



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 from 9:55 for a punctual 10:00 a.m. start of the lessons. Please hand over your child to a member of staff at the main entrance to the St. Etheldreda building at St. Bede's Inter-Church School, Birdwood Road, Cambridge CB1 3TD. Parking is available on the main car park to the left as you drive through the school gates.
2. The main entrance door to the building will be closed during lesson time.
3. Parents / guardians are responsible for the conduct and the safety of their children. They must 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 must 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 the first and the second lesson at around 11 a.m. The students must stay within the agreed area pointed out to them by their classroom teachers. In muddy conditions we might ask your child to remove their shoes in the entrance area before the second lesson, to keep the classrooms clean.
5. Pick up time is at 12 p.m., and collection is from the main entrance of the building. Please arrive punctually and 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 is picking them up. Please make sure you informed the school's administration who else is authorised to collect your child.
6. Parents / guardians must notify the organisers about their child's/ children's medical conditions (parental/guardian consent form/Einverständniserklärung)
7. 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.
8. 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.
9. 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.
10. 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 (not unless otherwise stated). A space is only reserved once the fees have been paid in full.
11. Parents are aware that the German Saturday School Cambridge expects parents from **each family** to be willing to help in the classroom at least once per term.
12. Please inform us in advance if your child will no longer be attending our school.

Deutsche Samstagsschule Cambridge C.I.C. – German Saturday School Cambridge C.I.C.

13. In **case of absence** due to other commitments or illness, please inform the school by email asap: **info@schule-cambridge.org.uk** .
14. Your child must not attend if they are feeling unwell.
15. In case of a Covid infection in the family household, please follow official government guidance <https://www.gov.uk/coronavirus>
16. Parents / guardians must advise their children of the importance of following the school rules. The German Saturday School retains the right to exclude students (temporarily or permanently) who do not adhere to the school rules.