

BG/BRG Klosterneuburg

School guide for parents

2024/2025

Dear Parents, Dear Students,

I would like to extend a warm welcome to all of you at the start of the new school year.

At Gymnasium Klosterneuburg we have an open, friendly school environment based on mutual respect. Our school sees itself as a place of teaching and learning. We understand education in a comprehensive sense, as affecting the whole human being. Our entire team enjoys working with young people, has a lot of understanding for their idiosyncrasies and treats them with care.

The transfer of knowledge, the development of social skills and extensive environmental awareness are just as important to us as discovering individual strengths and interests. The aim is to support the students in their intellectual, emotional and social development and to accompany them in the best possible way as they grow up.

Upon entering the school in the morning, students' phones are to be turned off and kept in a place of their choosing – though not on their person – until 3.30 pm. If these rules are breached, the respective students are required to hand their phones in to our School secretary. Parents must come in person to pick them up before 3.30 pm or the following day starting from 7.30 am. Upper school students are allowed to use their phones in our dedicated "study rooms" from the 7th lesson onwards; The computers in our Library can be used in free periods before the 6th lesson.

We place importance on developing a constructive, appreciative and respectful partnership between parents, teachers and students.

If problems should arise, I politely ask you to take the following steps: Please first talk to the teacher concerned, if the problem cannot be solved at this level, involve the Form tutor. If the matter still remains unresolved, I'll be happy to take care of it. Appointments with me can be made through the School secretary, Ms. Braun.

With this in mind, I wish you and your child a good start to school and look forward to working with you!

In order to find your way around our school right from the start, we have put together important information for you in this guide. If you have any further questions, please contact our School secretary: 02243 / 32155-10.

I cordially invite you to actively participate in our school's community, to make use of the services of our parents' association and to use the information evenings as an opportunity to meet. I wish you and your children a pleasant start to school.

Mag. Hemma Poledna

Principal

Contact

Principal:	Mag. Hemma Poledna
Administration: Rohringer	Mag. Alexander Gutenthaler, Mag. Christian
School secretary: IB/Bilingual Programme:	Regina Braun, Natascha Fellner Florentin Schönhuber (iboffice@bgklosterneuburg.at)
Phone:	02243/32155-0
E-Mail:	office@bgklosterneuburg.at
Staff room:	02243/32155-15

School secretary:	Monday till Friday 07.30am – 12.00pm and 1pm – 3.30pm
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IB/Bilingual Programme:	Monday, Tuesday, Thursday 9.00am – 2.00pm
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Absence or exemption from lessons

A student's absence from classes is only permitted if justified (illness, risk of infection in the household, extraordinary events). Permission to stay away can be asked for in advance in case of e.g. tournaments or competitions (up to one day: permission from Form tutor; more than one day: permission from Principal). If a student is absent for a longer period of time, an assessment or additional examination may be necessary (Section 45 SchUG).

Abbreviations for subjects

Subjects are listed with abbreviations in the timetables. A list of all subjects including their abbreviations can be found on the homepage:

<https://bgklosterneuburg.ac.at/service>

Abbreviations for teachers

On the timetables, teachers are listed by their abbreviations. A complete list of names including abbreviations can be found here: <https://bgklosterneuburg.ac.at/service>

After-school care

Students in Grades 1 and 2 can register for our after-school care (12.45pm to 5.00 pm on school days). Lunch, supervised homework or study time, interesting courses and free time enables the children to spend a varied and meaningful afternoon.

Registration takes place in the first week of the respective school year.

Coordination: Mag. Wilhelm Joos 02243 32 155-16,
nb@bgklosterneuburg.at

Fees in school year 2024/25 are as follows:

5 days Euro 88	2 days Euro 35.20
4 days Euro 70.40	1 day Euro 26.40
3 days Euro 52.80	

Breaks

The students usually spend the 5-minute breaks in their classrooms (exceptions: visiting the toilet, changing classrooms, going to the buffet). During the 10-minute breaks, Lower school students can go to the schoolyard and Upper school students can use the sports ground. All students can spend free hours in the student lounge on the ground floor, in Aula 0, Aula 2 or in the schoolyard.

Buffet

Our buffet opens at 7 am and closes at 3 pm. Warm lunch consists of a main course plus soup or dessert (fruit: three times a week, sweet dish: two times a week) and costs € 6.20 per child.

We also offer vegetarian menus. Special requests need to be made at least a week in advance. Adults can get a lunch menu (soup/salat and main course) any day at a cost of € 7.50.

Weekly menus are posted at the buffet and on our homepage. Payment can be made with cash or card. We look forward to the new school year.

Catering homepage: <https://oellerers-catering.eatbu.com>

Direct link to place orders: <https://bgklosterneuburg.l-e-o.eu/Anleitung> Essensbestellung

Cancellation of lessons / substitute periods

Any changes to the timetable can be viewed on the screens in the school and in the electronic class register WebUntis.

Change of student data

We ask you to report changes to your child's data (relocation, telephone numbers, legal guardianship, etc.) to the Form tutor as soon as possible.

Cleanliness in the class

With more than 1200 students, we count on everyone's efforts to keeping the school clean. In the classrooms, waste is collected separately in residual or paper waste containers. Every week two selected students are responsible for a clean classroom. The students are selected by the Form tutor.

Contact with teachers outside the classroom

Students can meet with their teachers in the 10-minute breaks in front of the conference room as well as during their official office / consultation hours. Parents can email teachers to arrange an appointment.

E-mail addresses of the teachers can be found here:

<https://bgklosterneuburg.ac.at/ueber-uns/menschen/lehrende>

Digital Education and Laptops

All lower grade students are equipped with laptops. These are used in lessons in consultation with the respective teachers. For first grade students, we recommend leaving laptops at school. Each first grade classroom has lockers in which laptops can also be charged.

Early warnings

In the event of problems in academic performance, the respective teacher will contact the legal guardian to discuss how to proceed. The teacher together with the legal guardian(s) develops and agrees upon measures to avoid a negative assessment.

Exemption from lessons

If there are valid reasons, at the request of the parent or guardian, the Form tutor can excuse your child from lessons for up to one day. Leave of absence of more than one day requires the permission of the Principal. It is the student's responsibility to catch up on material swiftly and independently.

Financial support

For families with limited financial means, there are various options for support:

- The Lower Austria Education Directorate supports participation in school events of minimum 5 days with 50 to 150 euros. Submission deadline is March 31st.
 - Contact person: Natascha Fellner natascha.fellner@bildung.gv.at
- The parents' association and an additional social fund in collaboration with the Rotary Club offer anonymous and unbureaucratic financial support in cases of social hardship.
 - Contact person: Bettina Veyder-Malberg social@evbgklosterneuburg.at

Form tutor

The Form tutor serves as the first point of contact for students and parents. S/he coordinates the education and teaching work with the other teachers and is the connection between the school and parents.

Grading

The performance assessment criteria are issued at the beginning of the school year by the subject teacher or sent to the parents via EduFLOW. By signing, you confirm that you have taken note of this. If problems should arise, I politely ask you to take the following steps: Please first talk to the teacher concerned, if the problem cannot be solved, involve the Form tutor. If the matter remains unresolved, the Principal can be consulted. Appointments with the Principal must be made through the School secretary, Ms. Braun.

House rules

Our house rules regulate our school life and must be observed by all members of our school community. The document can be viewed on the homepage:
<https://bgklosterneuburg.ac.at/ueber-uns/schulleben/verehtivenvereinigung>

Illness

In the event of absence due to an illness, we ask you to inform the school via WebUntis on the morning of the first day of absence. You can also call the secretary until 8.00 a.m. Excuse slips (can be generated via WebUntis) need to be given to the Form tutor on the first day of reappearance.

Klosterneuburg IB World School

From 1st grade on our school offers a Bilingual Programme (D / E). Attending the program is linked to successful completion of a written and oral entrance exam. In the first year, two classes are run as bilingual classes (English as the working language / EAA).

Students who have completed our Bilingual Programme are well prepared for the IB Diploma Programme, in Grade 7 and Grade 8.

IB Coordination: Rebecca Kmentt MA (Cantab) & HeeWon Park MA (Oxon)

IB assistant: Florentin Schönhuber iboffice@bgklosterneuburg.at

Learning support

If a student's academic performance in a subject should diminishes or becomes negative, there is the possibility to make use of the school's internal learning support and to work with Upper school students directly at the school.

Coordination: Mag. Verena Sedivy lernhilfe@bgklosterneuburg.at

Information: <https://bgklosterneuburg.ac.at/ueber-uns/zusatzangebote/lernhilfe>

"Learning to learn" in 1st grade

In the first grades, "learning to learn" is taught in addition to the regular lessons. This class promotes the children's independence, e.g. through specific instructions for better self-organization, learning the 10-finger system on the computer, etc.

Lockers

All students have a designated locker in the basement of our school. New students receive the numbers of their lockers from their Form tutor. The students keep the locker until they leave school. The lockers can be locked with a padlock, provided by the students.

Lost and found

Objects that are found around the school building are collected on a shelf next to the janitors' room. After two weeks, all objects not collected will be donated to Charity.

Mediation

Our peer-mediators are professionally trained Upper school students who supervise lower school classes and support them in everyday school life. In the first-grade classes they take on the role of mentors. In cooperation with the Form tutor and within the framework of social learning, they work on the development of a positive, supportive class climate.

- Coordination: Mag. Constanze Posautz & Mag. Peter Scheruga

Mobile phone regulations

We place great value on direct communication, time free from distractions and the regulation of screen time. Upon entering the school in the morning, students' phones are to be turned off and kept in a place of their choosing – though not on their person – until 3.30 pm. If these rules are breached, the student is required to hand their phones in to our School secretary. Parents must come in person to pick them up before 3.30 pm or the following day starting from 7.30 am. Upper school students are allowed to use their phones in our dedicated "study rooms" starting with the 7th lesson; computers in our Library can be used in free periods before the 6th lesson.

Optional subjects and extra-curricular activities

Every student has the opportunity to choose optional subjects and extra-curricular activities. Registrations for the following year are made in January and require commitment for the entire school year. Information on the schedule and classrooms are given in the first week of school.

Parents' evenings

Parents' evenings are required by law in 1st, 3rd and 5th grades. In addition, they must take place when at least a third of the legal guardians of the students in a class so wish. You can find the dates in the calendar on our homepage and you will be informed via email.

Parent information

Important information or dates are sent by e-mail or Edu-FLOW to the parents and are published on the school website. You will receive your personalised verification code for your Edu-FLOW access on the first day of school. Please make sure that your email address is current and functional.

Parent representative

Two parent representatives are elected per class. The parents' association provides information on their functions and tasks at the parents' evening for the first, third and fifth grades.

Parents' Association

The parents' association represents the parents' interests and can submit wishes, concerns and complaints to the Principal and the Form tutor. In addition, the parents' association is the point of contact for financial questions - see "financial support".

Chairman Bernhard Zwantschko info@evbgklosterneuburg.at
<https://evbgklosterneuburg.at>

School Community Committee (SGA)

The SGA is formed from three representatives each of teachers, students and parents, the Principal presides. The parents' representatives are nominated by the parents' association. The tasks of the SGA include deciding on topics related to school autonomy, school events lasting several days, holding parent-teacher conferences, house rules, approving meetings and projects that help shape school life and providing advice on important questions about teaching and teaching materials or building work in the area of the school.

School doctor

Dr. Michaela Lukas-Denk and Dr. Rainer Rupprecht are our school doctors. Their working hours are announced at the beginning of the school year. The doctor's room is located in the new building on the second floor of the school. Their office hours: Tuesday-Friday, 8.00am – 1.30pm

School holidays

Autumn break: 26.10. - 31.10.2024

Christmas holidays: 23.12.2024 - 6.1.2025

Semester break: 1.2. - 8.2.2025

Easter holidays: 12.4. - 21.4.2025

Whitsun/Pentecost holidays: 7.6. – 9.6.2025

School autonomous free days: 2.5.2025, 30.5.2025, 20.6.2025

Summer vacation: 28.6. - 31.8.2025

School plan

To find your way around, please consult our school plan:
<https://bgklosterneuburg.ac.at/service/themen/raumplan>

Signing out from school

If your child is not feeling well and wants to leave school early, they must sign out at the School secretary. Your child is only allowed to leave the school after the consent of a legal guardian has been given by telephone.

Slippers/indoor shoes

It is not compulsory to wear indoor shoes. However, since our students spend a long time (at least 6 hours) in the school building and since we care about a clean school building, we recommend to change to a pair of "light shoes" upon arrival in the school.

Social workers / X-Point

Trained social workers are available to help students with private and school problems. If necessary, the social workers are also called in by teachers and can be contacted by the parents.

- Contact person: Mag. Cornelia Gundacker cornelia.gundacker@young.or.at

Supervised lunch break (BMP)

No student in grades 1 or 2 is allowed to be unsupervised in the school building. A supervised lunch break covers this legal requirement for two hours in Aula 0 or in the student lounge and can be used up to twice a week. Only Lower school students register for it. Registration must be submitted to the School secretary by Wednesday in the second week of school via Edu-Flow. We offer the BMP free of charge and as an addition to the After-school care. If you would like supervision for more than two days, please register your child in the After-school care for the additional days.

- Coordination: Mag. Wilhelm Joos nb@bgklosterneuburg.at

Timetable

Students are allowed to enter the school from 7:30 a.m. on and are allowed to enter the classrooms from 7.45 a.m. on.

1st period	8.00am - 8.50am
2nd period	8.55am - 9.45am
3rd period	9.55am - 10.45am
4th period	10.50am - 11.40am
5th period	11.50am - 12.40pm
6th period	12.45pm - 1.35pm
7th period	1.40pm - 2.30pm
8th period	2.35pm - 3.25pm
9th period	3.30pm - 4.20pm
10th period	4.25pm - 5.15pm
11th period	5.20pm - 6.10pm
12th period	6.10pm - 7.00pm

WebUntis

Parents have access to information regarding their children's school attendance via WebUntis:

- **Timetable** - Via WebUntis it is possible to view your child's schedule or lessons. All changes such as substitute periods, cancelled lessons or free periods are updated daily.
- **Exam calendar** - View the exam calendar as soon as the teachers have entered the exam and test dates in WebUntis.
- **Report absences** - You can report absences of your child to the school in advance or on the day of absence via WebUntis. You can also see your child's absences.
- **Excusing absences** - Excuse slips can be generated on WebUntis and need be given to the Form tutor on the first day of reappearance.

To set up your WebUntis account and for further information on usage, open the document: [WebUntis parent login](#)

To create the WebUntis student login, open the following document: [WebUntis student login](#)