

Dear Pupils,

Dear Parents,

In the name of all of us at BG/BRG Klosterneuburg I would like to welcome you to our school.

Starting at a new school always brings with it the unknown. Many new situations arise for both pupils and their teachers.

This information brochure aims to help with the start at our school and to help ease you into everyday school life.

I wish you all a good start and much success in the coming years.

Mag. Robert Donner
School Principal

**Address: BG/BRG Klosterneuburg
 Buchberggasse 31
 3400 Klosterneuburg**

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Email: 324016@noeschule.at

Homepage: www.bgklosterneuburg.ac.at

Secretariat opening times:

Monday and Tuesday: 7:30 – 14:00

Wednesday to Friday: 7:30 – 13:00

Secretariat, Administration, Principal

Principal: Mag. Robert Donner

Head of Administration: Mag. Alexander Gutenthaler

Deputy Head of Administration: Mag. Christian Rohringer

Secretaries: Regina Braun, Romana Mechail

Bilingual Administrative Assistant: Lisa Sophie Fruhmann

5-day week

Lessons take place from Monday to Friday.

Lesson and break-time plan

The school is open from 7:30 onwards. As of 7:45, pupils are supervised.

Lesson 1: 08:00 – 08:50

Lesson 2: 08:55 – 09:45

Lesson 3: 09:55 – 10:45

Lesson 4: 10:50 – 11:40

Lesson 5: 11:50 – 12:40

Lesson 6: 12:45 – 13:35

Lesson 7: 13:40 – 14:30

Lesson 8: 14:35 – 15:25

Lesson 9: 15:30 – 16:20

Lesson 10: 16:25 – 17:15

Lesson 11: 17:20 – 18:10

Lesson 12: 18:10 – 19:00

Teacher's consultation hours

The teacher's consultation hours will be announced at the beginning of the school year.

As soon as they are decided, they will be made public on the school's homepage.

Any changes to the consultation hours made throughout the year will also be found on the homepage.

A meeting with the Principal can be arranged only per telephone through the Secretariat.

In the weeks when Parent-Teacher Meeting Days are held individual consultation hours are not held.

Changes in pupils' personal information

Parents are obliged to notify the school of any changes in the pupil's personal information.

Absence from school

Absence from lessons is acceptable only under the following conditions:

when a legitimate hindrance prevents a pupil from attending, if the parents have given their prior consent, or if a pupil has been granted an exemption from attending a certain subject.

The pupil (or his/her parent/guardian, for those pupils still of compulsory school age) must inform the class teacher or the school principal of any legitimate hindrance leading to his/her absence from lessons - orally or in written form.

On request of the class teacher or the school principal, a written notification or a doctor's note must be provided.

If the parent/guardian or pupil of non-compulsory school age make an official request with the class teacher or the school principal, permission can be granted in individual cases (for important reasons only) for a pupil to be absent for single lessons for a maximum of one day.

If a pupil is absent from lessons longer than for a period of one week without justifying this absence, and does not answer a written request for justification of absence in the following week, then the pupil is automatically suspended. The readmission of the pupil is only possible through approval by the Education Board for Lower Austria (according to the School By-Law § 45, para 5).

It is the pupil's own responsibility to catch up with work missed during his/her absence as soon as possible. The pupil will be supported in this by teachers and fellow classmates.

After school care

Lower School pupils have the possibility to attend after-school care (a fee is paid for this service), from Monday to Friday after the end of their regular lessons. Registration for after-school care is during the first week of school and is binding. Next to having the option of ordering a lunch menu, a combination of homework time, learning assistance in German, English and Maths, and both structured and unstructured free time is offered.

After-school care starts at 11:50 and ends at 17:00. You can receive more information on our homepage or from the Head of the After School Care programme, Mag. Alois Kohlmayr.

nb.bgklosterneuburg@gmail.com

Bilingual Programme / International Baccalaureate

The classes of the Bilingual Programme are taught in English and German. The amount of English used is continually increased throughout the years.

In the Upper School, the classes of the Bilingual Programme are taught almost exclusively in English. However, the pupils always have the right to ask or to answer questions in German.

Those pupils within the Bilingual Programme can then choose to graduate with the International Baccalaureate as well as with the Austrian Matura.

To do this, they must complete the entire IB Programme in the final two school years.

Break times in motion

During the long breaks, pupils of the Lower School can use the gym rooms under the supervision of the PE teachers. The pupils will be informed as of when and in which breaks the gyms will be made available.

Canteen

The school has a small canteen. This canteen provides small snacks and drinks, and also a lunch menu, which is freshly cooked on a daily basis. This hot meal currently costs €4,50. Lunch has to be ordered and paid in advance. Small snacks can also be purchased in the snack machines.

Common room

A common room is available for pupils for the times before lessons start in the morning, for free lessons and for the lunch break. As this room is used by many pupils, they are requested to keep it orderly and to throw their litter in the bins provided. The library and the auditoriums can also be used as common areas.

Central school library

Here, pupils can borrow books and materials to take home, or spend their free time working.

Library rules: can be found in the form of an appendix to the House Rules.

Opening times: Monday to Friday, 7:45 to 16:00

Borrowing and return of books: The pupils borrow books from the library using the automatic booking counter, with their personal library card.

Every pupil is issued with their personal library card upon entering the school. The costs of the card are covered by the pupils.

Library facilities:

Media: Over 1500 books, 15 newspaper and magazine subscriptions, CDROMS, videos, DVDS

Working area: notebooks, a beamer, a printer, a photocopy machine, internet.

Librarians: OStR Mag. Manfred Sinhuber, Mag. Eva Stöber

In the afternoons after the sixth lesson, Upper School pupils are responsible for supervising the library.

Parents and former pupils may also use the library for a small service fee.

Agreement of conduct

The school representatives have agreed on a school code of conduct, which is accessible on the German homepage. This agreement of conduct provides the guidelines for cooperation and mutual respect between all people in the school. In recognition of its agreement of conduct, the school was awarded the "Fairness Award 2012".

Classrooms

In their own interests, pupils must ensure order in the classrooms. After the last lesson of the day, pupils place the chairs on the desks; the class monitors sweep the room, close the windows and wipe the board clean.

Early warning system

If a pupil's performance in general or in a specific subject starts to decrease significantly, the class teacher or subject teacher is obliged to contact the parents or guardians.

If a pupil's performance in a certain subject is resulting in him/her achieving the grade "insufficient" in that subject, or if a pupil's behaviour is out of the ordinary and worrisome, or if a pupil is seriously not fulfilling his/her responsibilities, or if there are any other legitimate educational reasons, the parents or guardians should be informed as soon as possible and a consultation meeting should be provided for all or some of the following: the pupil, the parents or guardians, the class teacher and/or the subject teacher involved.

This meeting should serve to try and find assistance measures to prevent these negative appraisals and to improve the overall situation (e.g. analysis of the pupil's learning gaps, assistance measures, evidence of academic achievements, an individual support plan, and in some cases the possible assistance of a doctor or psychologist).

All notifications according to the School by-law 19, para 3a ("Early warnings") serve solely an informative purpose. This means that even if an early warning notification has not been given, a grade of "insufficient" can be given in the end of year report, if it is justly founded. (Example: an academically very weak pupil completely stops working a few weeks before the end of the school year).

Excellent achievement

If a pupil does not receive a grade of “sufficient” or lower in his/her end of year report, and his/her average grade from all the compulsory subjects is no higher than 1.5, he/she is has passed with “excellent achievement”.

This means that the pupil has to get a grade “excellent” in at least half of his/her compulsory subjects and a grade “good” in the rest of the subjects. If a pupil has some “satisfactory” grades, he/she has to make this up by having a grade “excellent” in at least half the compulsory subjects plus at least the same number of “excellent” grades as “satisfactory” grades above half the compulsory subjects. If there are an odd number of compulsory subjects, the number is rounded up.

Good achievement

A pupil is assessed to have passed the year with “good achievement” if he/she has not received a grade lower than “satisfactory” in his/her end of year report and his/her average grade from all the compulsory subjects is higher than 1.5 but not higher than 2.0.

Extra-curricular and non-compulsory subjects

Every pupil has the opportunity to choose from a selection of non-compulsory and extra-curricular subjects. Once a pupil has registered for a non-compulsory or extra-curricular subject, this registration is valid for the entire school year. The details of when these begin and on what they will take place will be provided at the beginning of the school year and on the homepage.

Financial support

Pupils whose parents require financial aid can get a lump sum of between €50 and €150 when taking part in a school event lasting a minimum of five days (e.g. sports week, language trips). The date of submittal of requests is 31st March, to OStR Mag. Günther Vanek.

In addition, the Parents' Association can also provide financial support. An informal application to the Parents' Association is required.

Social fund

The school disposes over a Social Fund, and can provide financial support in some difficult financial situations. Only an informal application via the Parents' Association or the Principal is required.

Information board

In the first floor auditorium you can find the pupil's information board.

Lockers

Each pupil is assigned a locker in the central locker room. The pupils will be provided with their locker numbers by their class teachers. A padlock should be brought by the pupils.

Lost and found

Lost and found items are deposited either in the Secretariat or in the shelf in front of the caretaker's office.

Help and advice

The class teacher is the first point of contact for pupils and parents.

Pupil counsellors

Mag. Jakob Derndorfer and Flora Doblinger are the contact persons for school and personal problems as well as questions about academic course choices within the school. (See consultation times as posted on the notice board; appointments can also be made by phone).

The school doctors are Dr. Michaela Lukas-Denk and Dr. Rainer Rupprecht. They are responsible for the health and well-being of our pupils and conduct annual check-ups on every pupil. The doctors' rooms are on the second floor of the new building. Their office hours will be announced at the beginning of the school year.

Graduate social workers

As part of the school social project X Point, all pupils and other school partners have access to graduate social workers for consultation and support with problems. The social workers hold consultation hours at the school; these will be announced at the beginning of the school year through their website:

<http://www.x-point.at>.

They can also be reached per telephone or email (0664 80981-110 and xpoint.bgklosterneuburg@young.or.at).

The social workers' consultation room is next door to the doctors' room.

Peer mediation

Peer mediators are pupils from the Upper School who deal with conflicts that arise in school life. Contact can be made personally or through their mailboxes. Information is posted on the board

in auditorium 2. Brochures about the mediation are kept in class rooms. Internet/email: www.mediationsgruppe.at.tf; mediationsgruppe@hotmail.com.

The teachers responsible for the peer mediation programme are Mag. Johannes Grünerbl and Mag. Constanze Posautz.

Waiver of Confidentiality

All communication or consultation with the pupil counsellors, doctors, psychologists, social workers and mediators is handled with complete confidentiality.

Newsletters

Regular newsletters inform parents about current events and important occasions within the school. First, a copy is given to the pupils in letter form to be given to their parents. Then a copy is sent to parents per email. Additionally, the newsletters are published on the school homepage and in English on the KIS homepage.

Parents' evening

A parent evening must be held for parents/guardians of pupils in the first level of each school type (in other words, years 1, 3 and 5). A parents' evening must also be held at any other time when this is officially requested by one third of the parents/guardians of the pupils of the class in question.

Parent representatives

The parents of each class vote for at least two parent representatives. You can find out more about the Parents Association at its General Meeting or through its homepage www.gymzzz.net

Parent-teacher meetings

Additionally to the weekly teacher's consultation hours, the parents' evenings allow parents to speak to the teachers on a one-on-one basis.

However, for lengthy discussions we recommend you to make use of the weekly consultation hours.

Pupils' achievement folder

Decrees and certificates for special efforts made by individual pupils in and outside of school are collected in an achievements folder. This documents which extraordinary activities a pupil has taken part in. In this way, extra engagement can be recognised and will motivate others to actively shape their own achievement portfolio; extra qualifications and individual competences are certified.

Pupil representatives

To further pupil welfare and voice pupils' concerns, the following representatives are elected each September:

- A class representative and deputy from each class
- A representative for the Lower School
- A representative for the Upper School
- Three pupil representatives for the School's Governing Committee (SGA)

School Governing Council

The School Governing Council's panel consists of the principal and three teacher, pupil and parent/guardian representatives respectively. Pupil representatives are the head girl/boy and their two deputies. They are elected annually.

Parent/guardian representatives are nominated by the parents' association.

Responsibilities of the School Governing Council include decisions about:

- School autonomous issues such as school holidays, dates for retake exams, or timetables.
- Multi-day school events.
- The procedure for parent-teacher meeting days
- House Rules
- Permission for gatherings
- Different proposals and transactions and the authorisation of collections for charity

Additionally, the School Governing Council provides counselling on:

- Important questions related to lessons, education, teaching aids
- Building operations in the school.

School books

School books are distributed during the first school week. Due to the limited budget for school books, some of them are re-used and therefore some books are collected again at the end of the school year.

Social Learning

The First Years, additionally to their regular lessons, take part in the compulsory subject "Social Learning". This is taught by the class teacher and serves to develop a sense of class community, deepen social and group dynamics, and to assist with individual issues. The third years also take part in certain compulsory projects under the "Social Education" Programme.

Talent support

For academically talented pupils who want to use and build on their talents, special support plans are offered at the school in the frame of the Talent Support Programme.

Those pupils, who learn fast and enjoy learning, should have the chance to deepen their talents above what is offered through the regular timetable.

The specific courses and activities offered are very varied and are always planned to fit the individual pupil, in direct cooperation with the pupils themselves and in many cases also their parents. This may lead to independent research projects, organisational tasks, the learning of an extra language (where the timetable would make the pupil choose one), or the development of new concepts, so that the regular lessons still remain efficient and interesting for these faster learners.

Contact persons for the Talent Support Programme are Mag. Christoph Hagenbüchl and Mag. Ulrike Scharck.

Time table changes

Changes in time-tables can be found on the school information screen outside the Administrator's Office and on the school website. The class representative or class monitor informs their class of the changes.

For any further information, the school team remains at your disposal.