

Dear parents,

this letter is meant to help you orientate yourselves in our school. We would like you and your child to feel comfortable with us. We have gathered some important information to help you get to know your school system and the school itself in a better way.

The school's name is Mittelschule Hammelburg

Its address is Mittelschule Hammelburg, Friedrich – Müller – Straße 19, 97762 Hammelburg

Its telephone number is 09732 78546200

The principal's name is Ingeborg Hoffmann

Our secretary's name is Rosi Hofmann and her office hours are

on Monday / Tuesday / Wednesday / Thursday / Friday

Our school system starts with primary / AE> elementary school. It comprises 4 years.

After primary school your child can visit different types of schools.

Our system of marks (AE>) grades goes from number 1 to number 6.

(1 = very good, 2 = good, 3 = satisfying, 4 = sufficient, 5 = flawed, 6 = insufficient)

Your child will be taught in different subjects.

There will be religious instruction for Protestants and Catholics.

If your child can't attend religious lessons, your child will take part in ethics teaching at the same time

The school books will be provided by the school.

Your child needs materials for class (such as exercise books, pens, ball pens, pencils, water colours clothing for physical education etc.)

If your child cannot attend school due to illness you will have to inform the school.

On the first day an information by telephone will do.

From the third day on we need to be informed by means of a written statement.

Do not hand in this information later than on the third day of your child's illness.

If you want to excuse your child from school for more than a day you need a specific form

If you want your child to be looked after in the afternoon / to take part in the all-day school / to be looked after when doing his/her homework, please apply to our secretary.

If there are any problems, please come to the school and talk to your child's classroom teacher

Please fix an appointment with your child's classroom teacher.

If you know somebody who is able to act as an interpreter, please bring him / her along.

Yours sincerely,

Ingeborg Hoffmann (headmistress)