



Offene Volksschule
1220 Wien, Meißnergasse 1
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www.ovsmeissnergasse.schule.wien.at



VBS
Vienna Bilingual Schooling
GEPS
Global Education Primary School

OUR SCHOOL RULES

Our school is a place of education and culture where people of different ages and interests come together.

In our school, everyone should feel welcome and comfortable: students, teachers, parents, “Freizeitpädagogen“ and guests who visit our school.

Many people living together in one building demands **consideration for each other, tolerance, politeness, respect, personal responsibility and the keeping of rules.**

Our **school rules** are therefore meant to provide a frame, in which each individual’s personal space is respected and in which the community as a whole is protected from the threat of danger, accidents or damage of any kind.

In the School Building

1. **Admittance into school** is at **7:45 am**. Help your child become **independent** by saying goodbye in **front of the school door** and picking your child up there again after lessons are finished.
2. Lessons start **punctually** at **8 o’clock**. In order to be ready for the lessons, children should be in the classroom at least 5 minutes before.
3. **Early morning care** begins at **7:15 am** and ends at 7:45 am when the school doors open. Children can **only** enter between **7:15 am - 7:30 am**. **Registration** is required.
4. If a child comes **late to school** for some reason, the class teacher (preferred - SchoolFox) or the school should be informed (phone call).
5. If a child needs to **leave school earlier** for some reason, the class teacher needs to be **informed as soon as possible (before 7:30) in writing** and given the exact time of departure. (Information given by telephone or word of mouth is not legally sufficient.) Should there be **changes in the school-ending time**, the parents are responsible for making sure that their child is/children are **picked up on time**.
6. When a child is **sick**, the class teacher should be informed over **SchoolFox** as soon as possible. If a child **misses 3 days** of school **without the teacher being informed**, during primary school, the school is legally required to **report** it.
7. Pupils have to **leave the building as soon as lessons end** (see Schulordnung §2, Abs. 5). Neither parents nor children are allowed to wait in the school building or on the school premises (including siblings, children attending afternoon courses, etc.).
8. **People who are not known to the school** are only allowed on the school premises with **permission** from the school office.
9. In order to be excused from school, (“Fernbleiben von Unterricht“), the proper documentation has to be submitted at least 2 weeks in advance. This will only be permitted for important reasons (death in the family, special events in the family) and **only one time in four years**. (Longer holidays or cheaper plane tickets aren’t a valid excuse and therefore won’t be allowed.)
10. We **walk slowly and carefully** through the **school house**, in the **classroom** and up/down the **stairs**. Be sure to look out for others and **don’t push**.



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School Equipment

1. In our school, the **wearing of slippers** is required.
2. **The parents are responsible for providing the children with the necessary equipment** such as pencils, handicraft equipment, and gym bags (SchPflG. §24, Abs. 2).
3. **School equipment belongs to the community. Deliberate damage will lead to disciplinary measures and the offender may be liable for compensation.**
4. All classrooms must be left as neat and tidy as they are found. Hygiene and cleanliness in the **toilets** is also of prime importance.
5. Valuable possessions (jewellery, money, etc.) should not be brought to school. The school will not take responsibility for possessions which get lost or stolen.
6. The bringing of any objects which could hurt, frighten or endanger others (eg. knives, lighters, fireworks, weapons of any kindincluding toy weapons, canned drinks.....) is strictly forbidden.
7. **Mobile phones** must be **completely switched off** and **smart watches should be in school mode** in the school building, including during lessons. If mobile phones/smart watches are brought, the parents are responsible.
8. **Lost property** will be put in a Lost and Found box and what isn't reclaimed will be disposed of at the end of the school year.

Communication between the Parents and the School

1. We **politely say hello** to each other as we pass in the **hallways** or come into the **classroom**.
2. Children, parents and teachers communicate with each other in a **respectful and polite way**.
3. The **Schoolfox** app is the **primary communication method** between teachers and parents.
4. If a **child is sick**, the teacher should be informed on the **same day** (as early as possible) via SchoolFox. If a child feels ill in the morning, we ask you to keep him/her at home for the sake of the child and the rest of the class. **After talking with the class teacher, the child should catch up his/her missing work at home.**
5. We would like parents to **make an appointment** (SchoolFox) if **longer talks** with the teachers are necessary. Unexpected visits in class between lesson begin (7:45 am) and the end of the school day, are only allowed under exceptional circumstances.
6. Parents or legal guardians need to **check the SchoolFox app daily** and verify the messages with a click. Also for those classes that use it, the **message book/parent folder** should be **checked daily** and **read, signed** when required and returned the following day.
7. The school has to be **notified immediately** (together with the presentation of any relevant documents), in case of **any changes of address, telephone number, nationality, family situation** (eg. divorce) or any **changes of guardianship**.



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Additional Rules for Afternoon Care

1. Children who attend afternoon care will be **dismissed** to his/her afternoon group **at the end of instruction**.
2. There are **fixed eating times** for all of the groups.
3. For **KEL (Kind-Eltern-Lehrer/innen)-Talks**, the children need to be picked up from the afternoon group by the parents/legal guardian and returned to the group if nothing else was arranged before.
4. The **dismissal times** agreed upon in writing, are **binding** and ensure smooth work/play transitions.

The following are the dismissal times:

Day	Dismissal Times					
Mon., Tues., Wed., Thur.	14:45	15:30	16:00	16:30	17:00	17:30
Friday	14:45	15:30	16:00	16:30		

5. A change to the dismissal times is to be given timely and only in writing to the teacher and “NachmittagsbetreuerIn“, but this is only possible in exceptional circumstances.
6. **Children will be brought to the door** at the agreed upon dismissal times by the “NachmittagsbetreuerIn“. From there, the child is to be **picked up by the parents/legal guardian**, if he/she doesn't go home alone. It isn't possible to pick a child up from the cafeteria or the revision lesson.

We look forward to a polite and peaceful interaction with each other, so that it is a successful and enjoyable school year.

OVS- Meißnergasse