

August 5th, 2020

Dear parents,

as you surely already have noticed the new term in Hamburg starts with a full timetable and complete offers for whole-day-teaching.

We are looking forward to teaching all pupils in their complete year! In comparison to present teaching before the summer holidays hygienic rules for our pupils have been reduced again. To keep the risk of an infection on small borders, the school council has increased the rules adults have to stick to whilst they are in the building.

In behalf of your children, we kindly asked you to support us in keeping to the following rules!

- **People coming back from high-risk-areas (given by Robert-Koch-Institut) are not allowed to enter school after a quarantine of 14 days or a proved negative corona test.**
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- **Children and adults suffering from typical coronavirus symptoms – such as a high temperature, a new, continuous cough and/or a loss of, or change to, your sense of smell or taste, are not allowed to enter the school building.**
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- **Parents and visitors are only allowed to enter the school building with a face covering and after they have made a date with our staff.**
If you must see our secretary or the headmistress, ask for a date via telephone. We have to registrate every visitor by name in order to be able to check contacts in case of an infection.
If you just want to deliver something, please use our **postbox** at the main entrance.
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- **Even talks to our staff must be made per telephone or mail.** Our class teams will offer dates where you can reach members of staff per telephone in the days to come.
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- **Do not accompany your child into the school building!**
Please wave your child goodbye at the school gate in the morning and pick it up again there in the evening.
The first years can be taken to the main entrance. During the first days of school we are going to practise the way to their new classrooms.

- **Pupils visiting primary school have at the Auedrachen an entrance of their own.** They will be picked up at 8am (8.00h) and bring them back at 1am (13.00h). Please make sure to keep space while waiting for your child!
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- If you bring your child for **early care** in the morning or pick your child up from **late care** in the evening, please use the **bell** at the main entrance!
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- For the **whole-day-teaching on Monday, Wednesday and Friday (primary school every day)** there are two times of ending: **14.30h or 16.00h.** Every pupil will have a **note to fill in** in their schoolbags on Thursday. Please return it back on Friday.
Pupils of primary school and first years will get the note on their first day of school. It is not possible at the moment for new arrangements.
- Please note to wear a face covering and make space on **parents' evenings.**

The following protection- and hygienic rules for every day school routine have been given:

- Lessons will be given **in class- or yeargroups.** There might be exceptions in subjects that can be chosen. There it is possible to have courses that include years $\frac{1}{2}$ and $\frac{3}{4}$. But this will not take place at the moment.
- **Breaktime** will take place in 3 groups without contact between the groups (primary, years 1 and 2, years 3 and 4).
- All pupils will be asked **to wash hands and avoid direct contact to others.** Our staff will keep to the **distance rules** as far as it is possible.
- Pupils do not have to keep to the distance rules within their learning group. Staff must wear a face covering if they do not teach or take care of a group. Pupils must not wear a face cover unless they want to do so.
- Classrooms and other rooms at school will be aired regularly.
- The **cleaning of the sanitation facilities** will be cleaned more often.
- **Marks on the floors** will help pupils to keep space.
- **Assembly, projects and feasts** are not allowed at the moment. (The only exception is the first day of school.)
- PE, music and drama have to stick to special hygienic rules. **Swimming lessons** for year 3 will take place without restrictions.
- Pupils will have **lunch** with their class. There will no salad buffet be offered.

Those children suffering from any diseases and belonging to the so called endangered group, can be freed from school lessons on special permission. This is also possible for pupils who live together with someone who belongs to the

endangered group of people. Those children will still be taught at home. Please contact us as soon as possible.

Pupils who still stay at home will be given tasks and worksheets and taken care of by our staff.

- **Early- and late caretaking** will still take place in mixed groups.
- The **evening caretaking on Fridays** will take place in two mixed groups (year 1 and 2 and year 3 and 4). Primary school pupils will be taken care of in their own year.
- Until the autumn holidays it will not be possible to choose a course in whole day caretaking. Pupils who booked whole day caretaking will be taken care of on Mondays and Wednesdays in fixed groups. We try to make interesting offers though. At the moment is not possible to tell if we can start full schedule after the autumn holidays. Nevertheless we will inform you in time.

All the given rules above are temporary and can change if the situation of the infection changes!

In conclusion we would like to point out to our change of timetable:

Following a decision of our school conference we have changed the structure of our timetable during the morning.

You will find the new timetable on our homepage.

We changed the “**Angebotszeit**” and the **SchAZ-Kurse** to “**Wahlpflichtkurse**” for years 1 and 2 (they are going to change every 3 months) and “**Profilkurse**” for year 3 and 4 (they are going to change every 6 months). Pupils will choose their courses themselves, supervised by their classteachers. The start of these courses will not yet be at once because we have to stick to the hygienic concepts. The “**SchAZ-Zeit**” will take place before lunchtime.

In addition we installed a “**Leseband**” for 20 minutes in order to train the ability to read.

In spite of all restrictions we are very glad to be back to school and we wish all pupils and staff a very good start!

With best wishes

Wiebke Jäger and Sylvia Hoyer