

Welcome booklet

Welcome to the
Hermann Freye Gesamtschule!



**Hermann
Freye
Gesamtschule**
Integrierte Gesamtschule
Dissen am Teutoburger Wald

A warm welcome to the Hermann Freye Gesamtschule.

So that you can quickly settle in with us at the school, we have put together some important information. You will also find out who to contact when you have any questions or concerns. That will be primarily your two class teachers. But don't be worried: here you will always have people by your side who are there for you and want to help you!

The school leadership team



Annette
Steck

Anika
Wellmann

Jan
Wessels

The year group leaders



Janine
Meinjohanns
(Jahrgang 5)

Annika
Spieker
(Konoha)

Janike
Große-
Schulte
(Graffiti)

Matthias
Grewe
(Konfetti)

Constanze
Stemme
(Mars)

Christina
Fehst
(Lars)

Timetable

Our lesson times at the HFG are as follows:

| | |
|------------------|---|
| 07:30-08:50 am | 1st lesson |
| 08:50-09:10 am | BREAK |
| 09:10-09:50 am | PerLe (independent study time) |
| 09:50-09:55 am | Change over time |
| 09:55-11:15 am | 2nd lesson |
| 11:15-11:35 am | BREAK |
| 11:35-12.55 pm | 3rd lesson |
| 12:55 - 13:45 pm | Lunchbreak |
| 13:45-15:05 pm | 4th lesson (Tues and Thurs) Extracurricular activities on offer (Mon and Weds) |

The school day at the HFG

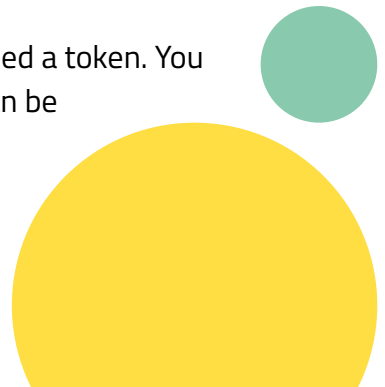
What do I need for the school day?

To make sure you're prepared for a school day at the HFG, you need to have the following equipment in your bag:

- Your school planner (!), a pencil case with a pen, a pencil, an eraser, a pencil sharpener, a back-up pen, a ruler, coloured pencils and highlighters. You should also have glue and scissors in your pencil case. A lined notepad and a squared notepad are also required.
- From year 7 onwards you need a **charged** iPad with a pen and earphones.
- You don't need your mobile phone for the school day. In the case of an emergency, the school has the contact details of your parents. If you choose to bring your mobile phone, please keep it stored in a locker.
- To ensure you have enough energy to learn, you need to have a healthy and varied breakfast (e.g., bread/sandwich, fruit, vegetables, yoghurt). Sweets, crisps and fizzy drinks are not part of a healthy breakfast
- At the water fountains in the yellow kitchen, you can fill your bottles with fresh water. Bring a suitable water bottle with you.

Lunch is available in the cafeteria. You will need a token. You can get this from the secretary office. Food can be ordered in advance online.

<https://mensa-dissen.inetmenue.de/sf/>



Please note: make sure on the longer school days you bring sufficient food with you!

The new subjects:

At our school, subjects are taught that you may not be familiar with.

A year 5 timetable COULD for example look like this:

| | Montag | Dienstag | Mittwoch | Donnerstag | Freitag |
|-----------------|-------------------|----------------|-----------------------|-----------------------------|---------|
| 1. Block | English | Social studies | Religion / Values | Science | Maths |
| | PerLe | PerLe | PerLe | PerLe | PerLe |
| 2. Block | German | Maths | Maths | D&T (Design and Technology) | Art |
| 3. Block | English | German | Homeroom and Assembly | Swimming | Profile |
| | Lunch | Lunch | Lunch | Lunch | |
| 4. Block | (Extracurricular) | Science | (Extracurricular) | Musik | |

German and Mathematics: What you might be thinking- I know these subjects already!

Yes, that may be true, but at the HFG, these subjects are taught as Learning office subjects. This means that you work through topics on checklists. You will decide with your subject teachers whether you work on the tasks at level *“competent”*, *“advanced”* or *“expert”* level. There are some tasks which you will work on individually and others which you work on with a partner or in a group. The teaching staff will support you with any questions or problems and make sure you have understood and correctly completed the activities. When you have successfully reached the end of the topic then you will sit a class test.

Social studies:

In social studies you deal with questions about people and the cooperation and how people lived together in the past and today. We study the Stone Age, find out which consequences pollution can have for us and our planet and we look at how children and young people can make a change.

Science:

Science lessons are focused on research: How does electricity work? Why do some animals hibernate? Why do plants grow? How does a Bunsen burner work?... Soon you will be able to answer these questions and many more.



Profile:

In year 5 you also have the subject “profile” Here you learn how to choose a project topic, gather information to answer specific questions and you practice using different forms of presentation. Within the exciting wider themes, you are able to choose your own subtopics to explore.

In year 6 you can choose between various profile subjects. Profile subjects, for example Music, Environment or Sport are taught twice a week. You also have the opportunity here to start learning a second foreign language. We offer French and Spanish. The second language will then be studied until the end of year 10.

From year 7 you will choose 2 different profile subjects. They are all taught once a week- with exception of foreign languages which continue to be taught twice weekly. The profile subjects take place over 2 years and then you can select new profile subjects again in year 9.

PerLe (independent study time):

The independent study time takes place every day from 9:10am- 9:55am. Here you have the time to work independently or with a partner on the practice and learning consolidation tasks set by your teachers in each subject. It is very important that you always write



your PerLe tasks in your school planner and check off tasks once you have completed them. During your first school week, your class teachers will explain to you in detail how to properly use your planner.

| Die Woche vom | | bis | |
|---------------------------|-------------------------|------------------------|---|
| Wochenziele / Wochenthema | Englisch bis | Mathematik bis | |
| | | | |
| | | | |
| | | | |
| | | ⊖ | ⊖ |
| | Deutsch bis | Gesellschaftslehre bis | |
| | | | |
| | | | |
| | | ⊖ | ⊖ |
| | Naturwissenschaften bis | 2. Fremdsprache bis | |
| | | | |
| | | | |
| | ⊖ | ⊖ | |
| Religion / WuN bis | Musik / Kunst bis | | |
| | | | |
| | ⊖ | ⊖ | |
| AWF bis | Sport bis | | |
| | | | |
| | ⊖ | ⊖ | |

| PerLe | | | | | | |
|---|--------|----------|----------|------------|---------|----------------|
| Meine Ziele | Montag | Dienstag | Mittwoch | Donnerstag | Freitag | WE |
| | | | | | | |
| | | | | | | |
| Daran muss ich in dieser oder in der nächsten Woche denken (Bambriefe, Test, ...) | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Feedback und Mitteilungen | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Unterschriften | | | | | | |
| | Eltern | | | | | Klassenleitung |

DaZ – German as a foreign language

If you haven't lived in Germany for long, then you will attend DaZ classes. Here you will learn German together with other students who also haven't lived in Germany for very long. You will also receive exercises, which you will work on independently during PerLe or other times.

We have have 2 different courses. If the German language is completely new to you, you will attend DaZ four times per week during normal lesson times.

If you can already understand and speak some of the language then it is important that you don't miss other class lessons. In this case, you take part in the DaZ profile which takes place once a week during the profile lesson time and additionally on a Monday afternoon during the 4th lesson period between 13:45pm and 15:05pm.

Assembly:

Once a week, (Wednesdays at 12:30pm), the whole school community meets in the hall for an assembly. Here each week a class presents an interesting topic which they have been learning about in their lessons to their fellow peers.



Homeroom:

In homeroom the whole class comes together with both class teachers and you work together on different topics. The class council discusses how the individual students in the class are doing, whether there are any problems or conflicts and about the potential planning of activities such as class trips. In some homeroom lessons you will also get involved with the "Lions Quest programme" and deal with questions around the topic of growing up.

Teams

On Mondays and Wednesdays you can take part in various team activities. For each semester you can choose from our wide range of activities that cover the areas of sports, languages, design and creativity, games and fun! The teams are run by either school teachers or extracurricular cooperation partners.



The learning environment

A material list can be found at the back of the booklet

From year 7 onwards we work with iPads during lessons. The iPad is used to access the digital school textbooks and much more.

Your parents must purchase the iPad at their own cost. It is possible to buy or rent an iPad from the company "mobiles lernen gGmbH". The monthly rate includes insurance against theft and damage. A credit check is not necessary.

The staff in the secretary's office will be happy to advise you and your parents on purchasing an iPad. We can also help if the purchase of a device is too expensive.

Before you can use your iPad at school, you need to bring it to the secretary's office so we can install the required software. Please note! The iPad must be reset and all data will be deleted. Make sure you back up and save your files beforehand.

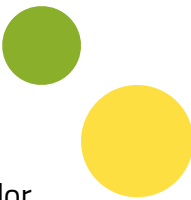
For your iPad you need the following accessories:

- A sturdy protective case
 - An iPad pen
 - Compatible earphones

You can store your iPad in a locker, which also has a charging device. Your parents can visit www.astradirect.de to find the necessary information and steps to renting a locker.

The classroom:

Our renovated classrooms are equipped with new furniture and smartboards. Please handle things carefully. In the classroom you have your own place on a group table. You will work with the members of your group table a



lot. You can store the things you do not need for the individual lesson on your shelf in the classroom. Your backpack and jacket are stored in your locker in the corridor.

You should also store your valuables in your locker. Lockers can be rented on the following website: www.astradirect.de.

In each classroom there are numerous boards. There are whiteboards, which your teachers can be write on using special pens. There is also a large smartboard, on which teachers can write, show pictures, play videos with sound and present information.

Reliable and hardworking students can go into "Diffraum" (space next to the classroom) to work independently, a) when they need to work in quiet or b) they want to work in groups without disturbing their peers in the classroom.

Grades

You will notice that at the HFG there are no grades awarded to students in years 5-8. You will still receive feedback on your progress and achievements in all units of your subjects. After each class test you complete, you will receive an "assessment evaluation sheet", which shows a breakdown of how well you have completed each individual task and which level of competence you have reached.

In the class tests there are tasks that vary in difficulty and length. For example, when you have understood a topic particularly well, then you can complete the exercises in the test at the "three pen level" (expert). If you find an exercise difficult, then you can work on the "one pen" (competent) tasks. You always decide how much you

are capable of. Your teachers will also give you feedback on whether they share your assessment of how capable you are.

If you have solved a task correctly, you will receive the feedback "+ + " (100% -85% of the task completed correctly). A "+" is given to students who have completed 84-68% correctly; an "o" (ring) is given for a task in which you have achieved slightly more than half the points (67-50%). If you only achieve 0-49% in the task, then you will be awarded a "- "(minus).

Your achievements and learning successes from the lessons will be recorded in a learning development report every semester. There you will find a detailed description for each subject, which competence you have acquired on which topic and at which level. In addition, your class teachers will write you a letter describing what you are doing particularly well and where you could improve and how you can achieve this.

Substitution schedule

The substitution schedule tells you when there are changes in the timetable. You have two ways to find this out:

At home, you can see if there are any changes in the timetable by logging into IServ. In the module "Schedules" you can see your daily timetable.

At school, there is a screen in the entrance area: check the schedule every morning! Even if there are no changes in the timetable for your class, you will find current

information about things that are scheduled for that day (e.g., assembly).

Homepage and IServ

Our school has a website. At www.hfg-schule.de you will always find all important dates in the school calendar and find out what is happening at our school.

We also work with the platform "IServ". Every member of the school community has access and their own email address. Everyone logs in with their first and last name and can then receive information from their class teacher, view or exchange materials, write emails or short messages, and much more.

The email address of each member of the school community is always: `firstname.surname@hfg-schule.de`.



Breaks

| | |
|--------------|--|
| 1st break: | 8:50-9:10 am |
| 2nd break: | 11:15-11:35 am |
| Lunch break: | 12:55- 13:25 pm (lunch in the canteen) |
| | 13:25-13:45 pm (break) |

Please note: There is no school bell. Pay attention to the time and arrive punctually to your lessons.

Where am I allowed to play?

You can use all the playgrounds of the school campus. Your class teachers will give you a tour of the school buildings on one of your first few days so you get to know the grounds.

There is a game lending service organised by the students. You can borrow playground equipment using your planner. There are also football fields and a climbing frame available for you to use.

Mobile phones are not allowed during breaks. You are only allowed to use a mobile phone in the green classroom during the lunch break.

The cafeteria has a kiosk where you can buy breakfast if you need it.

If the weather is bad, the supervisor will send you inside for break, in this case you may spend the break in the assembly hall.

Illness

“Sick room”

Der sick room is staffed by the school first aid team during the breaks.

If you need a plaster or you have hurt yourself then report it to a member of staff and they will help you. If you become sick during the school day talk to a member of staff and the administrative staff will call to your parents to pick you up.

If you are ill then your parents need to call (05421-9500) or email (info@hfg-schule.de) in the morning before 9am. When you are feeling better then bring a note with you the following day (less than three days sick: your parents fill in the excuses in the dialogue book/ more than three days

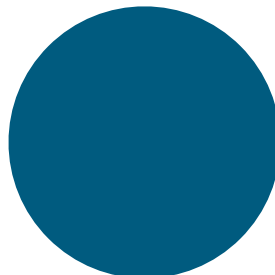
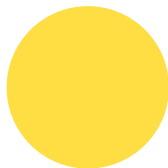
sick: doctor's note).

Find out from your classmates what was covered in class and what needs to be caught up. You will find work materials in a catch-up folder in your classroom.

Starting with us

The first weeks in year 5

In the first few days with us you won't have any "proper" lessons. In the "introduction stage", your class teachers will take their time to get to know you, help you to become familiar with your new surroundings and practice how you can learn well at the HFG right from the start. After this introduction to the school, your subjects will be introduced, and you will get to know your subject teachers. A welcome trip will take place before the Autumn holidays. We would like to take you on an overnight trip, so we can all get to know each other properly. Your class teachers will tell you more about this at the start of the school year! It's going to be exciting!





The first weeks in all other year groups

First you will have time to settle into your class and try out a profile subject. Talk to your class teachers about this. By the second week at the latest, you need to have decided which profile you want to take.

Who can I ask questions?

You can always ask your class teachers when you have any questions.

If you need to ring home or sort out any other important matters, please contact the secretary's office.

The staff members to contact are Ms Neumann, Ms Krupp and Ms Häuflich.

If you have any worries and needs which you don't want to discuss with your class teachers, then you can contact the school social workers Ms Knabke and Ms Markmann.

If you have a matter that affects the whole school community, then contact the student representative Mr Berger.

If something in a school building is not working or you want to report damage, then you can contact Mr Max or Mr Wojak. They are the caretakers and know the school like the back of their hand. You will find them in the caretaker's room in the north building during every first break.

Equipment list

For all subjects:

Writing materials (blue pen, ink eraser, pencils and coloured pencils), ruler, glue, scissors, pencil sharpener, eraser.

1 squared notepad, hole punched, with margin

1 lined notepad, hole punched, with margin

For individual subjects

(The files can also be made of cardboard!):

German (red)

2 lined notebooks (No. 25 or 27) with red covers

1 red file with a clear pocket cover

1 red folder with narrow spine and 5 dividers

English (orange)

1 orange file with a clear pocket cover

1 A5 vocabulary book

Mathematics (blue)

1 blue folder with narrow spine

1 blue file with a clear pocket cover

Science (green)

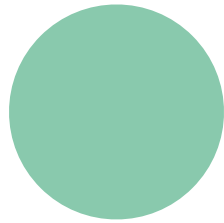
1 green file with a clear pocket cover

Social studies (yellow)

1 yellow file with a clear pocket cover

Music (brown)

1 brown file with a clear pocket cover



Art

1 A3 drawing pad, 1 A3 file

1 box with 1 set of paints, 2 bristle paint brushes und 2 camel hair brushes (thick and thin), 1 painting cup

Religion/values (white)

1 white file with a clear pocket cover

Design and Technology (purple)

1 purple file with a clear pocket cover

Homeroom (grey)

1 grey file with a clear pocket cover

Profile (black)

1 black file with a clear pocket cover

DaZ (pink)

1 pink file with a clear pocket cover

Please write your name and class on all your school equipment!

