



WELCOME to the German Saturday School Cambridge. We are a not-for-profit company, which is run by volunteers. We are funded entirely through school and administration fees.

The following principles and practices have been established to ensure the smooth running of our German Saturday School in the interest of all parties involved. They are binding to all participants.

1. Please arrive promptly at 10:00 am for the lessons. Please accompany your child to his/her classroom and then leave immediately after checking that a member of staff is present.
2. The main entrance door to the building will be closed during lesson time. If you arrive too late please knock on one of the classroom windows and notify the teacher to be let in.
3. Parents / guardians are responsible for the conduct and the safety of their children. They have to inform their children not to leave the school premises at any time during the lessons and break time. The organisers of the German Saturday School Cambridge cannot be held liable. Please make sure your children understand that we are guests at St. Bede's Inter Church School and have to treat the premises with respect. This includes not to cause damage to any of the school inventory or the outside spaces.
4. There is a break between lessons at around 11 am. The students have to stay within the agreed area pointed out to them by their classroom teacher.
5. In order to help to keep the classrooms clean we ask the students to leave their shoes in the foyer area after the break.
6. Parents / guardians must notify the organisers about their child's/ children medical conditions (parental/guardian consent form/Einverständniserklärung)
7. Pick up time is at 12.00 pm from the main entrance. Please clear the space around the main entrance door once you've collected your child as it can be quite busy at the door and difficult for the children to see their adult who's picking them up. Since the school facilities are only booked until 12.00 pm, we ask parents / guardians and children to leave the school premises on time.
8. Please leave toys (e.g. electronic toys, etc.) at home. Students' **mobile phones** have to be kept in their school bags for the duration of the lessons.
9. The German Saturday School Cambridge cannot be held responsible for any damage or loss of property, e.g. toys, books, clothing etc. Make sure everything is labelled.
10. If your child has damaged school property, the incident must be reported to the organisers immediately / on the same day. Within three days, a detailed written notification will be necessary. Parents / guardians are responsible for their children.
11. We ask all parents / guardians to pay the school fees on time. Payments must be made no later than the first day of the term. A space is only reserved once the fees have been paid in full.
12. Please inform us in advance, if your child will no longer be attending our school.
13. In **case of absence** due to other commitments or illness, please inform the school by email asap: info@schule-cambridge.org.uk .
14. Parents are aware that the German Saturday School Cambridge expects parents from **each family** to help out in the classroom at least once per term.