Dear parents,

We are delighted to welcome you and your child at our school. The principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is looking forward to meeting your child. Your child will attend the class \_\_\_\_\_, with Mr/Mrs \_\_\_\_\_\_ as his/her teacher.

In the following, we will provide some helpful information about our school so that you will have a pleasant start.

Classes start at \_\_\_\_\_\_\_\_\_ a.m., Monday to Friday. Please make sure your child arrives at the school on time, if possible, already at \_\_\_\_\_\_\_\_ a.m.

On your child's schedule you can see at what time classes end.

Should your child be ill, please inform our secretary via telephone at \_\_\_\_\_\_\_\_ a.m. the latest. You can reach Mr/Mrs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_ a.m. by calling \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The pupils at our school do not have breakfast together, so please make sure that your child already eats something at home. There are breaks between the classes, during which the pupils are also allowed to eat. Please make sure your child brings a small, healthy snack every day, which he/she can eat with his/her hands.

We also offer the possibility of after-school care. For further information, please contact someone at the school.

These important rules apply to all schools and pupils:

1. Pupils need to arrive at the school on time.
2. Pupils are not allowed to leave the school grounds during classes.
3. Pupils need to follow their teacher's instructions.
4. Pupils need to do their homework reliably every day.
5. Verbal and physical violence will not be tolerated.

We are looking forward to welcoming your child at our school and wish him/her a good start!

Should you have any further questions please feel free to contact the teacher or secretary at any time. Our secretary's office is open at the following times:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kind regards,