

Phorms Berlin Mitte

Handbook of Secondary School
2024-25

Welcome.....	3
GENERAL INFORMATION	4
Study groups	4
Assembly	4
Awards	4
Career and study orientation in secondary school I	4
Library and textbook issue	4
Cafeteria / Catering	5
Cambridge Advanced Certificate	5
Digitization	5
Duke of Edinburgh – International Award	5
Bicycles/scooters	6
Promotion of students	6
Lost property	6
Committees	6
“Grundständiges Gymnasium”	6
Cell phone regulation	7
Homework	7
Class tests / Exams	7
School trips	7
Class conference	7
Advisory lessons	7
Communication / conflicts	8
Mittlerer Schulabschluss (MSA).....	8
Compensation for disadvantages	8
Phorms Lounge (former Parents´ Lounge)	8
Religious holidays	8
Locking compartments.....	8
Student exchange	9
Student ID card	9
Student Council.....	9
Compulsory schooling.....	9
School events	9
Scholarship	9
Academic deception in the age of AI	9

Teaching substitution	10
Leaving the school premises	10
Social worker	10
Compulsory elective lessons	10
BEHAVIORAL GUIDELINES.....	11
Principle	11
General guidelines	11
More mindfulness.....	11
Less Phone	11
More Smart	11
Searches of lockers and/or personal belongings.....	12
Educational measures	12
Clothing.....	12
Public acts of affection	12
Disciplinary measures.....	12
Smoking/Alcohol/Drugs.....	12
CURRICULUM AND DAILY ROUTINE	13
School schedule.....	13
CERTIFICATES AND PERFORMANCE EVALUATIONS	14
Performance evaluation	14
Certificates	14
EVENTS	15
Parents' consultation days	15
Open day	15
Further Information Events	15
ABSENCES.....	16
Unexcused Absences	16
Absence from class due to sickness.....	16
Performance assessment for unexcused absences.....	16
Planned Absence	16
Concluding words.....	17

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

GENERAL INFORMATION

Study groups

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 AG program is posted for all students. The study groups start in the second week. Our study groups usually start at 3:05pm or 3:55pm 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 study groups. 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. The event is accompanied by musical interludes from our school band.

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 and study orientation in secondary school I

On Boys' Day and Girls' Day, which takes place nationwide every year at the end of April from Year 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 and www.boys-day.de. The selection and registration are done by the students themselves. In year 10, a two-week work placement takes place directly after the fall break. 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 primary school's lunch hall. A water dispenser is 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 primary school's lunch hall for lunch, as the Berlin Senate finances lunch for all students in classes 1 to 6.

Cambridge Advanced Certificate

For students in year 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 year 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 Years 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, Year 7 will receive their own tablets in our 1:1 program.
- Years 8 - 9 have a laptop trolley and a tablet trolley with 24 devices each, which each teacher can book for their lessons.
- All students in Years 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.

Duke of Edinburgh – International Award

Last school year, the students in Years 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 8 to 10 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 so-called “*challenge lessons*” in the area of science, in addition to the supportive remedial lessons, which is aimed at students in year 7 who want to be further challenged in their strengths.

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 for a teachers' conference to discuss the school, lessons, and students. 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 Year 5 that focuses on bilingual science teaching. “Grundständige Gymnasien” were established in Berlin to provide special support for high-achieving students.

Classes 5g and 6g are located on the 3rd floor of the primary school. The school day is from 8:30 am to 3:45 pm. After that, the students can also take part in our school's AGs. 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 clothes in accordance with the primary school regulations.

Cell phone regulation

To ensure that students can concentrate optimally on their lessons, cell phones may not be used on the 4th floor during the school day. At the beginning of each lesson, cell phones should be placed in the cell phone holders hanging in each classroom. Otherwise, secondary school students are only allowed to use their cell phones during the lunch break on the Gartenplatz or with the express permission of a teacher and exclusively for educational purposes. Students in 5g and 6g are not allowed to use cell phones at all during the school day. Their cell phones remain in the classroom throughout the school day.

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. Our agendas are designed to help our students in grades 5 to 10 learn to organize their learning process independently.

Class tests / Exams

Class tests are used to determine 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. The class tests must be signed by the parents. 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 Years 5 to 10, students in years 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 years 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 began revising the class trip concept, and this school year a vote will follow. The result of the vote will then be applied to the 2025/2026 school year. All school trips for the 2024/2025 school year 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 behavioral 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 in SEK I is an important student led democratic tool. Starting this school year, students in SEK II 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 Deputy Head and, in the next and final step, 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 will only be based on the Gymnasium grade 10 report and a media-based project work (mPA). The examination part will therefore no longer take place at any Gymnasium after 2023/2024. The media-based project work is included in the annual grade for the subject in which it was completed. In terms of content, the media-based project work 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 SEK II and take the Abitur exam. Due to the elimination of these examinations and the additional available SEK II preparation time, the Senate suggests the introduction of more SEK II assignments and examinations in year 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 Year 7 and Year 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 (former Parents’ Lounge)

From this school year onwards, we will be 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 will only be open as a quiet area 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.

Locking compartments

Each student is allocated a locker for storing books and personal belongings. The lockers must be kept clean and tidy. The lockers for grades 5-6 and 10 to 12 have a USB port so that the laptops provided by the school can be charged. The personal code for your own locker must never be passed on to classmates (not even to your best friend) to protect privacy and to prevent misunderstandings if something goes missing. In the event

of technical difficulties with the locker, the school office can be contacted, which in turn can contact the company operating the locker.

Student exchange

We have had a student exchange program with a school near Barcelona for many years. Our Year 9 Spanish students travel to Barcelona for a week, then the students from Barcelona visit us for a week. Since the 2023/24 school year, the students of the Year 9 French course are also going on a study trip to Strasbourg.

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 - also known as the student government - is made up of the elected class representatives. All students vote in the election of 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. School events offer an important opportunity to strengthen the community, to stand up for the community and to do something for the community. For this reason, participation in and attendance at our school events is highly encouraged and sometimes compulsory.

Scholarship

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 deception 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 the case of the first attempt at cheating, the teacher can decide on the level of punishment depending on age and severity, e.g. 0 points for only one of many tasks or 0 points for the entire assignment. On the second attempt to cheat - whether in the same or in another subject - the work must be marked with 0 points by the teacher. From the 3rd attempt at cheating, an additional disciplinary measure will be taken. The number of cheating attempts will be carried over to the next school year and will therefore not expire with the transition to the next grade level.

Teaching substitution

In principle, every lesson in secondary school I is substituted from the 1st to the 8th lesson. For 5g and 6g there are additional substitute lessons until 15:45. 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 in self-study.

Leaving the school premises

Students in years 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 garden square. Students are not permitted to go beyond these areas in order to ensure supervision.

Social worker

Our social worker is available as a contact person for our students. He also organizes team-building and prevention workshops. As from this school year, Mr. Leidinger will also support our student council and help classes to form a class council.

Compulsory elective lessons

In the 9th and 10th grades, there is one double period of compulsory electives. 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 ICT.

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 Year 8 for the next two school years, i.e. it is generally not possible to change subjects after Year 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 Secondary 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

Less Phone

- Our secondary school is a mobile phone-free zone for all students from 08:30 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 use electronic devices in the garden square.
 - No electronic devices may be used in the MPR and the lunch hall, and cell phones must be out of sight (unless it is a rain break).

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 the secondary 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 clothes.

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.

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 Year 7 onwards.

School schedule

The school day begins at 8:30am and usually ends at 3:00pm or 3:50pm for grades 5 to 10. Only from Year 10 onwards can the subject of sport, and from Year 11 onwards individual courses, be taught during the zero period (7:45am). The school day consists of 45-minute lessons, some of which are combined into blocks (double lessons).

Upper secondary students have individual timetables according to their choice of courses.

The 45-minute lunch break for Years 7, 8, 11 and 12 begins at 11:45am, for Years 9 - 10 at 12:35pm. Years 5g and 6g go to lunch from 1:25pm. The upper secondary students can eat their lunch individually according to their timetable.

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

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 7, 8, 11 and 12)
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

CERTIFICATES AND PERFORMANCE EVALUATIONS

Performance evaluation

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 Years 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

Certificates

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

Parents' 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 day

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 Year 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.

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. **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 Absence

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