



EUROPÄISCHE SCHULE FRANKFURT

To live together successfully in a large school community like the ESF clear structures and well communicated rules are needed. Thus our procedures and routines which form the framework of our work and our daily school life are clearly formulated and handed out in written and compulsory form to the whole school community:

THE SCHOOL DAY AT THE ESF PRIMARY

Procedures and routines

- **Arrival in the morning:**

The lack of space (to access the main gate, to drop-off children, for parking) is evident; no improvement of the situation is likely in the near future. To facilitate a smooth a safe procedure the time spent at the parking lot should be kept as short as possible („KISS AND FLY“).

Lessons for all classes start at 8.30. Parents should say goodbye to primary school children at gate A (Praunheimer Weg, gate near the school play ground). Gate A is opened at 8.10 and closed at 8.45. It is opened again at noon and supervised by our security. When children enter the school site in the morning they go straight to their class room. Teachers are on duty to take care of the children coming in through the entrance and on the various floors from 8.10 onwards. Pupils who are late enter the Primary building through gate B and the ground floor entrance opposite the Secondary building. From there pupils go to their class rooms as quickly as possible.

As a rule, parents do not enter the building unless they have an appointment with a teacher. Parents of pupils in year 1 may accompany their children into the building to help them find their way and settle into a routine easily during the first few weeks of school (end of September latest).

- **The start of the school day**

Lessons start at 8.30. The majority of lessons is taught in the pupils' own classroom (with the exception of L2, some L1 courses, Music, Art, European Hours, and Sport). A timetable is displayed in the classroom. Teachers inform pupils about the timetable.

In order to familiarise children with their new environment, teachers of year 1 spend time at the start of the year showing the children around the building and the school grounds. The same applies to all new pupils in the Primary School.

- **The school day**

The overall number of lessons and breaks is determined by the harmonised timetable of the European Schools.

At the ESF the timetable is organised as follows:

Allocation ES Frankfurt

Subject	Class 1 and 2	Class 3 - 5
L 1	8	6,75
Mathematics	4	5,25
L 2	2,5	3,75
L1, when different to the language of the section	2,5	3,75
<i>Music</i>	1	0,75
<i>Art</i>	2	0,75
<i>Sport</i>	2	1,5
Discovery of the world	1,5	3
European Hours	0	1,5
Religion/Moral	1	1,5
Total	22	24,75
Breaks	3,5	2,5
Total	25,5	27,25
	25h30min	27h15min

The above timetable shows the total of teaching time and breaks (1 hour = 60 minutes). The class teacher in collaboration with the school direction is responsible for allocating the lessons/subject to the different school days.

The timetable for each class is finalised at the beginning of the school year and communicated to pupils and parents. The class time table is displayed in the class room and can be consulted in the administration.

All pupils of the ESF are insured throughout the school day during all school related activities. Insurance also covers the direct 'way' to school and the 'way' home.

- **Breaks**

The total break time for classes in year 1 and 2 is 3,5 hours, for classes in year 3 to 5 it amounts to 2,5 hours.

Break times are as follow:

- Small break: 10.00 – 10.30
- Canteen and lunch break: 12.00/12.30 – 13.40 year 1 and 2
12.55 – 13-40 year 3 to 5
- Short breaks: planned between 10.30 and lunch break (5 min)

Weather permitting all breaks are spent outside on the playground. During the small break (10.00 – 10.30) the children can access the whole playground. During lunch break the sports field is used by the Secondary School. For the cooler months of the year appropriate clothes and shoes are essential for our outside breaks. During outside breaks children are not allowed to enter the Primary building.

In case of bad/wet weather („Regenpause“), a short announcement is made to all classes by our security service and pupils either remain in their classes or on their respective floor in the building.

Teachers in sufficient numbers are on duty at all times during the breaks to supervise the children either outside or inside in case of rain. Teachers on supervision duty wear a special safety vest making them clearly visible to the children and easily recognisable.

- **Canteen:**

Lunch is provided in the Primary canteen on the ground floor. Pupils in year 1 and 2 are accompanied and helped by their class teachers. Pupils in year 3 to 5 are also supervised.

Children serve themselves. There is no choice with the main course but with salads and dessert.

The lunch is provided and served by ‘*Apetito*’. The menu is available in advance on the school website. A canteen committee with representation from the Parents Association meets on a regular basis at school to deal with general matters. Special and individual questions should be addressed directly to the caterer ‘*Apetito*’.

- **The end of the school day**

Lessons end for

Year 1 and 2:	Monday – Wednesday	15.10
	Thursday and Friday	12.55
Year 3 to 5:	Monday – Thursday	15.10
	Friday	12.55

All pupils leave the Primary building through the main entrance (foyer) on the first floor, and make their way to gate A. Pupils in year 1 and 2 are accompanied by their teachers to Gate A.

Parents wait for their children at gate A and in the case in the morning, due to the complex traffic situation the parking lot should be left as quickly as possible („*Hello und Fly*“).

Children who are registered for child-minding or afternoon activities also leave the building through the main entrance and go straight to Child-minding. Once they leave the primary building these children are the responsibility (supervision and liability) of the child minding service.

Under no circumstances should children who are not registered for activities or child-minding remain on the grounds after school has finished. They have no reason to be there, there is no supervision and neither the school nor childminding are liable.

