



Gymnasium Klosterneuburg

Welcome to our school!

School guide for parents

2025/2026

Dear parents, dear students,

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

In BG / BRG Klosterneuburg we live in an open, friendly and performance-enhancing atmosphere based on mutual respect. Our school sees itself as a place of collaborative teaching and learning. We understand education in a holistic sense as developing the whole human being. The transfer of knowledge, the development of social skills, and awareness of the wider world are just as important to us as discovering individual strengths and interests. The aim is to support the students in their academic, emotional and social development and to accompany them in the best possible way as they grow up.

We are a phone-free school. When they get to school in the morning, students' phones are to be turned off and kept in a place of their choosing, e.g. their school bag or locker but not on their person, until 3.30 pm. If this rule is breached, the student must hand in their phone to the School Secretary, where parents can come to pick it up until 3.30 pm or the following day starting from 7.30 am. Upper Secondary ("*Oberstufe*") students are allowed to use their phones in our dedicated "study rooms" starting from the 7th lesson; library computers can be used in free periods before the 6th lesson.

We place importance on developing a constructive and respectful partnership between parents, teachers and students. If social problems should arise, please first talk to the form teacher ("*Klassenvorstand*"). If there is a question about academic matters, then please talk to the subject teacher. If it is still not solved, I'll be happy to take care of it. Appointments with me can be made through the secretariat, Ms. Braun. With this in mind, I wish you and your child a good start at our school and look forward to working with you!

In order to find your feet at our school right from the start, we have put together key information for you below. If you have any further questions, please get in touch with the Bilingual Programme Coordinators (Lower School grades 1 – 4: Ms Nicole Danzinger, Upper School grades 5 – 8: Mr Felix Pertiller) or the IB Coordinator (Ms Heewon Park). The email addresses for these teachers can be found in this guide,.

I cordially invite you to actively participate in our school's community, to make use of the services of our parents' association ("*Elternverein*"), and to use the information evenings as an opportunity to meet your child's teachers and collaborate with them.

I wish you and your children a pleasant start to school.

Mag. Hemma Poledna

Head of School

Contact

Head of School:	Hemma Poledna (office@bgklosterneuburg.at)
Administration:	Alexander Gutenthaler, Mag. Christian Rohringer
School secretary: 02243/32155-0	Regina Braun, Natascha Fellner
Bilingual Programme assistant:	Elena Gritsch (bilingual@bgklosterneuburg.at)
Bilingual Programme Coordinator: (Lower School grades 1 – 4)	Nicole Danzinger (nicole.danzinger@bildung.gv.at)
Bilingual Programme Coordinator: (Upper School grades 5-8)	Felix Pertiller (felix.pertiller@bildung.gv.at)
IB Diploma Programme Coordinator:	Heewon Park (heewon.park@bildung.gv.at)
Teachers' staffroom:	02243/32155-15

School secretary hours:	Monday till Friday 07.30am – 12.00pm and 1pm – 3.30pm
Bilingual Programme assistant hours:	Monday, Wednesday, Friday 8.00am – 1.00pm

School guide

Electronic class register 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.
- **Test dates** - 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, preferably via WebUntis. You can also see your child's absences.
- **Excusing absences** - Excuse slips can be generated on WebUntis from absence reports, facilitating the management of your child's absences. Please note that permission must be given by the Head of School for your child to miss more than 1 day for reasons other than illness or medical appointments.

Absence or exemption from lessons

A student's absence from classes is only permitted if justified, e.g. illness, extraordinary events. Permission to be absent can be asked for in advance in case of e.g. tournaments or competitions (up to one day: permission from classroom teacher; more than one day: permission from management). If a student is absent for a longer period of time, an assessment or additional examination may be necessary (this is accordance with Austrian educational law 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> ("Fächerkurzel").

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> ("Lehrer Kurznamen").

Afternoon care ("*Nachmittagsbetreuung*")

For lower school students we offer paid afternoon care from 12.45pm to 5.00p.m. 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 via Eduflow in the first week of the respective school year.

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

Breaks

During the 10-minute breaks, lower school students can stay in their classrooms, go in the hallways, to the schoolyard or join the active break (“*Bewegte Pause*”) in the gyms. All students can spend free hours in the student lounge on the ground floor, in Aula 0, Aula 1 or in the schoolyard. Aula 2 is mainly reserved for upper school students.

Free periods can be spend in the lounge for the students on the ground floor, in the Aula 0, in the Aula 1 or also in the schoolyard provided the weather is appropriate.

Canteen

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, pudding: 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.

Weekly menus are posted at the buffet and on our homepage. Payments can be made with cash or card.

Catering homepage and link to order lunch: <https://oellerers-catering.eatbu.com>

Change of student data

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

Cleanliness in the school building and the classrooms

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 teacher.

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

With the introduction of “Digital Education” (*Digitale Grundbildung*) as a new subject, all lower grade students were equipped with laptops. These are used in lessons in consultation with the respective teachers.

To first grade students, we recommend leaving laptops at school. Each grade 1 classroom has lockers in which laptops can also be charged.

Early warnings (“Frühwarnung”)

In the event of low academic performance, the subject teacher will contact the parent or legal guardian to discuss how to proceed.

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

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. For academic concerns, please contact the subject teacher in the first instance to discuss the matter.

House rules

The 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/vereiktivenvereinigung>

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 classroom teacher on the first day of reappearance.

Individual Learning Support (“Individuelle Lernbegleitung” ILB)

For students in grades 6 to 8, individual learning support (ILB) is available to help with learning deficits and/or learning difficulties.

ILB should be understood as help for self-help. The coach and the learner agree on learning goals and work together on solutions and implementation strategies.

ILB is

- subject-independent support for students with learning deficits to improve their overall learning situation.
- learning coaching with the aim of providing ongoing support to students in terms of planning, learning strategies, time management, and exam preparation

- temporary support to overcome learning deficits and further develop learning goals, taking into account the individual strengths and development needs of the learner

ILB is not subject-specific tutoring or remedial teaching.

Trained learning coaches are available to our students for ILB. In consultation with the ILB coordinator and the learning coaches, students can help decide who should coach them, provided that this teacher has the capacity to do so.

Coordination: Mag. Wolfgang Seeböck

wolfgang.seeboeck@bildung.gv.at

Learning support

If a student requires extra in a subject, upper school students are trained to be peer tutors. Please contact Ms Sedivy for more information.

- Coordination: Mag. Verena Sedivy
lernhilfe@bgklosterneuburg.at
- Information: <https://bgklosterneuburg.ac.at/ueber-uns/zusatzangebote/lernhilfe>

"Learning to learn" in 1st grade ("Lernen lernen"/LEL)

In the first grades, "learning to learn" is taught in addition to the regular lessons. This class promote the children's independence, e.g. through specific instructions for better self-organization, teaching of learning techniques and how to effectively manage study time.

Lockers

All students have lockers on the lowest floor to their disposal. First graders will receive the numbers of their lockers from their classroom teacher. 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 will be donated to charitable organisations.

Mediation

Our peer mediators are professionally trained high school students who supervise lower school classes and support them in conflicts that arise in everyday school life and they act as mentors to grade 1 students. In cooperation with the classroom teacher 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
constanze.posautz@bildung.gv.at
peter.scheruga@bildung.gv.at

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

Parent's evenings are an opportunity for you to meet your child's form teacher and subject teachers and discuss their learning. You will be informed of upcoming parents' evenings by 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 (“*Elternvertreter*”)

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 (“*Elternverein*”)

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

- Chairwoman: Eva Walder
info@evbgklosterneuburg.at

<https://evbgklosterneuburg.at>

Phone-free school

We place great value on direct communication, time free from distractions and 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 bodies – until 3.30 pm. If these rules are breached, the respective students are to hand their phones over at our secretariat, where parents can come to pick them up until 3.30 pm or the following day starting from 7.30 am. High school students are allowed to use their phones in our dedicated “study rooms” starting with the 7th lesson; library computers can be used in free periods before the 6th lesson.

School Community Committee (“Schulgemeinschaftsausschuss”, SGA)

Members of the SGA are the principal as well as three representatives (teachers, students, parents). 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 collections 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 on the second floor of the school. Their office hours: Tuesday-Friday, 8.00am – 1.30pm

School holidays

Autumn break: 25.10. - 2.11.2025
Christmas holidays: 24.12.2025 - 6.1.2026
Semester break: 31.1. - 8.2.2026
Easter holidays: 28.3. - 6.4.2026
Whitsun holidays (“Pfingstferien”): 23.5. – 25.5.2026
Additional holiday days: 15.5.2026, 5.6.2026

School map

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

Signing off from classes

If your child is not feeling well and has to leave school earlier, an official de-registration with the school secretary is required. 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, anonymous 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 (“*Betreute Mittagspause*”, BMP)

The supervised lunch break provides supervision during two hours in Aula 0 or in the student lounge and can be used up to twice a week. Only lower school students are allowed to take part, and registration is required for first and second grade students. Registration must be submitted to the secretariat by Wednesday in the second week of school via Edu-Flow. We offer the BMP free of charge and as an addition to the afternoon care. If you would like supervision for more than two days, please register your child in the afternoon care for the additional days. Unattended stay in the school building is prohibited for safety reasons. If the afternoon classes are cancelled, there will be no BMP.

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

Timetable

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

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