

Phorms Berlin Mitte

Handbook of Secondary School  
*2025-26*

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## WELCOME

Dear Parents and Guardians,

Welcome to Phorms Berlin Mitte Secondary School!

I would like to welcome you and your child to the new school year.

With this handbook, we would like to give you an orientation guide to our secondary school. You will find a lot of information on organizational procedures and other questions about our school.

Please read the handbook carefully.

If you have any questions or suggestions, please do not hesitate to contact me or any other member of our school team.

I look forward to working with you to ensure your child's successful education.

Here's to a good start and best regards,  
Jana Stölting  
Head of School

[Jana.stoelting@phorms.de](mailto:Jana.stoelting@phorms.de)

## GENERAL INFORMATION

### After-School Clubs

It is our aim to offer after-school activities and programs that respond to the interests of the students and are tailored to their personal development. It is expressly desired that students get involved and try out new things. In the first week of school, the current after-school club program is posted for all students. These clubs start in the second week and run between 3:05 pm and 16:40 every Monday, Tuesday and Thursday. On Wednesdays, we offer student-led clubs as all teachers have their weekly team meeting from 3:15pm. Separate parental permission is required for participation in the Wednesday clubs. The form for this is handed out to the participants and signed by the parents and handed in to Ms. Renshaw.

### Assembly

The English word assembly is translated into German as *Versammlung*. However, an assembly involves more than just the students and teachers coming together. Above all, our assemblies, which take place before the vacations, strengthen our community, as appreciation and respect are paramount. At the assemblies, the principal and student representatives address the school community, awards are presented, and other achievements are recognized. In addition to the school-wide assemblies held before the holidays, we will also be conducting additional assemblies this school year – each for two year groups together (5&6, 7&8, 9&10, 11&12). The aim is to further strengthen communication and the sense of community among the student body, and to provide you with space and time to bring concerns to the attention of the teaching staff and school leadership.

### Awards

At the half-year and end-of-year report cards, deserving students are presented with certificates to honour them for specific achievements:

- "Heart of Phorms Award" - this award is only given to students who have made a special effort and provided an outstanding social commitment to the school, beyond their own class. Therefore, the award can - but does not have to - be presented in each class at the end of the school year.
- "Academic Achievement Award" - this award is given to the best performing student in each class at the end of the school year.
- "Academic Effort Award" - this award should be given to the student in a class who has consistently made the most effort over the half-year, and has therefore excelled, even if their performance is not always in the good or very good range.

### Career Counselling in Grades 5-10

On Boys' Day and Girls' Day, which takes place nationwide every year at the end of April from grade 5 onwards, our students can get to know careers. We encourage our students to take up an offer on this day and all participants are excused from lessons on this day. You can find more information at [www.girls-day.de](http://www.girls-day.de) and [www.boys-day.de](http://www.boys-day.de). The selection and registration are done by the students themselves. In grade 10, a two-week work placement takes place in the last 2 weeks of the school year. The aim of the internship is to get to know the world of work and broaden one's horizon. The choice of company and the subsequent work placement are the responsibility of the students themselves.

### Library and Textbook Issue

All secondary school students are welcome to go to the library during their lunch break to read and borrow books in peace and quiet. Homework can also be completed in peace and quiet in the library during the lunch

break. The textbooks that are handed out at the beginning of the school year are registered in the library account so that lost or found textbooks can be quickly assigned. The library account is set up at school together with the students. The textbooks are to be wrapped. If textbooks are not returned in proper condition or are lost, the textbook must be replaced by the parents. Classes 5g and 6g each receive one hour of library time per week, which is supervised by our librarian together with a teacher.

## Cafeteria / Catering

Students have the option of registering with our catering service "*Drei Köche*" or bringing their own food from home. Our cafeteria offers a wide range of food and drinks. A warm lunch is also possible after registering with the "*Drei Köche*". Depending on what you have booked, lunch is eaten in the multi-purpose room (MPR) on the 4th floor, or in the ground floor lunch hall. Water dispensers are also available for our students to fill up their water bottles during the breaks. Students are responsible for leaving the MPR tidy and clean. Our classes 5g and 6g go to the ground floor lunch hall for lunch and eat together with the primary school children, as the Berlin Senate finances lunch for all students in grades 1 to 6.

## Cambridge Advanced Certificate

For students in grade 11, we offer the Cambridge Advanced Certificate in English for preparation and training. The exam itself takes place at the GLS Language School test centre. The cost of the exam is approximately 120 Euros. The preparatory lessons take place on fixed days of the week; the exam preparation can also take place on a Saturday in order to optimally simulate an exam situation. Participation in the Cambridge Advanced Certificate is voluntary, but is taken up by most of our grade 11 students. They usually achieve level C1, some also C2. This language certificate does not expire and is welcome when applying to study abroad.

## Digitization

At the beginning of the school year, each student receives the Office 365 package and a Phorms email address, which gives them access to MS Teams and various Office applications and services. The MS Teams included in this package is not only our communication basis for the class with their class teacher and the subject teachers, but also our basis for digital teaching.

- From the October vacations, students in grades 5g and 6g will receive an intensive introduction to working with tablets, which will then be available to them at school.
- From this school year, grade 7 and 8 will receive their own tablets in our 1:1 program.
- Grades 9 has a tablet trolley with 24 devices, which each teacher can book for their lessons.
- All students in grades 10 - 12 are also equipped with their own convertible laptop (laptop and tablet in one device) in the 1:1 program.

The aim is to strengthen cooperative and individualized learning with the help of learning-supporting apps and Fobizz AI. We want to enable our students to deal with the advancing digitalization and AI in a safe, competent and flexible manner, but also with the necessary critical attitude. Ultimately, this should enable them to take personal responsibility for shaping their increasingly digital living environment and later their working environment. It is therefore a prerequisite that students bring their school-issued digital device to class every day. Our lockers, which are equipped with a USB port, allow devices to be charged at any time during breaks/free periods. Please protect the devices and provide a laptop sleeve.

As part of our digitalization efforts, we are introducing WebUntis as a new system at our school this academic year. This marks not only the launch of the digital class book for grades 5 to 10, but also the farewell to our previous substitution plan system, DSB. All students will gradually be added to WebUntis and will receive personal login credentials. Using their Office 365 login details, they will then be able to access the substitution plan.

Over the coming years, additional features will be gradually activated – and you as parents will also be progressively integrated into the system.

### **Duke of Edinburgh International Award**

Last school year, the students in grades 9 and 10 successfully completed the program - consisting of four pillars (sport, skills, social service, adventure trip) - at the bronze and silver levels. The high level of commitment of our students and teachers was recognized in the 2022 school year with an award, which was presented in the presence of the Lord Mayor of Berlin and the Duke of Edinburgh. This school year, we are even aiming to achieve the Gold level.

### **Bicycles/Scooters**

All students are welcome to come to school by bike or scooter. We ask all students to lock their bicycles in our bicycle cage in the first courtyard. The scooters are parked in the shed in the hangers provided for this purpose. Caution and mutual consideration are particularly important here.

### **Promotion of Students**

Our teachers recommend students for remedial lessons in grades 7 to 9 at the end-of-year and half-year mark conferences. The remedial lessons take place in the subjects English, German, Spanish, French and Mathematics, depending on need and school organizational possibilities. The recommendations for remedial lessons are binding for our students, so that they then take part in the remedial measures for half a school year. Regular attendance is very important for improving performance in the relevant subject.

As we also want to support our particularly high-performing students, we offer extension lessons, in addition to support lessons. These are aimed at students in grade 7 and 8 who want to be further challenged.

### **Lost Property**

Lost property is stored in the Parent Lounge, in our “Lost and Found” area. Regularly, at half term and at the end of the school year, unclaimed lost property is donated to charitable organizations. Students are strongly advised to leave home any valuables that are not needed for lessons. Students are expected to look after their laptops at all times.

### **Committees**

We take participation and co-determination very seriously at our school. This is why the elected class parent representatives meet regularly at the General Parents' Meeting and discuss with the school management the concerns of the parents and the school. The teachers meet weekly to discuss the school matters. Our elected class representatives also meet weekly in the Student Council to address students' concerns. Representatives of all three committees meet in the School Conference three to four times a school year to give feedback on concerns and events, to propose new ideas, and to exchange opinions.

### **“Grundständiges Gymnasium”**

In the 2023/2024 school year, we opened a “Grundständiges Gymnasium”, i.e. a class from grade 5 that focuses on bilingual science teaching. “Grundständige Gymnasien” were established in Berlin to provide special support for high-achieving students. This is the third of our “Grundständiges Gymnasium” and we now have classes 5g, 6g and 7g.

Classes 5g and 6g are located on the 3rd floor of the primary school. The school day is from 8:30 am to 3:50 pm. After that, the students can also take part in our after-school clubs. Although the 5g/6g follow the timetable of the secondary school, there are different break times: 4th period (movement break in the primary school playground followed by study time: "Paudy") and 6th period (lunch break with lunch in the primary school and then movement break in the primary school playground). The 5g and 6g must wear school uniform in accordance with the primary school regulations.

### Cell Phone Regulation

To ensure that students can concentrate optimally on their lessons, students in grades 5-10 may not use their cell phones in school (or on the Gartenplatz) during the school day. Students in grades 11-12 may use their phones in the upper school area on the third floor.

### Homework

Homework is intended to support and deepen the learning processes initiated in class, to follow up on past lessons, or to prepare for the next ones. It is assigned at the discretion of the teacher. Homework can be an integral part of both the performance assessment and the report card grade. Homework is generally not set during the school holidays, unless the teacher decides on an exception, such as reading novels. Students must use agendas learn to organize their learning process independently. Students in grade 5 and 6 will be issued with Phorms agendas. Students in grade 7 and above must organise their own agenda.

### Class tests / Exams

Class tests are used to assess the level of learning, performance and skill development throughout the school year. The dates and content of the class tests are announced at least one week in advance. Only one class test may be written on any one day, and a maximum of three class tests per week. Performance assessments such as tests, or presentations, do not follow the same rule. At the beginning of each semester, all class tests are added to an overview schedule, which is later sent to the parents.

If a student in grades 5 to 10 misses a class test due to illness, a medical certificate is no longer necessary. An excuse note from the parent or guardian is sufficient. An excuse from parents or legal guardians is sufficient. However, in contrary to grades 5 to 10, students in grades 11 and 12 require a medical certificate if they miss an exam due to illness. Every student is required to make up missed class tests. For grades 5 to 10, it is possible to make up work every Wednesday from 3:00pm. Students in grades 11 and 12 may retake the exam they have missed every second Saturday from 10:00am.

### School trips

A school trip is an important educational and social event for all students in a class. As part of our curriculum, these trips are generally compulsory. Last school year, the School Conference revised the class trip concept. This school year students in grades 5, 7, 9 and 11 will go on a class trip. These class trips have already been booked.

### Class Conference

A class conference is a meeting in which the subject teachers of a class discuss the educational needs of individual students, or the possible educational or disciplinary measures in the event of violations of our behavioural guidelines.



## Advisory Lessons

All classes have an Advisory lesson on Mondays, in which students discuss educational and organizational issues with their class teacher/tutor. The topics of the Advisory lessons range from planning excursions and projects to problems in class subjects, and disputes between students. The selection of a class council (Klassenrat) in grades 5-10 can be an important student led democratic tool. Students in the upper school will be divided into three fixed tutor groups, to increase support and guidance.

## Communication / Conflicts

To ensure prompt solutions, students and parents should first contact the relevant subject teacher if they have any questions or concerns with lessons and then - if necessary - the class teacher or tutor (upper school). If no satisfactory agreement is reached at these levels, the Head of School can also be consulted. We prefer to communicate with parents by e-mail and, in the case of sensitive issues, by telephone or in person. Our students can also get help and support from our social worker at any time.

## Mittlerer Schulabschluss (MSA)

From the 2024/2025 school year, the MSA has only been based on the Gymnasium grade 10 report and a media-based project (mPA). The media-based project is included in the annual grade for the subject in which it was completed. In terms of content, the media-based project is based on the curriculum of the chosen subject for grades 9/10. Once a student has passed the end-of-year certificate, they can enter the two-year upper school and take the Abitur exam. Due to the elimination of these examinations and the additional available preparation time, the Senate suggests the introduction of more upper school oriented assignments and examinations in grade 10.

## Compensation for Disadvantages

“In accordance with Section 58 (8) of the Education Act, to ensure equal opportunities, the granting of compensation for disadvantages must be necessary, appropriate, and suitable to a student’s individual needs.” This does not change the requirements or the assessment criteria, but merely adjusts access to the examination material to ensure equal opportunities (no grade adjustment). Unless otherwise agreed, the type and scope of the compensation for disadvantages is decided by the head teacher, based on the recommendations of the class conference and the School Psychological and Inclusion Pedagogical Counseling and Support Center (hereinafter referred to as SIBUZ). (...) The measures will be included in the student's school record. Compensations for disadvantages are confidential and no reference to them will be included in the report cards. Parents must submit separate applications for the transition to grade 7 and grade 11. Particularly for the Abitur examinations, proof must be provided that the need has existed for a longer period. If compensation for disadvantages is granted, remedial and support measures must continue outside of school, e.g. support from the Duden Institute in the case of diagnosed dyslexia.

## Phorms Lounge

Last year we started restricting access to our Phorms Lounge, as the increase in our campus size has led to this area becoming increasingly busy. Since we have to consider the safety needs of our Hort and primary school, the Phorms Lounge is only open as a quiet area, to students only, from 3:00pm - 6:00pm.

## Religious Holidays

Upon request, and following approval from school management, students of all state-recognized religions are granted exemption from lessons on religious holidays during the school year, e.g. to attend a church service. Parents are requested to inform the class teachers in writing of their wish for exemption from lessons in a timely manner.

## Lockers

Each student is allocated a locker for storing books and personal belongings. The lockers must be kept clean and tidy. All lockers have a USB port so that the laptops and tablets provided by the school can be charged. The personal code must never be passed on to classmates (not even to best friends) to protect privacy and to prevent misunderstandings if something goes missing. In the event of technical difficulties with the locker, contact the school office.

## Student ID Card

At the beginning of the school year, each student receives a student ID card, which is issued by the class teachers in the first week. To receive a student ID card, new students must submit a current passport photo. The student ID card is required when applying for the BVG student ticket.

## Student Council

Phorms has had its own Student Council since the 2010/11 school year. It is a democratically elected body that represents the interests of all students, organizes events, invites students to regular meetings and plays a constructive role in improving the school atmosphere. The Student Council - is made up of the elected class representatives. All students vote to elect two school representatives from all secondary school students. Due to the prominent position and the role model function, it is a prerequisite for the election that the candidate has not received any disciplinary measures in the previous school year. If the school representative receives a disciplinary measure during his/her term of office, he/she must resign. An elected representative will take his/her place.

## Compulsory Schooling

Regular and punctual attendance of lessons and school events is compulsory. Leave of absence is possible for important reasons, but must be requested in good time by the parents or legal guardians and approved by the school management. Requests for leave of absence of up to 3 days should be addressed to the class teacher or tutor (upper school). Requests for leave of absence of more than 3 days or directly adjacent to school vacations or public holidays, should be addressed to the head of school directly. A request for leave of absence before or after the vacations may only be granted in the case extraordinary, one-off events.

## School Events

School is more than just lessons – it thrives on community, togetherness, and shared experiences. School events such as music evenings, fashion shows, winter or summer balls, movie nights, graduation ceremonies, summer festivals, concerts, excursions, or field trips offer important opportunities to strengthen the sense of unity, support one another, and live shared values. Participation, as well as active involvement and support of these events, is a central part of our school life. Through this, we honor the commitment and efforts of everyone involved – especially the students and teachers – and contribute to a vibrant and motivating atmosphere. For this reason, attendance and participation in our school events are highly encouraged and, in some cases, mandatory. During these events, the general school rules apply to all students.

## Scholarships

The Phorms scholarship is an academic award and is therefore based on academic performance and is valid for one school year. The award is agreed on by the teaching staff so that at the end of each school year, one outstanding student in grades 5, 6, and 8 to 11 is recommended by the teaching staff. By awarding scholarships, we want to recognize outstanding performance and promote a culture of excellence and commitment. This is intended to motivate all students to give their best and at the same time ensure that students with exceptionally good school performance are also supported, regardless of their financial situation.

## Academic Honesty in the Age of AI

We are aware that the rapid development of AI presents both new opportunities and new challenges for schools. Even though we as a teaching staff are open and interested in these challenges, our experiences from the last school year have led us to inform our students once again about the consequences of attempting to cheat. We have made it clear to our students that having one or more cell phones in the classroom during a class test or exam is sufficient to qualify as an attempt at cheating - regardless of whether the device is switched on or off. Even if a student is not discovered during the act of cheating, it is sufficient for the teacher to identify a deviation in tone, choice of words and/or style from other work produced by the student, when correcting their respective work, to establish an attempt at cheating.

If a student uses AI for their homework/project work, when it was not explicitly required by the assignment, this aid must at least be referenced. Although this can lead to considerable point deductions, as only a limited independent performance has been achieved, there is no attempt to cheat in this case.

In cases where a student attempts to cheat for the first time, the teacher will award zero points for the specific part of the assignment where cheating occurred or was suspected. If a student is caught cheating a second time—regardless of whether it is in the same subject or a different one—the entire assignment will be graded with zero points. From the third instance of cheating onward, the student will face additional disciplinary measures beyond the loss of points. Importantly, the number of cheating attempts is carried over into the next school year and does not reset when a student moves to a higher grade level.

## Cover Lessons

In principle, every lesson the 1st to the 8th period is covered, for grades 7-10. For 5g and 6g there are additional substitute lessons until 15:50. Every teacher is obliged to provide substitute materials via MS Teams in the event of a planned absence. In the upper school, students receive their assignments directly via MS Teams and then work on them independently.

## Leaving the School Premises (Grades 5-10)

Students in grades 5 to 10 are not allowed to leave the school grounds during the entire school day. In the event of illness during the school day, they must first sign out with a teacher and then at the school office. Parents or a legal guardian will then be notified by telephone from the school office. During the lunch break, students are either in the MPR room, in the library, on our playground or the Gartenplatz. Students are not permitted to go beyond these areas.

## Social Worker

Our social worker is available as a contact person for our students. He also organizes team-building and prevention workshops. Our social worker also supports our Student Council and helps classes to form a class council (Klassenrat).

## Compulsory Elective Lessons

In the 9th and 10th grades, there is one double period of a compulsory elective subject. In Berlin the social science subjects requirements changed few years ago, meaning a reduction for Music and Art by one lesson in these grades to meet the new requirements. For this reason, the school conference decided to strengthen these subjects by offering additional elective lessons. Students can therefore choose between Music, Art and Computer Science.

Compulsory elective lessons are subject to the same academic requirements as any other school subject. Every student chooses a compulsory elective subject in the second semester of grade 8 for the next two school years, i.e. it is generally not possible to change subjects after grade 9.

## BEHAVIORAL GUIDELINES

### Principle

We treat each other in such a way that everyone in our school community feels valued and respected.

### General guidelines

Our school places great importance on our students demonstrating respectful, mindful and engaged behaviour. Under the motto **"More Smart - Less Phone - More Mindfulness"**, we have developed clear behavioural guidelines that structure everyday school life and ensure a positive learning environment for everyone

### More mindfulness

- Treat the property of others and that of the school with respect.
- Make sure that all rooms and common areas are left clean and tidy.
- Physical violence is not permitted on school grounds.
- Do not disturb teachers or classmates during lessons.
- Use respectful language and behave appropriately.
- Eating and chewing gum are not permitted during lessons. Only drinking water is allowed.
- Use photocopiers, computers and other school equipment only with the permission and under the supervision of a teacher.
- If you are in grades 5-10, you must remain on school grounds for the entire school day.
- During the lunch break, you may use the right-hand side of the garden square (remember, cross the road via the traffic island).
- Do not wear hats, baseball caps, headphones, hoods etc. to school.
- Only use the elevator with a "lift pass" (available from Ms. Ray). If there is no teacher in the elevator, another person may ride in the elevator with you.
- Do not bring knives or dangerous weapons to school.

### Less Phone

- Our secondary school is a mobile phone-free zone for all students from 08:20 until the end of the school day.
- (The only exceptions are the workspace and the corridors of grades 11-12 on the third
- Keep your cell phone out of sight in your bag, locker or in the cell phone holder in the classroom. If your cell phone is visible, a teacher will ask you to hand it in. You can leave your cell phone in the teacher's workroom at the end of the school day. After the third time, a parent or guardian must pick up your phone from Mrs. Renshaw in the deputy head's office.
- During the lunch break you may not use electronic devices in school or on the Gartenplatz.

### More Smart

- Arrive at school on time to be in the classroom ready to start at 08:30 and be on time for all other lessons.
- Participate positively in all school activities.
- Follow the rules on "Honesty in school performance".

### Searches of Lockers and/or Personal Belongings

In justified cases, students' lockers as well as bags and rucksacks may be searched. If possible, the search will be carried out in the presence of the students and another teacher by the head of School.

## Educational Measures

In the event of conflicts and disruptions in teaching and educational work, the school should primarily use educational measures against students. Depending on the severity of the violation, repetition and age, teachers can take various educational measures in the event of an infraction of the behavioural guidelines, e.g. a reprimand; seating change in the classroom; individual meetings; additional tasks and/or community service tasks (preferably cleaning the classroom); informing parents; a critical written reflection on behaviour to be done at home; critical written reflection on behaviour carried out during school hours; confiscation of unauthorized objects; discussion with the head of school; summoning parents for a meeting.

## Clothing

We expect appropriate clothing. Students in 5g and 6g wear school uniform (in lines with the Primary School uniform rules).

## Public Acts of Affection

Displays of affection within the school grounds should be appropriate to a school atmosphere where children from the age of three and families from many different cultures are present. Decency and restraint are expected.

## Disciplinary Measures

If educational measures have not led to a resolution of the conflict, behavioural violations continue to occur repeatedly or to a serious extent, disciplinary measures may be taken by the class conference under the direction of the school management, taking into account the principle of proportionality.

Repeated unexcused absences from lessons shall also be regarded as a sustained impairment of proper teaching and educational work.

## Punctuality

We expect our students to be punctual for all lessons and school events. Late arrivals will be recorded in WebUntis. If a student is frequently late, the teacher will speak with them directly. In cases of repeated lateness, the class teacher or tutor will inform the parents, and depending on the situation, appropriate educational measures will be taken. Starting from the third instance of being late, each additional lateness will be considered an unexcused absence.

## Smoking / Alcohol / Drugs

Students are not permitted to smoke, consume alcohol or take drugs on or near the school grounds, on school trips or at school events. Students who are observed doing so must expect consequences up to and including expulsion from school. The school will support struggling students or students seeking advice, but the legal responsibility lies with the parents or legal guardians.

## CURRICULUM AND DAILY ROUTINE

Our curriculum follows the Berlin state curriculum for secondary levels I and II. Our goal is to prepare students optimally for the Abitur and university studies.

Around fifty percent of the subjects taught at the bilingual secondary school are taught in English. Spanish and French are offered as a second foreign language from grade 7 onwards.

### School Schedule

The school day begins at 8:30 a.m. and typically ends at either 3:00 p.m. or 3:50 p.m. for students in grades 5 through 10. Starting in grade 10, Sport may be scheduled during the zero period, which begins at 7:45 a.m. From grade 11 onwards, individual courses may also take place during this early time slot. Lessons are 45 minutes long, and often, they are combined into double periods to allow for more in-depth learning and project work.

Upper secondary students have individual timetables according to their choice of courses. The 45-minute lunch break for grades 9, 10 and 11 begins at 11:45am, for grades 7,8 and 12 at 12:35pm, and grades 5g and 6g go to at 1:20pm.

Based on feedback from teachers and students, we introduced short breaks this school year from p4 on, as follows:

p0	07:40am – 08:25am
p1	08:30am – 09:15am
p2	09:15am – 10:00am
p3	10:10am – 10:55am
p4	11:00am – 11:45am
p5	11:50am – 12:35pm (lunch break for classes 9, 10, 11)
p6	12:35pm – 1:20pm (lunch break for classes 9, 10)
p7	1:25pm – 2:10pm (lunch break for classes 5, 6)
p8	2:15pm – 3:00pm
p9	3:05pm – 3:50pm (Start AG-Block I)
p10	3:55pm – 4:40pm (Start AG-Block II)
p11	4:45pm – 5:30pm

New this school year is that not only the 5g and 6g classes will receive a so-called “PAUDY” (Pause + Study Time), but also the students in grade 7. The reason for this expansion is our intention to ease the transition to secondary school by integrating movement breaks and short, focused study periods. This approach allows grade 7 students to structure their school day in a more relaxed and focused way.

## REPORTS AND ASSESSMENT

### Assessment

Student performance in grades 5-10 is defined according to a six-level grading system:

1	very good	a piece of work that meets the standard required to an exceptional level
2	good	a piece of work that fully meets the standard required
3	satisfactory	a piece of work that, in general, meets the standard required
4	adequate	a piece of work that has shortcomings but still meets the overall standard required
5	poor	a piece of work that does not meet the standard required but which nevertheless indicates that the necessary basic knowledge is in place and that the shortcomings can be eradicated in the foreseeable future
6	unsatisfactory	a piece of work that does not meet the standard required and in which even the necessary basic knowledge is absent so that the shortcomings cannot be eradicated in the foreseeable future.

In grades 11 and 12 the grades are refined to create a scale of 15 grades:

Grade	Points	Grade	Points
very good (+)	15	satisfactory (-)	7
very good	14	adequate (+)	6
very good (-)	13	adequate	5
good (+)	12	adequate (-)	4
good	11	poor (+)	3
good (-)	10	poor	2
satisfactory (+)	9	poor (-)	1
satisfactory	8	unsatisfactory	0

### Report Cards

Report cards are issued twice a year: at the end of the first half of the school year and at the end of the school year. In addition, there are two interim reports (November, March) so that the progress of each individual student can be assessed every three months.

## EVENTS

### Parent-Teacher Consultation Days

Parent-teacher conferences are held in the fall and spring. Parents can talk to teachers individually about their child's academic and individual development. All students finish school early on these consultation days. As a rule, the one-to-one meetings take place at school, but in special cases appointments can also be made in the form of a video call on this day.

Outside of these scheduled appointments, additional meetings can also be arranged at the request of parents or teachers to discuss individual student progress or other matters. Parents who wish to have such a meeting are asked to make an appointment with the relevant subject teacher.

### Open Days

Two open days are organized to inform parents about the special features of our school and to give them an insight into everyday school life.

### Further Information Events

Important information events at our Gymnasium are:

- Information evening on the “Grundständiges Gymnasium”
- Information evening for grade 5 and 7
- Information evening on the upper school
- Information evening for primary school parents on the transition to our Gymnasium
- Information evening for Grade 10 laptop class

Organised through various subject areas, the following annual events for individual classes and/or for the entire school community take place:

- The Fashion Show
- A Music Evening
- Sports festival
- English Festival
- Science Week

Since the last school year, parents have organized the summer party (Sommerfest).



## ABSENCES

### Unexcused Absences

Regular attendance at school is important for the emotional, social and academic well-being of each individual student and is also compulsory for students up to the age of 16 according to the Education Act. Students who miss a significant number of school days may be at risk of having to repeat the school year.

It should also be noted that students in the upper secondary school, if they have opted to attend school beyond the general compulsory school attendance period, are subject to the same compulsory school attendance as students in the middle school.

Frequent tardiness is considered as unexcused absence. Unexcused absences of even one lesson will be noted on the report card.

### Absence from Class due to Sickness

If your child cannot come to school for health reasons, please inform the school by email: [absent.berlin-mitte-gymnasium@phorms.de](mailto:absent.berlin-mitte-gymnasium@phorms.de). **It is essential to put the following into the subject: Absent, Class, Child's name (absent, 7a, Maxim Musterfrau).**

### Performance Assessment for Unexcused Absences

If work is not completed due to an unexcused absence, this work will be graded as "unsatisfactory".

### Planned Absences

Absences immediately before or after school vacations should not be planned unless there is an extenuating situation or event that cannot be avoided or postponed. Starting vacation early or returning late from vacation is not considered an extenuating circumstance.

An application for leave of absence should be submitted to the Head of School at least two weeks before the planned absence. The application should include both the reason and the duration of the planned absence. The Head of School will make the final decision. Please use the appropriate forms available in the download area of our website or from the secretary's office.

Students must arrange in advance with all teachers how any missed test and examination dates due to their absence can be made up.

## Concluding words

We would like to express our gratitude for your careful attention to this parent handbook, which should serve as a valuable resource for you. Your understanding and support are invaluable to us as we work together to create the best learning environment for your children.

A trusting and solution-oriented cooperation between school and home is the foundation for the academic and personal success of our students. This parent handbook is a key tool to promote the transparency and mutual trust that is essential for an effective and harmonious school experience.

We look forward to continuing our close and constructive collaboration with you and would like to thank you for your commitment and valuable support.

With best regards,  
Jana Stölting  
Head of School