Parents should understand and support the school bus policy, regulations and principles of school bus safety.
- Parents should assist children in understanding safety rules and encourage them to abide by them.
- Parents shall support safe riding practices and reasonable discipline efforts by the bus attendant and bus driver.
- Parents shall teach children proper procedures for safely crossing the street before boarding and after leaving the bus.
- Parents shall communicate safety concerns to school administrators.
- Parents must call the bus attendant if their child will not be using the school bus in the morning. The call must be placed before the scheduled departure time.
- If parents and children are delayed in the morning and cannot catch the bus, parents are responsible for their children's transportation to school.
- If parents are delayed and cannot pick up their children, the children will return to school by bus. This will incur an extra fee. The parents will be called by the school and will have to pick up their children at the school.
- If parents cannot pick up their children in person and send someone else instead, they must inform the school in advance.
- Day-tickets can be given out on a first-come, first-served basis, if seats are available.
- Children need their bus passes every day. Children without a bus pass are not allowed to board the bus. The children or their parents must give the bus card to the bus attendant

prior to getting on the bus. If your child loses the bus pass, please notify the office immediately and request a replacement.

- Children must board and leave the bus at their regular stop location unless a prior written request is approved by the principal. Requests for transportation to or from a different stop will only be considered if the request is permanent in nature.
- The Office, in cooperation with the bus drivers and the Board, establishes the routes. A month into the beginning of each semester a review of the bus routes takes place to see if they should be adjusted to make the use of the busses more convenient. If parents would like to suggest a new bus stop, they must use the forms provided by the Office prior to the bus route review. While the school always tries to accommodate parents' wishes, we may not be able to do so in every case because of safety concerns or reasons of fairness.
- **Drivers are not permitted to make any changes** to our established routes. Any requests for changes must follow the procedures stated above .

### **Parking Guidelines**

Disabled persons or persons transporting heavy loads for school activities can use one of the free parking spaces available in front of the school. However, one day prior to using the parking spaces, they must contact the Office and get a reservation.

### **Guidelines for managing students with allergies**

The school will take precautions to ensure a safe environment for children with allergies. However, it is not possible to ban all allergy-triggering substances from the school. Parents are asked to work with staff and other parents to reach agreements on accommodations.

All parents must follow the guidelines listed below:

- Parents must notify the school of their child's allergies.
- Parents must provide a description of the child's past allergic reactions (including triggers and warning signs).
- Parents must work with the school to develop a plan that accommodates the child's needs in the classroom, during breaks, during school activities and in the school bus.
- Parents must provide medical documentation, instructions and medications as directed by a physician.
- If medication has to be used, staff must receive appropriate training and support from the child's doctor (any expenses will be paid by the parents).
- Parents must provide the name and telephone number of the child's primary carer and allergist.
- Parents must provide signed consent to administer all medications.
- Parents must provide signed consent to share all information with other school staff.

- Parents must educate their child in the self-management of their allergies.

### **Guidelines for Administering Medication at School**

- As a rule teachers cannot make a diagnosis and they are not allowed to administer medication to children as they are not trained medical staff.
- If a child gets a headache, a stomach ache, a tooth ache or a fever, the parents are informed and have to pick up the child at the earliest time possible. Non-prescribed medicines will not be administered in any case. In an emergency, first aid will be given and an emergency doctor will be called.
- In cases of acute illnesses children should be kept at home until they have recovered completely. Antibiotics cannot be administered by teachers. If children can attend school, but need medication after an acute illness (e.g. cough syrup), the administration of medication should take place at home or be supervised by the parents.
- In cases of chronic illnesses which require the administration of medication the school may agree, as an exception, to administer medication. In such cases The parents must submit a written request. The school is not legally obliged to administer medicines. Where the school agrees to administer medicines, staff must receive appropriate training and support from the child's doctor (any expenses will be paid by the parents).
- The parents must submit a prescription by the child's doctor, containing the name of the child, the name of the medicine, the dosage, the times and the duration of administration.
- The parents must sign a declaration of non-liability.
- If a child refuses to take medication teachers will not force them to do so. The refusal will be recorded and the parents informed. If necessary the school will call the emergency services.
- If the staff trained to administer the medicine is absent from school, the medication cannot be administered by other staff.
- In life-threatening incidents (e.g. asthma, allergies etc.) emergency medication from the child's personal emergency kit (sprays, inhalers etc.) can be administered, if parents have completed the procedures outlined in 4 and if the staff have received appropriate training.

### **Food Safety Guidelines**

Food safety at the school is the shared responsibility of teachers, parents, and students.

1. Everyone who is involved in handling, preparing, storing and consuming food should observe the following basic procedures:
  - Wash hands often and thoroughly with soap and warm water (a hand sanitizer may be used as a follow up step)
    - Before starting to prepare food

- Between handling raw and cooked foods
- After going to the toilet
- After blowing your nose
- After emptying bins
- After touching animals
- After handling dirty cloths/sponges or cleaning materials
- After looking after a sick or injured student
- Wear a clean apron.
- Clean surfaces often, using an antibacterial detergent:
  - Cutting boards
  - Utensils
  - Sink
  - Refrigerators
  - Any other item coming into contact with food
- Use clean cloths. Keep towels used to dry hands separate from tea towels and cleaning cloths.
- Wash fruits and vegetables thoroughly.
- Separate raw foods, especially raw meats, poultry or seafood, from cooked foods or other ready to serve foods.
- Cook foods long enough to a sufficiently high temperature to kill any bacteria that can cause foodborne illnesses.
- Keep hot foods hot and keep cold foods cold until they are ready to be eaten.
- Chill foods quickly to safe temperatures.

## 2. Prevention of Allergic Reactions

Students are not allowed to share or trade food.

## 3. Lunch Boxes and Thermos Bottles

- Insulated boxes, small ice packs and mini-cool bags will help to keep food cool. A frozen drink can double up as an ice pack.
- Lunch boxes and bags should be cleaned every day.
- Water bottles should only be filled with water from a drinking water tap.
- Any left over water should be discarded at the end of the school day.
- Water bottles should be cleaned with warm soapy water each day.

## 4. School Events

- Home made cakes
  - Home made cakes should be safe to eat if

- Good food hygiene is observed (see “Basic Procedures”).
- Raw eggs or cream are not used in anything which is not cooked thoroughly.
- Cakes are stored and transported in clean, sealable containers and kept separate from raw foods.
- Cake slicers or tongs are used (do not handle cakes with bare hands).
- Other foods
  - Make sure that
  - Foods which need to be chilled stay cold
  - Foods are kept covered when they are consumed outdoors
  - Frozen food is properly thawed before it is cooked
  - Food is cooked in small portions at a time to ensure even cooking
  - Food is cooked all the way through

**Absence Guidelines (Primary School Only):**

- Parents are responsible for making sure that their children attend school regularly.
- Students are late if they are not present at 8:45 a.m.
- Students arriving after 8:45 a.m. must report to the office and receive a late slip. The student will be asked to bring the late slip to class.

Arrival after/at 10:30 a.m.	Counts as a half day’s absence
Arrival after/at 12:30 p.m.	Counts as a full day’s absence
Leaving before/at 12:00	Counts as a full day’s absence
Leaving before/at 2:30 p.m.	Counts as a half day’s absence

- If a child cannot come to school, the parents must call the Office. The Office will then inform the bus driver and the teachers about the child’s absence.
- The parents must submit the notification of absence form (see form attached) within 48 hours to the office.
- Taking children out of school during term-time, especially immediately before or after holidays, is only possible in exceptional cases and must be applied for in writing.

Please note that permission for absence due to vacations can only be granted if they are educational enhancement opportunities.

Absences up to 3 days	Apply to the class teacher
Absences up to 15 days	Apply to the principal
Absences before and after the holidays	Apply to the principal

If parents do not follow these procedures, these absences will be recorded as unexcused absence days.

1 – 10 days of absence, consecutive or not	<ul style="list-style-type: none"> <li>• Parents must call the Office in a timely fashion so that the bus driver and the teachers can be informed.</li> <li>• The notification of absence form has to be submitted within 48 hours.</li> </ul>
Any absence exceeding 10 school days in a school year, consecutive or not	Official documentation such as doctor's note must be provided within 48 hours for any days absent after that
Absences of more than 15 days within a school year (more than 7 days within a term)	Parents are asked to come to the school for a parent conference
Further absences	Depending on the circumstances and frequency of absences <ul style="list-style-type: none"> <li>• make up work will be required</li> <li>• the student may have to repeat the grade</li> </ul>
Continuing frequent absences	Authorities will be notified and the student will be barred from re-enrolment.

- Reasons for excused absences are:
  - Illness of self
  - Chronic medical condition verified by doctor's note.
  - Medical appointment which cannot be made after school hours/Hospitalization
  - Death in the family
  - Religious observance
  - School sponsored events
- The following reasons for unexcused absences include, but are not limited to:
  - Absences due to illness of others
  - Absence due to older students providing day care services to siblings
  - Absences due to parents' professional obligations
  - Absence due to events not sponsored by the school
- Exceptions can be made if there is an epidemic requiring students to stay home, if special circumstances require absences (religious observances, emergencies of any kind) or on a case by case basis. Binding decisions in these cases will be made by the school conference.
- Children must be kept at home when they are sick until at least 48 hours after they are fever free without the use of fever-reducing medicines. In cases of vomiting and

diarrhoea, children must be kept at home until at least 48 hours after they are symptom free without the use of medicines.

While absences due to sickness are unavoidable, poor attendance disrupts the education of the individual child and has a negative impact on the work of the class. Parents are asked to ensure that children attend school regularly and arrive on time. Unexcused absences and lateness will be recorded in the mid- and end-of-the-year report cards. If absences exceed 15 days during a school year, the school will take appropriate action, including, but not limited to the consequences outlined above.

### **Lateness Guidelines (Primary School Only)**

- Students are late if they are not present at 8:45 a.m. If they have not arrived at school by 9:15 a.m. and parents have not notified the school that their child will be late, the school will call the parents.
- If students have doctor's appointments or other obligations that require them to arrive late at school, parents should call the office to excuse the late arrival.
- If parents do not follow these procedures, the student's lateness will be recorded as an unexcused absence.
- Upon arrival at school, students who are late must sign in at the office and receive a late slip which has to be handed to the class teacher.

### **Student Behavior and Discipline**

- The school aims to ensure a safe learning and teaching environment, to help all students to develop intrapersonal and interpersonal skills and to encourage them to make appropriate behavioral choices. The table below shows a consequence progression plan which is designed to support the development of appropriate student behavior.
- In exceptional cases students may be given individual behavioral goals. These goals will be outlined in an Individual Behavior Support Plan. The school will work together with the parents in developing and implementing such plans.

<b>Pedagogical goals</b>	<b>Consequence</b>	<b>Communication with parents</b>
Strengthening of the personality of the child	Verbal rule reminder	(Communication book)
Encouragement of social competency	Final rule reminder	Communication book
	2 – 5 minute time out	Communication book
	Extended time out	Communication book
	Removed to class/office	Communication book (possibly Parent teacher conference)
Child and parents must be heard, given feedback and counseled.	Talk to principal	Parent teacher conference
	Parents informed officially	Parent teacher conference (+ principal)
Child must be given an opportunity “to make it right and reflect”	Internal suspension (up to 3 days)	Parent teacher conference (+ principal) before a final decision is made at a school conference; Parent teacher conference after internal suspension
	Suspension (up to 6 days)	Parent teacher conference (+ principal) before a final decision is made at a school conference; Parent teacher conference after internal suspension
	Expulsion	Parent teacher conference (+ principal) before a final decision is made at a school conference



### **Weather Warnings**

1. Check the weather forecast on the TV, the radio or the telephone (177) or the website of the Japan Meteorological Agency (<http://www.jma.go.jp/en/warn/index.html>) for Ooame Keihou (heavy rain), Kouzui Keihou (flood), Boufu Keihou (storm and hurricane), and Ooyuki Keihou (heavy snow). Harou Keihou (high waves) and Takashio Keihou (tidal wave) are **not** included. If there is a Chui warning, there is school as usual.
2. If a Keihou Warning is issued for the entire area of Hyogo Prefecture or the Southern Part of Hyogo Prefecture or the Hanshin area of Hyogo Prefecture the following applies:
3. If a Keihou Warning is in effect, do not send your children to school.
4. If a Keihou Warning is issued after the children have arrived at school, the school will decide what to do, giving priority to the safety of the children.

### **Primary School**

1. If a Keihou warning is in effect at 7:30 a.m. there will be no morning school bus on that day.
2. If the Keihou warning is lifted by 8:00 a.m., morning lessons will start at 9:00, but there will be no school bus (please check the school website for information).
3. If the Keihou warning is lifted between 8:00 a.m. and 10:00 a.m., lessons will start at 11:00 a.m. There will be no school bus.
4. If the Keihou warning is still in effect after 10:00 a.m., there will be no classes that day.

### **Kindergarten**

1. If a Keihou warning is in effect at 7:30 a.m. there will be no morning school bus on that day.
2. If the Keihou warning is still in effect at 8:00 a.m., the kindergarten will not be open that day even if the Keihou Warning is lifted later.

**7:30 Keihou Warning in effect**

There will be no morning school bus on that day.

**8:00 Keihou Warning in effect**

→ (KG) There will be no kindergarten on that day.

(School) Do not send your children to school and check again at 10:00 a.m.

**No Keihou Warning**

→ Classes will start at 10:00 a.m. (no morning school bus, 1:00 p.m. and 4:00 p.m. buses run )

**10:00 Keihou Warning in effect**

→ Do not send your children to school. There will be no classes on that day.

**No Keihou Warning**

→ Classes will start at 1:30 p.m. (no bus to school, 4:00 p.m. bus runs)

### **School Closure**

In the case of school closure parents will be notified via emergency email and website at which time parents must make arrangements to pick up their children as soon as safely possible. All remaining children will be kept at the school until further arrangements can be initiated, e.g. bus service, extended care, release to authorized persons. All children must be signed out at the office/bus by parents or authorized representative.

### **Recommendations for Students**

Parents of students needing a recommendation must make an appointment for an interview with the principal and hand documents provided by the school applied to the principal. The principal will send the completed documents to the parents or to the school in case of confidential recommendations. In case a recommendation letter is needed, parents must request the letter one month before the due date.

If the school is asked to provide a confidential letter of recommendation, the students/parents will not receive a copy of the recommendation letter. If students/parents wish to review the contents of a confidential letter of recommendation or wish to have a copy, the school will not provide a confidential letter of recommendation.

### **Guidelines for Communication between the Parents and the School**

The communication between the parents and the school is essential to a successful education at home and at the school. The following guidelines regulate the communication between the parents and the school.

- At the beginning of each school year the school issues an updated handbook (*Information for Parents*) which contains essential information about school life.
- At the beginning of each school year, the school invites parents to a Parents' Night with a general introduction and group meetings with the class teachers. Class teachers, preferably supported by the specialist teachers, are required to present the scope and sequence of the school curriculum for the class. This presentation includes information on methods and criteria of assessment. The information can also be provided in the regular Unit Letters. However, parents should note that class schedules can lead to significant changes of these plans during the course of the school year.
- Parent teacher conferences take place in October, February and June (student led conferences). All full-time teachers have weekly office hours and all part-time teachers have monthly office hours, when they are available to talk to parents. Parents can also arrange alternative times to meet with the teachers.
- Students receive report cards twice a year at the end of each term. These report cards contain assessment of the students' performance and comments. Throughout the school year teachers will watch for any significant academic or emotional changes of their students and contact the parents, should this be the case.
- All parents are provided with the e-mail addresses of their child's teachers. Teachers are advised to check their e-mails once a day, part-time teachers on their working days at school. Teachers are expected to respond to e-mails from parents as soon as possible. All students have communication books, which can also be used for communication between teachers and parents.
- The school provides a monthly newsletter which informs the school community about current affairs, events and learning going on in the different classes.
- The school office is always available for non-education related inquiries.
- School management are always available for meetings with parents; however, appointments are required and must be made via the school office.

- Once parent representatives of each class are elected, they are responsible for calling and conducting class meetings with parents and teachers. Class meetings are a forum for teachers and parents to exchange information and discuss educational issues. There should be at least one class meeting per term.
- The parent representatives of all the classes (PTA) meet at least three times a year to ensure cooperation between the parents, the staff, the principal and the Board. The principal and a representative of the Board attend PTA meetings in order to exchange information and discuss school development and other educational issues.

### **Differences in understanding, interpretation and opinion**

In case of differences in understanding, interpretation and opinion the following procedures should be used:

- On the basis of the “first contact” principle, all school members (students, staff, parents) should address themselves first to the person with whom they have a concern before taking their concern elsewhere: Parents must address their concerns directly to a teacher before raising these concerns with the school administration/school management. Likewise, if parents have a concern about the school administration/school management, they are expected to go to the school administration/school management first before raising this concern with the Board.
- Class representatives/the PTA should only be involved if the concerns raised involve a group of students or if parents ask for the involvement of the PTA.

### **School Fees:**

The school provides a sibling discount for in our Kindergarten or Primary School registered siblings, which provides a 12% reduction for the first sibling, 15% for the second and 20% for the third sibling.

Two payment plans are available: One payment per year is preferred, but an option for two bills per year may be selected. The bill(s) are due 15 days before the commencement of each semester. A penalty of 7 % will be strictly applied for payments received 15 days later than the due date of the billing invoice. Students whose tuition is outstanding 30 days after the beginning of the year may be suspended from classes. The school reserves the right to withhold any report cards, transcripts, or diplomas if there are unpaid balances. Payment dates are July 15 and January 15.

**Procedure for resigning:** After entering school the existing contract will be automatically extended, if parents do not resign by written notice, using the form provided by the school, at least 3 months prior to leaving the school (last day of school before end of 1<sup>st</sup> term and last day of school before summer break at the end of 2<sup>nd</sup> term). The notice of withdrawal must straddle a

full three months, either latest October 31<sup>st</sup> in the 1<sup>st</sup> term to resign from 2<sup>nd</sup> term and April 30<sup>th</sup> in the second term to resign at the end of the school year. Provisional or conditional notice of withdrawal is not accepted. If parents withdraw their children from the school without notifying the school 3 months prior to leaving, according to the information above, fees for the ensuing term are payable.

If the date of withdrawal is not set, the withdrawal notice will be considered insufficient. Parents or legal representatives must agree and consent that all fees shall be forfeited in full, if insufficient, provisional or conditional notice of withdrawal is given. An exception can be made if there is a possibility that a student may have to withdraw due to parents' work obligations and if the employer fails to inform the parents in time to meet the deadline. In such cases parents must apply to the Board, stating all details, and provide further documentation (to be decided by the Board) in order to obtain a postponement of deadlines.

If a student has to withdraw due to unavoidable reasons (temporary residence abroad due to parents' work obligations, medical reasons), temporary leave of absence may be granted, if the child returns to the school within the school year in which they withdraw. The parents or legal representatives must apply in writing for temporary leave of absence at least 3 months prior to temporarily leaving the school; an exception may be made only in cases of emergency such as accidents or hospitalization due to illness. If the time of their absence is longer than 3 months, students on temporary leave are charged a reduced fee of 200,000 yen for the time of their absence. Building and development fees, insurance and membership fees must be paid in full. In case of absences up to 3 months, tuition fees are not reduced.

A limited number of fee reduction applications can be looked at for families qualifying. Consideration is given to the needs of each individual family but also takes into consideration the total amount budgeted for school fee reductions overall. The procedure for applying for school fee reduction is as follows:

- First, obtain a school fee reduction application form from the school office.
- In it state the reasons for the application e.g. a change in salary, a second child entering the school, or other reasons adversely affecting family income.
- An income statement from both parents, if both are working, in the form of an income tax receipt must be submitted with the application.
- The application is then reviewed by principal and the Board.

Please contact the school office for further information and possible deadlines.

### **Bank Account**

Account Name: Deutsche Schule Kobe European School 学校法人神戸ドイツ学院  
Mitsui Sumitomo Bank, Rokko Island Branch  
Account No 3393642 (Savings Account)  
Swift Code: SMBCJPJT

### **School Insurance**

Deutsche Schule Kobe/European School's school insurance is compulsory for all students. It covers

- periods during which the student attends regular classes, field trips and outings related to the curriculum
- school events
- periods during which the students and visitors are on the school premises
- periods while commuting to school (traveling back and forth between residence and the school by a logical route and means)

### Claims

Death benefits/severe disability benefits	Benefits for hospital stays	Benefits for medical treatment not requiring a hospital stay
Up to 5,000,000 yen (one-time payment)	6,000 yen/day	4,000 yen/day
	For a maximum of 180 days in hospital, payable within 180 days after the accident	For a maximum of 90 days of medical treatment, payable within 180 days after the accident

### Procedures to be followed in the event of an accident

- In the event of an accident at the school or during curriculum related activities the School Office will notify you and inform you about the necessary steps to be taken.
- If an accident happens during the commute of a student to and from the school, please notify the School Office immediately. The Office will inform you about the necessary steps to be taken.

### **Reconsideration of Enrollment**

Upon enrollment all parents agree to abide by the Code of Conduct of the school. Parents are

expected to be positive, supportive and compliant with all policy and requests issued by the School. In addition, there are certain behaviours that are unacceptable and threaten the positive and happy School environment that is essential for your children's learning. These unacceptable behaviours include (but are not limited to):

- Non-payment of School Fees
- Bullying, harassing and intimidating behaviour towards the School community
- Non-compliance with School policy and requests
- Child's misbehaviour, causing harm and disruption

Due to the serious nature of these behaviours and the threat they pose to the School, the above behaviours may result in the following actions:

- the Principal banning this individual from School grounds
- suspension of enrollment
- a cancellation of enrollment

## **Deutsche Schule Kobe/European School: Parents' Code of Conduct**

### **Preamble**

This Code of Conduct is intended to assist Deutsche Schule Kobe/European School parents to identify and resolve problems related to conduct that may arise. It is designed to guide parents as they deal with other parents, the School and the wider community. The Code is based on general principles required for a positive and happy learning environment for the children.

The School is an organization comprised of a range of different people who have different relationships to one another. In such a community, it is crucial that all members recognize and respect not only their own rights and responsibilities but also the rights and responsibilities of other members of the community and those of the School itself.

As parents, you play an important role in shaping your child's sense of justice, equality and value to all members of the school community. You act as one of the most influential role models in your child's life. The responsibility for promoting and upholding the core values of the school community must fall on those with the greatest capacity to reason and control their actions. Therefore, it is the expectation of the school that all parents model acceptable behaviour at all times within the school setting.

To be the best role model for your children, parents should

- Recognize and support the authority and responsibilities of the staff and administration
- Not intervene in the School's educational process or interfere with School personnel,

allowing School staff and administration carry out their duties and/or responsibilities.

- Demonstrate that both parents and teachers work together for the children's benefit, encouraging your children to always do their best in School.
- Follow specified protocol for communication with staff members to help in the smooth running of the school day.
- Endeavour to maintain a positive and co-operative attitude.
- Show respect for yourself, staff members and other individuals.
- Work respectfully with other people and help the school to discourage disrespectful, violent, or aggressive behaviour to solve problems.
- Help your children feel comfortable and prepared by making sure your children are appropriately dressed for the school day.
- Support learning in the home by creating a good environment for doing homework, checking homework is complete and signing records and forms when requested.
- Help the School maintain good standards of work and behaviours by discussing School reports with your children and attending parents' meetings.
- Make sure that your children have good attendance and arrive at school on time. Further, parents will not arrange holidays outside of normal School breaks other than in extenuating circumstances.
- Be positive role models to your children, reflecting the School's ethos.
- Inform the School of any problems or difficulties concerning your children as quickly as possible.
- Immediately inform the School of any change of address or circumstances which may affect the smooth administration of the School.
- Ensure that fees are paid on time.
- Follow the School's policy on parking outside the School to help the School be a good neighbour.
- While gifts from families to teachers are always welcomed with heartfelt gratitude, please ensure that the cost of any gift does not exceed 500 yen. This is the maximum amount allowed by school regulations.



DEUTSCHE SCHULE KOBE/EUROPEAN SCHOOL

3-2-8 Koyochonaka Higashinada-ku Kobe 658-0032 JAPAN

TEL: 078-857-9777      FAX: 078-857-9775

E-mail: [mail@dskobe.org](mailto:mail@dskobe.org)

URL: [www.dskobe.org](http://www.dskobe.org)