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 and friendly and atmosphere, based on mutual respect, and one in which your child can flourish. Our school sees itself as a place of common teaching and learning. We understand education in a comprehensive sense, as affecting the whole human being. The school team enjoys working with young people and has a lot of understanding for their idiosyncrasies and treats them with great 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.

Our rules governing the use of mobile phones are suspended until further notice (see house rules). This demonstrates our belief in open, personal communication, something which is cultivated at Gymnasium Klosterneuburg; great importance is also attached to a collegial and friendly organization of the time together. A respectful attitude is also the basis for a lively school community, where there is appreciation 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/homeroom teacher. If the matter remains unresolved, I will be happy to take care of it. Appointments with me must be made through the school secretary, Ms. Braun. Effective communication, flexibility and tolerance are essential prerequisites in order to cope with more difficult situations in everyday school life. With this in mind, I wish you and your child a good start to school and we all 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 below. If you have any further questions, please contact our 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
Headmistress
Contact

Headmistress: Mag. Hemma Poledna
Administration: Mag. Alexander Gutenthaler, Mag. Christian Rohringer
School secretaries: Regina Braun, Romana Mechail
IB/EAA secretary: Lisa Fruhmann (speaks English) working hours Monday, Wednesday, Thursday: 7.30am – 12.30pm

Phone: 02243/32155-0
E-Mail: office@bgklosterneuburg.at
Staff room: 02243/32155-15

Opening hours Secretariat: Monday till Friday 07.30am – 12.00pm and 1pm – 3.30pm
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 lesson timetable. 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 your child's absence 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 classroom teacher 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](#).

**Absence or exemption from lessons**

A student's absence from classes is only permitted

- if justified,
- if permission to stay away has been granted in advance (up to one day: permission from classroom teacher; more than one day: permission from the Headmistress) and
- if they are exempt from participating in individual subjects.

If a student is absent for a longer period, 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](https://bgklosterneuburg.ac.at/service)

**Abbreviations for teachers**

On the school timetable, teachers are listed by their abbreviations. A complete list of names including abbreviations can be found here: [https://bgklosterneuburg.ac.at/service](https://bgklosterneuburg.ac.at/service)

**Afterschool programme**

For students in the lower school (Years 1-4) we offer an afterschool programme from 12.45pm to 5.00pm on school days. Lunch together, supervised homework or study time, interesting courses and free time activities enable 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

**Breaks**

The students mainly spend their breaks in their classroom (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 field. All students can spend their free periods in the student lounge on the ground floor, in Aula 0, Aula 2 or in the schoolyard.

**Buffet**

The school buffet is catered by the Klosterneuburg company Hollander. On offer are snacks, a hot lunch menu (vegetarian / non-vegetarian) and drinks. Hot lunch consists of a main course plus soup or dessert and costs 5 euros.

The current weekly menu plans can be viewed at the following link: [https://bgklosterneuburg.ac.at/search?q=Schulbuffet](https://bgklosterneuburg.ac.at/search?q=Schulbuffet)

Hot lunches must be ordered 7 days in advance!

Opening times: Mon-Fri from 7.45am to 3pm.

### 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 their form tutor/homeroom teacher as soon as possible.

### Cleanliness in the class

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

### Contact with teachers outside the classroom

Students can meet with their teachers in the 10-minute breaks in front of the staff room. Parents can email teachers to arrange an appointment. Please note that discussions this school year cannot take place in person at the school, but only by telephone or via “TEAMS”.

E-mail addresses of the teachers can be found here: [https://bgklosterneuburg.ac.at/ueber-uns/menschen/lehrende](https://bgklosterneuburg.ac.at/ueber-uns/menschen/lehrende)

### Early warnings

In the event of performance problems, 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, their form tutor/homeroom teacher can excuse your child from lessons for up to one day. Leave of absence of more than one day requires the permission of the Headmistress. The students must catch up on the work they have missed, 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 a minimum 5 days with 50 to 150 euros. Submission deadline is March 31st. Contact person: Romana Mechail romana.mechail@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/ Homeroom teacher
She/he serves as the first point of contact for students and parents. She/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 and/or sent to the parents via EduFLOW. By signing, you confirm that you have taken note of these criteria.

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/verektivenvereinigung

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.

Klosterneuburg IB World School
Our school offers a bilingual programme, in which students are taught the majority of their school subjects in English. Attending the programme is linked to successful completion of a written and oral entrance exam. There are a limited number of places. Students who have completed the bilingual programme are well prepared for the IB Diploma Programme, which is offered in the upper school.

- IB coordination: Mag. Dr. Siegfried Opelka
  Mag. Beate Maier

- Secretary: Lisa-Sophie Fruhmann +43 (0) 2243-32155-23
  iboffice@bgklosterneuburg.at

Learning support
If a student's performance in a subject declines or risks becoming 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. Ulrike Schark lernhilfe@bgklosterneuburg.at
"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 receive a designated locker on the lowest floor. Form tutors/homeroom teacher show new students their lockers in the first week. Students keep the same locker until they leave the school. The lockers can be locked with a padlock, provided by the students.

Mediation

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

Mobile phone regulations

Due to current events, the mobile phone regulation at our school (i.e. no mobile phone from 8:00a.m. to 1:35p.m.) is currently suspended. Mobile phones may be used by the students for communication purposes in important cases.

Music class

If there are enough interested students, a special music class is opened, which currently runs over two years (1st and 2nd grade). The requirement for admission to this program is the successful completion of an admission interview.

Optional subjects and extra-curricular activities

Every student can 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.

Parent 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.

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 Headmistress and the form tutor/homeroom teacher. In addition, the parents' association is the point of contact for financial questions - see "financial support".

- Chairman: Dr. Norbert Kreuzinger info@evbgklosterneuburg.at
  https://evbgklosterneuburg.at

School Community Committee (SGA)

The Headmistress, together with representatives from the teachers, students, parents form this important committee. 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 of the teaching and teaching materials or building work in the area of the school.

School Doctors

Dr. Michaela 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 in the new building on the second floor of the school.

School holidays

Autumn break: 24.10.2020 - 2.11.2020  
Christmas holidays: 23.12.2020 - 6.1.2021  
Semester break: 1.2.2021 - 7.2.2021 (always the first week of February)  
Easter holidays: 27.3.2021 - 5.4.2021  
Whitsun/Pentecost holidays: 22.5.2020 - 24.5.2021  
Summer vacation: 3.7.2021 - 6.9.2021

School plan

To find your way around, please consult our school plan:  
https://bgklosterneuburg.ac.at/service/themen/raumplan. School plans are also affixed to various pillars around the school.

Signing off from classes

If your child is not feeling well and has to leave school earlier, an official de-registration in the secretariat 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 them changing into a pair of comfortable, indoor shoes, upon arrival in the school.

Social workers / X-Point

Trained social workers are available to help students confidentially with private and school problems. If necessary, the social workers are also called in by teachers and can be contacted by the parents.
Supervised lunch break (BMP)

The school provides (free) supervision for a two-hour period each lunchtime. Every student in the lower school can be registered for this service, up to twice a week, without additional costs. Registration is required for first and second grade students. Registration must be submitted to the secretariat by Wednesday of the first week of school. We offer this service free of charge and as an addition to our afterschool programme. If you would like supervision for more than two days, please register your child in the afterschool programme for the additional days. Lower school students may not be in the school building unsupervised. 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. 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