

House rules

The school is a place for living and learning. We create the conditions for a pleasant atmosphere and successful learning and working, through considerate interaction with each other in a supportive and pleasant environment. This is made possible by mutual respect and consideration, as well as compliance with rules.

Anyone who violates the house rules must expect consequences. The house rules apply to all persons entering the school grounds. The house authority is exercised by the school management.

I. Stay on the school premises and opening hours

All persons working on behalf of, or with the permission of the school authority (Phorms Bavaria gGmbH) or the school management are permitted to be on the school grounds. All other persons may only be on the school premises with the permission of the school management; they are obliged to register at the reception desk and carry a visitor's pass during their stay on the school premises. Persons without a visitors pass must be reported immediately to the teachers and the school management.

The school grounds are open Monday to Friday from 7.30 a.m. to 6.35 p.m. when school is in business. The entrance gate in Neuberghauserstraße is open between 7.45 a.m. and 8.30 a.m. and between 3.15 p.m. and 4.00 p.m. . At all other times the gate must be closed. The entrance at the Maria-Theresia-Straße is only open during delivery and pick-up times (7.45 a.m. to 8.45 a.m. and 3.15 p.m. to 4.00 p.m.).

Early morning care is open from 7.30 a.m. to 8.15 a.m. in the morning, and the opening hours of the Afternoon Programme are from 3.45 a.m. to 6.30 p.m. . Children may not be brought or enter the school premises before 7.30 a.m. . During the school holidays, children registered for the Phorms internal holiday programme may not be brought or enter the school grounds before 8.30 a.m. .

Students are allowed to enter the school premises from 8.00 a.m. onwards. Supervision for Primary School students only takes place from 8.00 a.m. on the school grounds. The students of Primary School must gather at the designated places when the gong sounds at 8.15 a.m. and only then may they enter the building. All students must leave the school after the end of class. An exception to this are students of the afternoon programme, instrumental lessons and external clubs as well as in individual cases students of the Secondary School (see below). When picking up children, parents should leave the school premises by 4.00 p.m. .

The students of Secondary School can enter the classrooms from 8.00 a.m. .

Classes usually take place from Monday to Friday in the following periods:

	Primary
1st lesson	8.15 – 8.45
2nd lesson	8.45 – 9.35
3rd lesson	9.35 – 10.15
4th lesson	10.40 – 11.25
5th lesson	11.25 – 12.10
6th lesson (Lunch Break Year 1+2)	12.10 – 12.55
7th lesson (Lunch Break Year 3+4)	13.00 – 13.45
8th lesson	13.45 – 14.30
9th lesson	14.45 – 15.30
10th lesson	15.30 – 15.45

	Secondary
1st lesson	8.15 – 9.00
2nd lesson	9.05 – 9.50
3rd lesson	10.05 – 10.50
4th lesson	10.55 – 11.40
5th lesson	11.55 – 12.40
6th lesson	12.40 – 13.25
7th lesson: Lunch Break	13.25 – 14.10
8th lesson	14.10 – 14.55
9th lesson	15.00 – 15.45

The lunch break in Primary School takes place between the 6th (Year 1 and 2) or the 7th lesson (Year 3 and 4).

The lunch break in Secondary School takes place in the 7th lesson.

Some of the elective classes (at Secondary) normally take place after regular classes. The exact times will be communicated to the students by the teachers.

The administration is open Monday to Friday from 9.00 a.m. to 4.00 p.m. .

II. Supervision

1. In Primary School

Students are supervised from 8.00 a.m. until the end of class at 3.45 p.m. on the school grounds and during classes. Primary school students are not allowed to be on the school grounds after 3.45 p.m. unless they are enrolled in the Phorms internal afternoon programme, instrumental lessons or external clubs. Children who are still to be picked up should wait at the reception desk.

2. At Secondary School

Students are supervised from 8.00 a.m. until the end of class at 3.45 p.m. on the school grounds and during classes. Students entering the school premises between 7.45 a.m. and 8.00 a.m. must stay in the areas designated by the school for this purpose. Pupils of Secondary who have other lessons (e. g. instrumental or elective lessons) in the school after the regular end of lessons may be allowed to stay on the school grounds after the end of lessons during the waiting period. They have to behave properly on the school grounds and must not disturb other school events (e. g. the hoard operation) and will not be supervised during this waiting period. Permission to stay on the school grounds after the end of class may be revoked at any time.

III. Behaviour on school grounds

Property and the environment must be treated with care. The school complex and its inventory must be handled with care. Soiling or damage in the school building or of the outside facilities must be avoided. This also applies to the toilets. It is forbidden to drop rubbish on the ground, whether in the school building or on the school grounds. It is the duty of everyone to pick up and dispose of waste. If damage is found, the school administration must be notified.

The organisation within the classrooms is designed in consultation with the class and the Heads of School.

Students are responsible for their own valuables and school materials. In Secondary School they have the possibility to store them in lockers. The students are responsible for using and looking after their things properly. In the event of loss of property or damage, the school cannot be held liable.

The windows must be opened regularly for ventilation. In order to save heating energy, all rooms should be ventilated regular for a short period of time. Unnecessary lighting and waste of electricity of any kind should be avoided for energy-saving reasons.

School equipment and books must be replaced in the event of damage or loss.

Possible dangers must be avoided. It is forbidden for dangerous objects such as fireworks, laser pointers or similar to be brought into the school. Nicotine, alcohol and illegal drugs are prohibited throughout the school grounds. It is not allowed to throw stones, chestnuts, snowballs or similar.

The use of mobile phones and other electronic devices on the school premises is prohibited. In urgent cases, teachers may allow exceptions. Electronic devices may not be brought into class, they must be

switched off and stored in the lockers (Secondary School) or school bags in the shelves in the corridors (Primary School). Bringing electronic equipment is at your own risk.

Students must wear school uniform throughout the school grounds.

Bicycles and scooters must be parked in the stands provided for this purpose.

IV. Lessons

Classes should start punctually and run without disturbance.

Students must be in their classrooms no later than five minutes before the start of classes. At the end of the breaks after the gong signal they immediately go to their classrooms.

It is not allowed to bring non-school related objects into school, or to eat or chew gum during lessons. Headgear must be taken off during lessons, unless there is a medical or religious reason.

At the end of the day, the classrooms are to be left in an appropriate state, i. e. the chairs are to be put up on the tables (except on Friday), the floor is to be swept and the light and electronic devices (PC, beamer, document camera) are to be switched off. The classrooms are to be locked by the teachers.

For special classrooms, e. g. specialist rooms, separate terms of use may apply; these must be observed separately.

If a teacher does not appear five minutes after the start of the lesson, the class representatives must inform the administration office or the Head of School immediately.

V. Rules for Breaks

The breaks are for recreation.

Primary School children go outside three times a day to play: in the morning, at lunchtime and in the afternoon. Appropriate clothing and shoes appropriate for the season is therefore essential. The children only stay in the school building in extremely bad weather.

All students of Secondary School up to and including grade 10 must spend their breaks in the school playground. Exceptions to this rule, for example due to unfavourable weather conditions, will be announced by the Head of School. Students in senior school may stay in rooms during breaks and in free hours.

All classrooms are locked by the teachers at the beginning of the break.

In the event of an accident or a violent incident in the playground, the supervising teacher must be informed immediately.

VI. Special rules of conduct

In the event of a fire alarm, the provisions of the evacuation plan shall be followed. Classes must stay together as groups and be present at the designated collection points so that the absence of Students can be determined quickly. Running and jostling should be avoided at all costs and calm should be maintained.

In the event of accidents, a teacher or a member of the administration must be notified immediately.

These house rules come into force on 01.09.2019.

sgd.

André Beinert
Head of School