

GYMNASIUM MARIENTHAL



Parents' guide

produced by
the Gymnasium Marienthal
parents' council



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Annotations:

- In the following "Gymnasium Marienthal" will be abbreviated "GymMar".
- In case of doubt the German version is valid.



- **CLASS TRIPS**

At GymMar class trips are taken in grades 6 and 8 and in the senior grades. Class trips are considered to be school at another location (*Schule an einem anderen Ort*) and are an important component of our educational work. They are therefore compulsory for all students. If needed, parents can apply for the costs to be covered in full or in part. The focus of the trips varies. In grade 6 the focus is on social and scientific aspects and in grade 8 on athletic/ outdoor education. For pupils interested in languages, there are two different voluntary language trips in grade 10. In addition, the school has exchanges with schools in France, Sweden and China.

- **COMPULSORY SCHOOL ATTENDANCE**

Compulsory school attendance includes the regular and punctual participation in lessons and obligatory events (e.g. the school's summer fete). A leave of absence "for a compelling reason" has to be communicated by the legal guardian in good time and has to be authorized by the principal. Please contact the class teacher if you like to apply for a leave of absence up to 3 days (not directly before or after the holidays). Please contact our headmaster Dr. Schlüter if you would like to apply for a leave of absence for more than 3 days or directly before or after the holidays.

- **CONTACT AND SICK NOTE**

Schulbüro des Gymnasiums Marienthal
Holstenhofweg 86
20043 Hamburg
Tel: (040) 4288631-0
Fax: (040) 4288631-31
E-Mail: gymnasium-marienthal@bsb.hamburg.de

Opening hours:

Monday – Thursday: 7:30 a.m. – 1 p.m. and 1:45 – 3 p.m.

The school office must be informed of illness by 8:30 a.m. via e-mail, telephone, fax or online form (www.gymnasium-marienthal.de/kontakt/abmeldung-krankmeldung?searchterm=krankmeldung).

Additionally, a written sick note from the parent or guardian needs to be provided in the MarienTimer for grades 5-10, in the senior grades in the absenteeism booklet. Missed exams are generally written at a later date. The date for writing missed exams is included in the exam schedule (see below). Pupils are responsible for catching up on the material missed during lessons. If the student is ill for longer than three days, we would ask the parents to contact the form teacher.

- **DIVERSITY**

At our school we embrace diversity. We aim to offer all students from various backgrounds and different needs the same educational opportunities by embracing, acknowledging and appreciating diversity as well as a tolerant and respectful atmosphere at school, so that *everyone* feels welcome and valued. Find more information on our website under "Aktivitäten / Vielfalt".

- **EVENTS**

Event-AG

The Event-AG is a group of students from year 9 onwards that is responsible for organizing and carrying out school events and celebrations.



Cultural life

Alongside learning, cultural life at GymMar is close to our heart. Reading evenings, the advent concert, the Classic Lounge, theatre performances, Culture Café, an annually alternating summer fete and sports day, and the traditional Chinese New Year festival are only some of the events that make up the cultural life of the school.

School exchange

There are exchange programmes with our partner schools in Sweden, France and Shanghai / China. Voluntary language trips to Spain, France and Italy are also on offer.

• EXAM SCHEDULE

At the beginning of each semester, a schedule is drawn up containing all exams. This can be viewed on the website at <http://www.gymnasium-marienthal.de/service/klausurenplan>.

• FEEDBACK

On-going course work (LKA) sheets

Our pupils are trained from the beginning to become independent and assess themselves. For this reason, they receive an evaluation sheet with certain evaluation criteria for assessing their subject-specific and general competences, which is shown in the on-going course work (LKA), once each semester. On-going course work includes, for example, preparing and post-processing the lessons, homework and class participation. Afterwards the pupils get written feedback by the respective teacher and in a conversation develop a perspective for their further work. These LKA sheets can be reviewed from our school's website.

Learning development talks (LEG)

Learning development conferences are held once a year. Parents may also arrange to meet with teachers at any time during the school year. LEGs take place between the pupils, teachers, and parents. The goal of the conference is to reach an agreement regarding achievable and binding goals that detail how the pupil can achieve his or her personal targets and/or classroom objectives. Learning development talks have replaced parent-teacher talks.

• FOLDER FOR LETTERS AND OTHER INFORMATION FOR PARENTS

Every student in grade 5 and 6 should have a folder in which letters from the school and other written notice ("Ranzenpost") are put. As a parent please make sure that the folder is located your child's school bag. Please also ask your child regularly if there is any post for you.

• FOREIGN LANGUAGES

In addition to English in grade 5, pupils at GymMar can choose French, Latin, Spanish or Chinese in grade 6 as their second language. In the middle grades (*Mittelstufe* – from grade 8) it is possible to add an additional foreign language as an elective (*Wahlpflichtkurs*). Beginning in grade 5, pupils have the opportunity to participate in the Chinese club.

• FULL-DAY CARE

Activities outside class time

Alongside regular classes, GymMar offers a wide range of extracurricular scientific, sporting and artistic activities, which can vary from year to year. Preparation and participation in competitions is included in



this area. The clubs meet in the lunch break and in the afternoon. Grades are not given for performance but each participant will get a certificate with their report cards. Participation is voluntary.

Children up to the age of 14 can also be enrolled in after-school supervision in the school library until 4 p.m from Monday to Friday. Here they can play, relax or do their homework. Participation is only possible when booked in advance. After the summer holidays you can enrol your child for one semester and at the end of January for the second semester. Please note that late applications or changes during the semester are not possible. Your child will receive the application form for after-school supervision at the beginning of the semester..

Holiday Care

The surrounding primary schools are responsible for holiday care. For our school it is Grundschule Marienthal (former Grundschule Schimmelmannstraße). It is only free if you are BuT-entitled (Bildungs- und Teilhabepaket). Students can register in our office.

Cafeteria

GymMar has a school cafeteria where students can purchase a hot, freshly prepared lunch (vegetarian and non-vegetarian) as well as snacks during breaks. Hot lunches can be ordered online through the Internet platform *MensaMax* and can be paid for using the *MensaMax* chip. Information on *MensaMax* is given to parents at the beginning of the school year along with the registration form. Snacks can be purchased in cash at the kiosk at any time.

Pupils can fill their own bottles with water (flat or sparkling) from the “Marienthaler Quelle”.

• **HOMEWORK RULE**

In order to relieve the pressure of pupils at all-day schools, homework is only given in the core subjects of German, Maths, English and the second foreign language until grade 8. In secondary subjects, the pupil's homework consists of preparing for and reviewing the lesson. On “long days” where pupils have lessons until the 9th period (4:05 p.m.) no homework will be given for the next day. The concept of preparing for and reviewing the lesson can be read on the school's website. During study periods, pupils have the opportunity to work on school assignments.

• **HOUSE RULES**

The house rules govern relationships at school. They cover conduct inside the buildings and on school premises, general cleanliness, security and orderliness as well as rules regarding electronic devices and cell phones. The house rules (last revised in November 2019) can be looked at on the school's website or the MarienTimer. If required, changes are carried out in the *Schulkonferenz*. For security reasons, visitors as well as former students and parents are requested to present themselves at the school office.

• **ISERV – DIGITAL TEACHING**

When the school needs to be closed or the like, our students are taught online via IServ. They receive tasks which the teachers upload in the *Aufgabenmodul* or are invited to participate in video conferences. A short video clip can be found on the website:

<https://www.gymnasium-marienthal.de/unterricht/erklaervideo-fuer-iserv/view?searchterm=IServ>



- **LEARNING HOW TO LEARN**

Study times

As a partially obligatory all-day school, GymMar's goal is to enable its pupils to complete their school assignments at the school if at all possible. For that reason, at our school we have scheduled fixed study periods in the timetable for pupils to complete their school assignments. Each pupil can decide for him or herself during this time which assignments he or she will work on (homework, preparing and post-processing lessons, studying for tests and exams, presentations, etc.). The work is documented in a study booklet, the *MarienTimer*. A teacher is always present during these study periods and will enter written feedback on the pupil's work habits into the *MarienTimer* at regular intervals. In addition to these mandatory study times, voluntary study periods are available in the extracurricular area.

MarienTimer

The *MarienTimer* is a study booklet for pupils. They can note down their homework and make a personal plan to prepare for and follow up on subject matter discussed in class, etc. In addition to documenting the pupils' independent study habits and feedback from their teachers, parents can get a glimpse of the way their children study. It contains a great deal of useful information regarding how to learn at our school. In addition, class-specific information can be entered. The *MarienTimer* helps with organization, time management, feedback, and communication.

Parents please make sure that the *MarienTimer* is always located in the schoolbag. Parents are also asked to frequently view, check and sign it.

The *MarienTimer* may be purchased at the learning aid library.

- **LESSONS AND BREAKS**

Class teacher lesson (new model: trial phase in the school year 2022/23)

From grades 5 to 8, there is one class teacher lesson per week, which is firmly anchored in the timetable (learning time), in which the students can discuss and clarify educational and organizational issues together with their class teacher. The topics of the class teacher hour range from planning excursions to problems in subjects to disputes among students. The class council is usually moderated by elected students. If an opinion on certain topics is required, the members of the class vote in the class council. In grades 9 and 10 as well as in Sek II there are no regular class council sessions or tutoring sessions. Here, the class council is integrated into the subject lessons and conducted independently by the students.

Middle grades

Year 7-10 are referred to as middle grades (Mittelstufe). During this time the focus is on gaining knowledge that should prepare the students for the senior grades. At the end of middle school all students take part in oral and written exams in German, Mathematics and a foreign language. Depending on the prognosis given in the half-year report, the students may also take part in the certificate for the intermediate education examination known as MSA (formerly known as Realschulabschluss). Transferring to another school is not permitted during the grades 7-10 and can only be applied for in exceptional cases.

Elective courses

Elective courses are fixed teaching units for the middle grades. The students have to choose a subject from a given portfolio. From year 7 onwards we offer elective courses I (Arts, Music, Drama) and II (Religion and Philosophy). Elective courses III (photography, practical course in science, third foreign language, Computer Science, Band and Choir) will be added in year 8. The classes on offer in year 8 to 10 can be looked up in the brochure our school provides. Attendance is compulsory and the achievements will be graded.

See under "Unsere Schule -> Stufen -> Mittelstufe"



Senior grades

In year 11 and 12 the students prepare for the "Abitur" certificate and their further education at college or university. In order to gain knowledge in areas that are relevant for the later career choice as early as possible, students choose a study profile and thus have the opportunity to set priorities. In the profile subjects the number of weekly hours is higher than in the other subjects. The profile subject is also examination subject in the "Abitur". There is detailed information on our school's website under "Profiloberstufe".

From the beginning of the academic year 2018/19 the students of Gymnasium Marienthal and Max-Schmeling-Stadtteilschule will be able to choose study profiles of the neighbouring school. There is further information on our homepage.

Organization of class schedule

Organization of the class schedule takes into account the circumstances faced at an all-day school, which demands a great degree of concentration and stamina from the pupils. Correspondingly, lessons are organized into double periods as far as possible. School starts at 8:30 a.m. Form teachers are available as contacts with as many periods teaching their class as possible. The school day is divided by two large breaks and a one-hour lunch break.

Substitution schedule/lessons

The cover schedule can be found on the screen in the foyer. Here, pupils can find an overview of cancelled lessons and any cover lessons, which are often used for language instruction or study periods. In addition, parents can view daily updates of the lesson schedule on the website under "Service". In principle, the school provides reliable supervision during teaching time and will only deviate from this in exceptional cases.

Leaving School Ground

Pupils in grades 5 through 10 are not allowed to leave school grounds during the school day. In case of illness, they must first inform a teacher and then sign out at the school office. The school office will then call the parents or legal guardian. Beginning in grade 11, pupils are allowed to leave school grounds.

• **LOCKERS**

Students have the opportunity to rent a locker in order to store their schoolbooks and other school material safely. Application forms are available at the school office.

• **MARIENTHAL SPECIAL THEME DAYS (MTT)**

Marienthal Special Theme Days is a project week for grades 5, 7 and 9 who do not go on a class trip. MTT takes place in the week before the fall break. Each grade level focuses on age-appropriate topics, such as anti-violence, anti-mobbing and anti-addiction projects.

• **OBSERVATIONAL GRADES**

Grades 5 and 6 are known as the observational grades (Beobachtungsstufe). After children transfer from primary school to a grammar school (Gymnasium), they have the opportunity to prove themselves during these two years. Each class has two form teachers who facilitate and support pupils during their acclimatization. It is not possible to repeat grade 5. At the end of grade 6, the pupil must, for example, have demonstrated satisfactory performance (4) in the main subjects of German, Mathematics and English in order to remain at the grammar school. Showing poor performance (5) in more than two minor subjects (Nebenfächer), the children will also go to grade 7 at the Stadtteilschule.



• PARENTS

Parents' evenings

At the beginning of the school year, classroom teachers invite parents to the first parents' evening. These meetings enable parents and teachers to become acquainted with each other and exchange information. For examples, school regulations and various agreements are discussed. In addition, parent representatives are elected for the year. A second parents' evening takes place during the second half of the school year. In February parent representatives and class teachers of grades 5 and 7 are more than welcome to attend a meeting in order to plan and develop this second parents' evening together.

Other conferences can be held if desired by the parents or called by the teacher if there are important topics that need to be discussed (e.g. planning a class trip).

Parent-school cooperation

Parent-school cooperation is an important prerequisite for the children's educational success. For this reason, it is important to us that all parents are well informed on what goes on in the school, for example by attending parent's council meetings and the school conference, which are always public. Moreover, they have the opportunity to actively participate in and shape our school life, for example by getting involved as a parent representative, volunteering at the school library or helping out during school events.

You can find up-to-date information and multilingual brochures in our newsletter or on our website under "Termine" and "Service -> Elterninformationen".

Parent mentors

For some years now, there have been parent mentors who have studied the Hamburg school system as well as learning and teaching at GymMar as part of a qualification program. Since the school year 2022/23, there has also been a profitable cooperation with MaxS in this area. The parent mentors also have children at GymMar or MaxS and advise and support you if you have concerns or questions about school (filling out forms, translations, transition to grade 7, learning development talks (LEG), class trips). Please contact them by email: elternmentoren@gymnasium-marienthal.de. They will be happy to get back to you.

Find more information under "Service -> Elterninformationen".

Parents' council

The parents' council is the representative body of all parents in a school. At our school it currently consists of 12 members. In order to become a member, you do not need to be parent representative. The parents' council usually meets once a month. Those meetings are open to all school members as well as to the school public and can thus be attended by all parents. The dates can be found on our school website.

Contact by email: elternrat@gymnasium-marienthal.de

Parent representatives

Parents in each class elect two parent representatives and two deputies. The main tasks of the parent representatives are to look after and foster relationships between the parents and between the respective teachers and to inform parents regarding current issues at the school. Parent representatives have the right to call and set the agenda for parents' evenings. In addition, they elect the parent council and attend these meetings. For further information please consult the multilingual brochure "Class Parent Representation" ("Klassenelternvertretung") on our website.

Chain of contact for problems at school

If a child is having difficulties during lessons or if there are any questions, pupils and parents should first listen to the advice of the teacher of that particular subject and then the form teacher so that a good



solution can be found in time. It goes without saying that the corresponding department head can be called on should this be necessary. The parent representatives from the class and the parent-teacher conference representatives can lend a helping hand and can be invited to participate in meetings. The respective persons in charge and their contact details can be found on our website under "Kontakt".

• **PERSONALIZED LEARNING**

Meeting the needs of all our pupils (Fördern und Fordern) is the motto of GymMar! Extra language instruction is available beginning in grade 5. When students have deficient grades at school, they receive extra support in small groups in German, English, Mathematics and the second foreign languages.

Support for gifted students (Smart-up)

Gifted students are particularly encouraged at our school. Younger students can participate in the course Smart-up (Ganztag) once a week for two hours. For students from grade 8 onwards we offer the course Smart-up (Drehtür) for four hours once a month. Here they can meet like-minded people and can work independently on projects they have chosen. Explorative learning as well as teamwork are paramount. In both cases specially trained teachers will supervise the students. The results are presented to the school community at the end of the school year.

Language instruction / Language education programme

Fluent use of the German language is a significant key to a successful school career. We have a proven range of language instruction measures that are carried out during and outside of lessons. These include, for example, extra help for selected pupils, practice units during cover lessons and the design of exams.

Coaching

Moreover, we offer interdisciplinary coaching. For about one school year students from year 10 as well as seniors offer individual support in time management, self-organisation and "learning how to learn" in small groups with at most three students.

Competitions

At GymMar pupils are encouraged to participate in competitions. These include the Mathematics Olympics, German Olympics, the school children triathlon, chess tournaments (right versus left side of the Alster), Jugend debattiert (debate club), the European Competition, Natex (science experimentation) and numerous athletic competitions.

• **PREFECTS**

Prefects are trained mediators from grades 9 through 12 who play a special role as contact persons in daily school life in order to foster social cooperation. Their primary job is as mentors for grade 5, helping the younger students settle in and become a part of our school. During breaks they can be found at various locations in the school yard (table tennis area, football area, cafeteria). Here they can be approached by other pupils if there are problems. They organize many events, especially for grades 5 and 6, such as the traditional advent cookie bake and the Halloween party. These pupils can be recognized by their black jackets with the writing "We love to support you!"

• **RELIGIOUS HOLIDAYS**

Pupils from all officially recognized religious groups are freed from lessons if desired on religious holidays during the school year after permission has been granted by the school office in order to, for example, participate in a religious service. Parents are requested to inform the form teacher **in advance in writing**



if they desire their child to be released from lessons. Further information can be obtained in the multilingual brochure "Diversity in schools" (*Vielfalt in der Schule*) on our website.

- **SCHOOL ASSOCIATION**

The school association has existed since 1985 and supports diverse activities as well as special purchases and projects through membership contributions. These include financing the yearbook, excursions, the support of school events and the school library. The minimum contribution is €15 per year. The school association is non-profit making; contributions to the school association are tax deductible.

It is possible to support the school association without spending an extra cent through educational sponsoring (*Bildungsspende*). Every time you purchase something online through the link below, the selected company will automatically donate money to our school association. You can choose between over 1600 companies.

See: <https://www.bildungsspende.de/gymnasium-marienthal>

- **SCHOOL LIBRARY**

The school library is a prominent feature of our school and is located in building C. It is free for pupils and is competently run by four trained employees and parent volunteers. The library is available to all pupils who would like to borrow books, work on the computer, play games or do homework.

After moving into bigger rooms, the library currently holds around 4000 media for school and free time. Pupils only need the consent of one parent or legal guardian to borrow items from the library. The library is open from Monday to Friday from 8:30 a.m. to 2:25 p.m. *Parental participation* is very welcome.

- **VOCATIONAL COUNSELLING**

Boys' and Girls' Day

All girls and boys in classes 5 through 10 can get to know the working world on *Boys' and Girls' Day*. The students can voluntarily participate. Participation is only compulsory for grade 8 students. Parents support their children by looking for a suitable placement.

For more information on this day please visit www.girls-day.de and www.boys-day.de.

Work experience

In year 9 a 3-week work experience takes place, which is integrated in the PGW lessons. The aim is to get to know / experience work life and broaden one's mind. In year 8 the students learn how to apply for this internship. The students are responsible to choose a business and carrying out the internship, the PGW and class teachers offer support and advice.

In the S2 there is another one-week internship right before the summer holidays, which is voluntary and can be extended into the holidays.

- **WEBSITE / NEWSLETTER**

So many questions! Many answers can be found at GymMar website. Here you can find not only up-to-date information but also a great deal of reading material to download, including the current week's menu, dates, class schedules, in-depth information on the senior grades (*Profiloberstufe*): A virtual trip to www.gymnasium-marienthal.de can pay off.

Relevant information for parents can be found under Service -> Elterninformation.

The GymMar Newsletter is published at regular intervals. You can subscribe on our website at <http://www.gymnasium-marienthal.de/service/unser-newsletter>



- **WRITTEN EXAMS**

A maximum of two exams per week and no more than one per day can be written; smaller tests are not counted. Generally pupils write two exams per core subject and one exam per secondary subject per semester. During the observation grades the exams must always be signed by the parents.