

## Martin-von-Tours-Schule: Elternbriefe



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# Details for Emergencies

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Child's Surname

Child's First Name

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Street and House Number

Town

--	--

Parents'/Legal Guardians' Name(s)

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Telephone at Home

Mother's Mobile

Father's Mobile

## **In emergencies I can / we can be reached at:**

--	--

Name

Telephone

--	--

Name

Telephone

## **In case I / we cannot be reached, my / our child can be picked up by:**

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Name

Telephone

## SWIMMING LESSONS

The children in class \_\_\_ have swimming lessons at the Südbad as of \_\_\_\_\_, the \_\_\_\_\_, in the \_\_\_ and \_\_\_ school periods.

Please give your child the badges (Seepferdchen = seahorse badge, bronze badge) he/she has already attained with him/her to school so that we have an idea about how well the children can swim.

### **The children require for swimming lessons:**

Bathing clothes, a towel and shower gel as well as possibly bathing shoes. Children who have longer hair have to tie up their hair. **A bathing cap would also be advantageous.** Jewellery should be left at home on this day.

**IMPORTANT: ALWAYS** give your child a cap/hat with him/her as we do not have enough time to blow-dry hair. Children who do not have any head gear with them will not be allowed to swim in the colder months.

Furthermore ALL children have to swim WITHOUT swimming or diving goggles.

After the lesson we all go back to school together.

Best Regards,

## Homework

Dear Parents,

at our school we have a **weekly schedule** for homework.

On Mondays the children get a folder with Mathematics and German exercises which they have to do.

In the folder there is the "Weekly Schedule Sheet". On this sheet the period of time in which the exercises have to be done and the respective exercises is shown.

Please check your children's homework and sign in the relevant box (Kontr. = Control).

(Mostly) on Fridays the finished weekly schedules are handed over to the teacher.

Comments about the weekly schedule which the teacher has checked can be found in the cover of the folder the following week. Please sign this also to confirm that you have seen it.

Best Regards,

## **Gym Kit**

Dear Parents,

for Sports Lessons your child requires:

- Trainers (not plimsolls or slippers!)
- Trackie pants / Leggings
- T-shirt (short sleeved)
- Drink (Water or Fruit / Vegetable Spritzer)
- Hair tie / scrunchie (for long hair)

Please give your child these things with him/her to school in a gym bag / small bag on the days when he/she has sports lessons.

Best Regards

## School Trip

Dear Parents of Class \_\_\_\_\_,

as announced, our school trip to \_\_\_\_\_ shall take place.

The costs for coach trip, food and programme amount to \_\_\_\_\_ **Euro**.

Please transfer this total amount to the account listed below.

Bank:	Sparkasse Mülheim/Ruhr
Account Holder:	KGS Martin von Tours
IBAN	68 3625 0000 0175 0021 03
Key Word:	Klassenfahrt Vor- und Nachname Ihres Kindes <b>und die Klasse!!</b> (School trip, first name and surname of your child <b>and the class!!</b> )

Please pay **by** \_\_\_\_\_.

**Families, who have the Mülheim-Pass**, are entitled to reimbursement of the costs for the school trip.

If you are on benefits, please collect an application form from us. Submit the application **as soon as possible** to the agency.

Please bear in mind that in the interest of your child we can only plan or rather carry out the school trip if the above mentioned deadline is kept. Many thanks!

You will receive further information about the school trip at the next Parents' Evening.

Kind Regards

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### Declaration

We agree that our child participates in the time from \_\_\_\_\_ in the school trip of class \_\_\_\_\_ to \_\_\_\_\_.

We authorise the class teacher to have all necessary medical measures taken which are required during the school trip in the event of an acute illness or an accident.

In the case of serious violations of the house regulations (theft, running away, disturbing night-time peace, aggressiveness etc.) and in the case of illness we (parents/legal guardians) shall collect our child without delay.

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Child's Name

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Date, Signature

## Class Outing

Dear Parents,

on \_\_\_\_\_, the \_\_\_\_\_ the class \_\_\_\_\_  
will be going on an outing to \_\_\_\_\_.

On this day the children are to come to the school at \_\_\_\_\_ a.m./p.m.

Instead of bringing their school bags they should bring a small bag with their breakfast, a drink and handkerchiefs. At approximately \_\_\_\_\_ a.m./p.m. we will be back at the school.

Please give your child \_\_\_\_\_ € to bring to school to pay for the outing.

After that there is no more school on that day / all day school / supervision.

Please dress your child in clothing which is suitable for the weather.

Please remember to put sun screen cream on your child.

Your child may bring a ball or something similar with him/her.

Please give your child a towel and a change of clothing with him/her.

Please give him/her the "Schokoticket" with him/her, if available.

We require 2 persons to come along with us.  **Yes, I can come along on the outing.**

Best Regards,

## Request for a Talk

Dear Family \_\_\_\_\_ ,

please come on

\_\_\_\_\_ at \_\_\_\_\_ a.m./p.m. \_\_\_\_\_ for a talk and  
Date Time Place

bring an interpreter with you.

Best Regards

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Reply:

Dear Ms \_\_\_\_\_ ,

I will come to the talk.

- with an interpreter
- without an interpreter

\_\_\_\_\_  
Signature of Parents



## General Practising

Dear Family \_\_\_\_\_ ,

Your child urgently needs to practise

- Reading
- Transcribing
- Learning words
- Multiplication tables (up to the 10 times table)
- Number decomposition up to 10
- Counting forwards/backwards

at home.

Please also apply for tutorial support

Best Regards

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Reply:

Dear Ms \_\_\_\_\_

- I practise with my child.
- I want to apply for tutorial support.

\_\_\_\_\_  
Signature of Parents

## **Breakfast / Drink**

Dear Parents,

please give your child some breakfast (e.g. sandwich, raw fruit or vegetables) and a drink (e.g. water or apple spritzer) with him/her for school every morning.

Your child requires an additional drink in his/her sports bag on days when there are sports lessons.

Best Regards,

## **Excuse Note**

Dear Parents,

if your child cannot attend school due to an illness, please phone the school before lessons are due to begin and inform us about his/her absence.

For an illness that does not last longer than three days, an excuse note written by you is sufficient. You can give this to your child to pass on when he/she comes back to school.

For longer illnesses we require a doctor's certificate.

Please note that a doctor's certificate is required for every absence before and after the school holidays or after long weekends.

Best Regards,

## Parents' Evening

Dear Parents,

you are cordially invited to attend the parents' evening of class\_\_\_\_\_.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

I look forward to seeing you there.

Best Regards

## Eye Examination

Dear Parents,

Your child has difficulties during lessons

- reading from the blackboard
- distinguishing different colours

Please have your child's eyesight tested by an eye specialist.

Best Regards

## Changes to Timetable

Dear Parents,

contrary to the regular timetable there will be the following change on \_\_\_\_\_  
and/or in the time from \_\_\_\_\_:

■ on \_\_\_\_\_ lessons will end at \_\_\_\_\_.

■ in the time from \_\_\_\_\_ lessons will end at \_\_\_\_\_.

Best Regards,

## Open House Day

Dear Parents,

on Saturday, the \_\_\_\_\_ an “open day” will take place at our school.

Parents who are interested, whose child is due to start school in the coming year, can find out about lessons and the options offered by the school.

Your child will have lessons on this day from \_\_\_\_\_ .

Best Regards,

## **Bringing Tooth Brushing Equipment to School**

Dear Parents,

on \_\_\_\_\_ a dental prophylaxis is taking place in your child's class.

Please give your son / your daughter a tooth brush, toothpaste and a toothbrush mug with him/her to bring to school.

Best Regards



## Class Handicraft Work / Class Party

Dear Parents,

in class..... a joint party / joint class handicraft work will take place  
on \_\_\_\_\_ .

You are cordially invited to attend. Please let the class teacher know if you wish to come  
by filling in the attached form.

Best Regards,

*Please tick the appropriate box and hand in:*

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Name: \_\_\_\_\_

- Yes, I shall attend the class party / participate in class handicraft work with \_\_\_\_\_  
persons.
- No, unfortunately I cannot participate.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_