

GENERAL SCHOOL REGULATIONS

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To improve readability, only the masculine form is used in the following. This always refers to both male and female persons.

1. Preface

1.1. Guidelines for these General School Regulations

With the exception of some minor amendments, these General School Regulations of the DEUTSCHE SCHULE LONDON (German School London, DSL) are based on the "Guidelines for German Schools Abroad" (Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany, KMK, of 15 January 1982) and therefore follow the German Federal Government's guiding principles of the "Framework for the Foreign Cultural and Educational Policy in the School System" of 14 September 1978 and the "Statement issued by the KMK on the Framework for the Foreign Cultural and Educational Policy in the School System" of 18 January 1979.

1.2. Mission and educational goal of the DEUTSCHE SCHULE LONDON

The school fosters a culture in which the German language is taught, German educational content is conveyed and a diverse and realistic image of today's Germany is presented. In addition, the school teaches pupils the language and culture of the United Kingdom. It is the school's goal to cultivate an open mind for the culture of other nations, for international understanding and for peace.

The school must enable its pupils to choose the educational path appropriate for their abilities. It is therefore the school's task to teach knowledge and skills as well as sound judgement, to further pupils' personal development and their social competencies. The school is to develop pupils' self-determination including responsibility for others, acceptance of ethical norms and respect for religious values as well as tolerance for other belief systems and ideas.

The school's mission is to combine the teaching of knowledge with educational values. Its learning goals and organisation of lessons are based on the regulations of the Federal Republic of Germany.

1.3. Purpose of the General School Regulations

The school is only able to fulfil its mission if the Board, Head of School, teachers, pupils and parents work together in an environment of trust. The General School Regulations create the foundation for this.

1.4. Additional regulations

Additional regulations (such as school rules, regulation concerning pupil participation, regulation concerning parental involvement) also serve the goal of creating an atmosphere at the school that is characterised by consideration and close cooperation.

2. The pupils' rights and responsibilities at the DEUTSCHE SCHULE LONDON

The school's educational goals call for pupils' active participation in the teaching process and in school life, for their willingness to do so and their ability to exercise their rights and responsibilities.

3.1. Pupils' rights

By participating actively in lessons, in the teaching process and in school life, pupils contribute – at the level of their age and ability – to their right to be educated.

In particular, pupils have the right to

- be informed on matters that concern them,
- be informed on their performance and be advised on educational options,
- raise a complaint if their rights are curtailed,
- be heard before any disciplinary measures are taken against them.

3.1. Pupils' responsibilities

In order to reach their educational goals and fulfil their tasks, pupils have to participate in lessons and in mandatory school events regularly.

Pupils are obligated to follow the instructions and rules for class and school life set by the Head of School, the teachers and other persons who act on behalf of the Head of School. Pupils thereby contribute to the achievement of their educational goals and create and maintain the order necessary for teamwork and school life.

Pupils must refrain from any action, which may impair the school's orderly educational and pedagogical process. Words or gestures which are perceived by others as stressful, insulting or degrading are considered unacceptable behaviour and will be subject to appropriate pedagogical or disciplinary measures at the school's discretion.

The unacceptable behaviour described may not necessarily only occur in personal contact with others, but also in other forms of communication, such as e-mail and telephone, or when using social media. Pupils are obliged to treat others with due respect and appreciation at all times.

3.1. Pupil participation

The school's mission advocates pupil responsibility, in particular the age-appropriate, active participation in the teaching process and in school life. The school creates the necessary conditions to this end. It develops appropriate forms of involvement for all age groups (cf. Section 1.4).

By joining committees and clubs, pupils are able to share activities that are important to them personally and to the school in general. These activities may also be of significance to the wider community (e.g. social activities).

Pupils may publish a school newspaper in agreement with the Head of School.

3. Parents and school

3.1. Cooperation between parents and school

Parents and school are partners in education.

Above all, this includes that parents and school cooperate closely and keep in touch to avoid any problems that may impede the pupils' academic progress.

The school advises parents on subject-related and pedagogical issues. Its guidelines, rules and regulations are published and it organises parent-teacher conferences and meetings as well as parents' evenings.

Parents support the school's educational mission. They cooperate with the teachers and the Head of School and keep themselves informed about the conduct and performance of their children.

Parents ensure that their children fulfil their obligations to attend school and equip them with appropriate learning materials. They teach their children to treat school property with respect. They commit to the timely payment of tuition and other school fees that are determined by the Board. Parents may submit requests to waive or reduce tuition, explaining the circumstances, to the Head of School who forwards the applications to the school's Board.

3.2 Parental involvement

Parents are encouraged to join the German School Association London (responsible body for the DSL). Membership permits involvement in decisions of the Board. Details are described in the Association's statutes. In addition to being a member of the School Association, parents are also given the opportunity to participate in practical schoolwork in an appropriate manner. Above all, this involves the election of parents' representatives and a parents' committee (cf. Section 1.4).

4. Pupils' enrolment and withdrawal

4.1 Registration

Parents or their representatives apply for the enrolment of their children. All documents required by the school must be provided at the time of the application.

4.2 Enrolment and withdrawal

The Head of School makes all decisions on enrolment and assignment to the appropriate class. In case an entrance examination is necessary, this decision will be made in consultation with a committee made up of teachers at the school.

The enrolment of pupils who wish to work towards an official German examination is subject to the rules and regulations of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK).

Guidelines for enrolling pupils are stipulated by the Board in consultation with the Head of School. They require the approval of the German Foreign Office. German pupils whose parents do not live in the UK generally cannot enrol, even if these pupils are no longer minors.

At registration, parents receive a copy of the General School Regulations, which they accept with their signature.

Parents must sign withdrawal papers before a pupil leaves the school. Pupils will receive a leaving certificate.

4.3 Withdrawal

A pupil withdraws from the school when

- he has achieved his educational goal corresponding to his school career,
- his parents sign withdrawal papers,
- he has been expelled for disciplinary reasons.

In the first case, he is issued a school-leaving certificate; in the other cases, he is issued a premature leaving certificate.

5. Attendance

5.1 Attendance in class and at school events

The obligation to attend lessons includes that pupils come to lessons prepared, participate actively, carry out tasks given and keep the necessary learning materials at hand. When pupils sign up for an elective or an extracurricular activity, regular attendance is expected. Exceptions to this rule may be made by the Head of School.

5.2 Absence

When a pupil is unable to attend lessons or any mandatory school event due to illness or other reasons, parents must inform the school immediately. When the pupil returns to school following his absence, a note from the parents must be provided explaining the length and the reason for the absence. In special cases, parents may be requested to provide a doctor's note (see Procedure for Excused Absences for Secondary School, Years 5-9/10 and Sixth Form).

5.3 Excused leave from lessons and other school events

Excused leave from individual lessons can only be granted by the relevant subject teacher. The class teacher/head of year may excuse pupils for up to one day, in all other cases a decision is made by the Head of School.

Absence for longer periods of time, in particular extending into school holidays, will only be granted in exceptional cases and for compelling reasons. Urgent medical appointments, pupils' stays at rehabilitation centres and family events are such exceptions; however, parents' holidays and business trips do not fall in this category. In any case, parents take responsibility for preventing the decline of their children's achievements due to their absence from lessons. In such cases, the school may decide,

based on the pupil's academic performance, against the promotion of the pupil to the next academic year. Details are specified in the promotion regulations. If unforeseeable circumstances prevent pupils from returning from their holidays on time, the Head of School must be notified immediately.

5.4 Exemption from sports lessons

Longer exemption from participation in sports lessons can only be granted if the school physician provides a certificate to this effect. Permission can only be granted by the Head of School.

6. Pupils' academic performance, homework, promotion

6.1 Performance and assessment

Teachers are guided by pedagogical responsibility when assessing pupils' performance. They follow the valid rules and regulations and the guidelines set by the school's departments and joint conferences. The assessments include a wide variety of oral, written and practical work. All forms of work used for the assessment must have been subject to previous practice in class. The school sets regulations concerning the assessment of pupil performance and handling cases of cheating.

6.2 Homework

In all subjects, the emphasis lies on work accomplished during lessons. Homework is a natural extension of class work and serves as revision, practice and preparation. Its scope and difficulty must be in line with the pupils' age and academic abilities. Homework must be prepared and set in such a way that pupils are able to finish it on their own and in reasonable time.

In order to further pupils without overburdening them, subject teachers coordinate the amount of homework given to a class among each other under the leadership of the class teacher/head of year. As a rule, homework will be checked and discussed during lessons and homework exercise books will be marked regularly.

6.3 Promotion

Promotion to the next academic year and the issuing of reports are governed by the regulation on promotion and reports, which has been determined by the joint conference and made known to the Board. The regulation is submitted to the Central Agency for German Schools Abroad.

7. School disturbance and disciplinary measures

School life and lessons require a certain discipline, which creates an environment conducive to the educational process. Disciplinary procedures may be taken against pupils who intentionally break school rules or break the law. Such measures may only be taken if they are necessary to protect the educational process, persons and property.

As part of their educational mandate, teachers have the responsibility to explain the necessity and meaning of the rules. As a result, pupils should support them and act accordingly.

When taking disciplinary measures, the school's pedagogical goal is to strengthen the pupil's sense of social responsibility. Disciplinary measures should remain closely linked to the school's educational mission and duty towards its pupils.

As a rule, pedagogical measures take precedence over punitive actions. The measure must stand in reasonable relation to the cause. The joint conference compiles relevant educational and disciplinary measures.

Collective and corporal punishment or other procedures that degrade human dignity are not permitted.

8. Supervision and liability

8.1 Supervision

The school must supervise its pupils during lessons, breaks and free periods, during school events and for a reasonable period before and after lessons.

Teachers and other authorised persons are assigned to supervise. Supervisors may be parents who have volunteered for this, suitable pupils who have been entrusted with this special responsibility by the school, or members of school staff.

Pupils must follow instructions by these supervisors.

8.2 Insurance and liability

The school has public liability insurance which covers pupils during lessons and when participating in school events. The corresponding insurance policies can be viewed at the school if required.

The school cannot assume liability for the loss of valuables that pupils bring to school.

9. Health care at school

The school takes measures to ensure a healthy environment on its premises. Parents and pupils must adhere to the school's corresponding instructions. In case a pupil or a household member contracts an infectious disease, the Head of School must be notified immediately. The Head of School takes the necessary measures, taking into consideration the regulations of the local medical authorities.

10. Academic year, school trips

10.1 Academic year

As a rule, the school year starts in September and ends in July. The school's holiday schedule and other days when the school is closed are set each year by the Head of School in coordination with the Board. Dates are duly passed on to parents. Regulations of the United Kingdom and German guidelines are taken into consideration to an appropriate extent for the holiday schedule.

10.2 School trips

The school lays down a rule about school trips and excursions that are authorised by the Head of School and considered school events. Responsibility and supervision duties must be determined in advance.

11. Regulations for pupils who are of age

Pupils who have reached the age of 18 are able to exercise their rights and responsibilities arising from Sections 3.1, 5.2 und 5.3 of these General School Regulations. However, the school assumes that parents still have the right to act on behalf of their children who are of age unless children object explicitly. In this case, the copy of the General School Regulations signed by the parents will be re-signed by the pupil who has come of age. However, this does not affect the parents' right to information.

12. Handling of grievances and appeals

Decisions made in the various conferences on pupils' promotion to the next academic year and on disciplinary measures are always made within the school. The school deals with any grievances and appeals in its own jurisdiction. The Board defines the procedure according to which the Head of School's or the conferences' decision is reassessed following a request from parents. Since these are above all pedagogical matters, the final decision regarding the appeal is usually made by the Head of School and the responsible conference.

13. Final clause

These school regulations were revised in March 2018 and are valid until further notice.