

School information – English version

Our school information is written mostly in a simplified language and available in German, English and Russian. The linked files with more details are available in German.

Opening hours / School office / Contact information / Lost and found

- **School office:** Monday - Friday 6:45 am – 12:30 pm and Monday - Thursday 2 pm – 4 pm
- **School building and schoolyard closing times:** Monday - Thursday 6:45 am - 4 pm, Friday 6:45 am - 1 pm
- **Contact:** Let us know immediately if your phone number or address etc. changes!
- **Lost and found:** Clothes go in the lost and found wardrobe in building A, glasses and valuables are stored in the school office
- **Holidays:** Most holidays are the same for all schools here in Baden-Württemberg. A few days may vary for local events (about eight "flexible days" each year). For example, in Aulendorf, we usually have a day off on Friday and the whole week after during carnival week. [\[Homepage/Downloads\]](#)

Getting to school / School bus

- **School bus:** Detailed information available in the office [\["Busfahrplan" in the download section\]](#)
- Children from Aulendorf are **encouraged to walk to school** rather than being driven by car. It's good for exercise, making friends and learning their way around. For safe routes, check: www.schulwegtrainer.de

Class times / Daily routine / All-day school / Schedule

- **Class times:** Depending on the timetable, classes start at 7:30 am or 8:15 am and end at 12 pm, 12:45 pm or 3:40 pm.
- **Daily routine:** The daily routine is rhythmic and varies depending on whether the child participates in all-day school or not.
- **All-day school:** You can sign up for this for each school year. All-day school means that the child stays at school until 3:40 pm on Mondays, Tuesdays and Thursdays (GTS 3). During this time they have lunch, play, do homework and participate in other school activities. Alternatively, they can stay four days from Monday to Thursday (GTS 3 + 1). [\[Flyer\]](#)
- **Schedule:** Different grades have different amounts of class time. [\[Studentafel\]](#)

Communication and counselling

- **SchulApp:** Teachers, school management and administration use this digital tool to share information and ask questions. If needed, video conferences can also be conducted through this platform. [\[Registration\]](#)
- **Teachers:** In addition to development meetings to which you will be invited by the class teacher, you can individually schedule appointments. There are no fixed office hours. If you don't have the contact information for a specific teacher, ask the school office (07525-9218-0).

- **School social work** promotes the personal development of young people. It advises and supports students, parents and teachers. School social work operates both preventively (e.g. through projects and conversations) and intervenes in conflict situations, emergencies and crises.
- The **counselling teacher** provides confidential and free advice on difficulties in your child's learning and work behaviour, over- and under-demanding situations, school anxiety and school choice. [\[Flyer\]](#)
- **Current contact information** can be found [here](#):
 - o Office (Administration)
 - o Caretaker
 - o Parent Council Chairperson (elected parent representative)
 - o School social worker
 - o Counselling teacher
 - o All-day school and cafeteria
 - o Support Association

Sickness and excuses

- Use the SchulApp to tell us if your child is sick, so the office and teachers are informed. You can also send the sick leave outside of opening hours in advance (e.g. late evening or weekends) and you can submit it for multiple days with a comment.
- Of course, you can also call the office or send a note with another child.
- In general, a written excuse signed by a legal guardian must be submitted in paper by the third day of absence. [\[Formula\]](#)
- If your child is sick for more than a week, please bring a doctor's note.
- Some illnesses are reportable to the health department. You can ask the office, they will also handle the notification to the health department.

Leave of absence and dispensation / Curative stays

- Leave of absence from school for one or two days is possible upon written request if there are valid reasons and the days are not immediately before or after school holidays. School holidays should not be extended; factors like cheaper flights are not considered valid reasons.
- For leave of absence from school for one or two days, the class teacher is responsible. For leave of absence for more than two days or in connection with holidays, the school management is responsible. The list of approved reasons can be found [here](#).
- Temporarily dispensations from a subject, e.g. from physical education, are possible with a doctor's note.
- For curative stays, please inform us in advance; the class teachers will then provide assignments for the period.

School as a space for children

- **Walking alone, parents in the school:** The school is a space for children where they should feel safe and independent among their peers. Therefore, parents picking up their children should wait outside the school grounds and should not accompany their children to the classroom. You can visit the office as parents during opening hours at any time.
- **Drinks/Snacks:** The school has water dispensers where children can refill their water bottles for free. Please pack a healthy snack.
- **Physical Education:** Jewellery must be removed or, if necessary, taped or covered with a plaster before physical education. Children should wear sport clothes in order to participate.
- **Toys and valuables:** No toys or valuables are allowed at school.
- **Swimming:** In the fourth grade, there are swimming lessons in the *Schwabentherme* for half a school year in the afternoons. Two teachers accompany the class.
- **Cycling / Jugendverkehrsschule:** In the fourth grade, students visit the Youth Traffic School in Kißlegg. On a practise course they train proper behaviour as a cyclist in traffic, including traffic rules. There is also a practical exam. By the way: the police recommends parents to allow children to ride bikes to school after passing the cycling exam.
- **Library:** Students can borrow books from the school library. The library is also open during regular school hours for reading purpose.
- **Lesewelt:** In cooperation with the Ravensburg Children's Foundation [[Project "Lesewelten"](#)], voluntary readers come to the school.
- **Junior Helpers:** Students are playfully and child-friendly introduced to selected elements of first aid. No one is too small to be a helper!
- **Class Council:** The class council is a weekly ritual for praise and discussing problems in the class.
- **Student Parliament:** Through the student parliament, children contribute ideas for school life. Starting from the 2nd grade, each class sends two representatives. The student parliament meets approximately every four weeks.
- **Lebens-ABC:** Students who do not participate in religious education participate in Lebens-ABC: Mindfulness, Encounters, Opportunities. The focus is on human cohabitation.
- **Homework:** Except on afternoons with additional classes, students receive homework. They mainly serve for revision and to extend the knowledge. Full-day students complete homework during study time (weekly plan).
- **Inclusion:** Some children with special educational needs also learn together with other elementary school children. They are supported in class by a special education teacher.
- **Competitions:** The school regularly participates in competitions, especially in sports and mathematics.
- **Digital Equipment:** Classrooms are equipped with a projector, an iPad and AppleTV. iPads are also available for classes in different lessons. However, the chalkboard is still present as we consider both, media literacy and analog writing and reading, important.
- **VKL:** The preparatory class (VKL) is attended by children who focus on learning to speak German. They receive at least 12 hours of language lessons per week. We try to integrate these students into regular classes as soon as possible. They spend part of the day in VKL and part in the regular class with peers, usually from the neighbourhood. Grading is gradually introduced.
- **GFK:** The elementary school preparatory class (Grundschulförderklasse) is a class to introduce children to school. It is an alternative to staying in kindergarten for children who are deferred school attendance for one more year. (In other countries this class is called Class 0.)

Organisational notes

- **Materials/Contribution:** School books, workbooks, etc. are provided free of charge to learners. A contribution is collected at the beginning of the school year only for small materials (e.g. craft supplies).
- **Accident:** Students are insured against accidents by the Unfallkasse Baden-Württemberg, an Accident Insurance Fund. Please report a school accident promptly to the office and inform the doctor that it is a school accident. This is important for cost coverage by the insurance company.
- **Duty of Supervision:** Duty of supervision means that
 - o Children feel supervised,
 - o know where supervisors are,
 - o and regular checks are made (monitoring).

Duty of supervision does not mean that every child should be in view at every moment. Students need space to develop.

- **Church Services:** School church services take place at the beginning and end of the school year and at Easter. These are usually organised by religious education teachers in collaboration with the Catholic and Protestant pastors. The Catholic Church also offers a voluntary student church service on Thursdays.
- **Förderverein:** The Support Association of Aulendorf Elementary School supports the school financially and helps organising school events (e.g. enrolment celebration, school festival).
- **Homepage:** [Here](#) you can find additional information and the current contacts.