

## Schule Hiddinghausen: A-Z (English)

### How to reach us:

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School administration: Johanna Engels (principal)  
 Wolfgang Kallis (vice principal)

<b>A-Z: What you need to know about our school</b>	
Assistants for inclusion	At our school we have assistants that support the children in their every day activities and in learning. About 25 assistants offer help to those pupils that need support during lessons, free times and care.
Augmentative and alternative communication (Unterstützte Kommunikation=UK)	Pupils that do not communicate verbally can be supported by AAC. Augmentative and alternative communication (AAC) includes all forms of communication (other than oral speech) that are used to express thoughts, needs, wants, and ideas. We all use AAC when we make facial expressions or gestures, use symbols or pictures, or write. AAC can be supported by teaches in working groups, one-on-one-situations, in class or in therapeutic settings. It can include body's own signs, gestures, electronic and non electronic devices and symbol systems for communication.
Busses	Nearly all of your pupils are being driven to school by school busses. They pick them up in the morning at home and bring them back home at the end of the school day.
Catchment area	Pupils from Sprockhövel, Gevelsberg, Herdecke, Wetter, Breckerfeld and Ennepetal visit our school.
Celebrations and events at our school	<ul style="list-style-type: none"> <li>• Before Easter and Christmas we organize a school bazaar, where we sell crafts that were produced by pupils, teachers and parents during the year. We also offer coffee and cake that was donated by the parents.</li> <li>• The classes celebrate the children's' birthdays.</li> <li>• On the open day, that takes place once a year, all interested people can visit the school.</li> </ul>
Class trips	Class trips are held at least once in every level of education. Once a year some pupils can take part in a ski trip to Austria.
Compulsory school attendance	Pupils have a compulsory school attendance time of eleven years plus one year that prepares them for their working life. Many pupils decide to stay for another year in the "Trainingswohnung".
Cooperation	The school cooperates with several institutions such as the Kämpenschule, kindergardens, sheltered workshops, other schools, therapists, institutions of the Ennepe Ruhr Kreis etc.
Dates	Important dates, such as holidays, can be read on our homepage. The form teacher will inform you about important dates by letter.
Extreme weather conditions	On extreme weather conditions (snow, heat), the parents can decide if they send their children to school.
Food	Lunch is provided by the AKAFÖ for our pupils (no pork is being served!). Please make your children breakfast for school, if the form teacher doesn't inform you otherwise.

Förderverein	<p>Our Förderverein (friends' association) is very active at school and supports many activities at school. Money is earned for example by selling waffles on the Christmas market in Hattingen. The Förderverein welcomes you if you want to take part in activities.</p> <p>The Förderverein owns two busses that can be used by the classes. We need your permission to take your child in these busses. Please fill in the form</p>
Full-time school	<p>Our school times are Monday to Thursday from 8.30 to 15.30 and on Fridays from 8.30 – 12.30 Uhr.</p> <p>Here is the normal timetable of the school:</p> <p>8.30 – 10.15 Arrival of the busses, interval, greeting in the classes, 1st lesson  10.15 – 10.45 Breakfast  10.45 – 11.00 Interval  11.00 – 12.00 2nd lesson  12.00 – 13.45 lunchtime, free time with playing games etc.  13.45 – 14.00 Interval  14.00 – 15.30 3rd lesson, leave-taking, departure of the busses</p>
Illness	<p>If your child is ill, please call the school's office in the morning. The secretary will pass the information to the form teacher. Please fill in the form on the school's homepage to excuse your child.</p> <p>If your child is ill for longer than five days or before/after the holidays, we need an attestation by a doctor.</p> <p>For a leave of absence of one day you can contact the form teacher, longer periods need to be approved by the principal.</p>
Holidays	<p>Holidays are for 6 weeks in summer, 2 weeks in autumn, 2 weeks around Christmas and 2 weeks in spring. There are some additional holidays (carnival, Whitsunday, Ascension Day, Corpus Christi, Labor Day). Please check the dates on the homepage.</p>
Individual Education/Conveying Plan	<p>As one part of the education, the pupils are being taught according to an individual conveying/education plan, which will be revised and adapted by the form teachers twice a year. You can talk about the plan with the teacher at the "Elternsprechtag".</p>
Job orientation in the senior classes	<p>From class 10 pupils will take part in several activities that will prepare them for their working life. These include special classes on Tuesdays, several practical work experiences in sheltered workshops or some companies that work with the school.</p>
Message book	<p>The classes use a Message book for the daily communication. The parents and teachers can write updates news etc. about the pupil and daily concerns in the book.</p>
Photos	<p>We sometimes place photos on our website or the press comes to visit on special occasions. We need you to decide and sign a form whether or not we are allowed to show your child on these photos.</p>
Political education	<p>Political education is part of our work at school. Our class representatives have regular meetings and try to represent the pupils' wishes and interests. Our class representatives have regular meetings and try to represent the wishes and interests of the pupils.</p>
Project groups	<p>On thursday afternoons the pupils learn in project groups that include pupils from different grades. These groups are offered to the younger pupils: "Augmentative and alternative communication", "choir", "arts and crafts" and "playing games" To the older grades we offer: "Relaxation", "dancing", "riding bicycles", "rollerblading", "music", "school magazine", "arts for severely disabled pupils" and "nordic walking".</p> <p>Additionally, there are the groups (from grade 9) "sports" and "band" on fridays and a group that practices bus riding.</p>

	The pupils choose their project group at the beginning of the year.
Projects in education	Our classes are often in projects for several different topics such as "farms", "Our school garden", "me", that are worked on in a holistic and activity-oriented way in several subjects.
Religious education	We have a christian church service about twice a year. Pupils can take part in confirmation classes.
Reports	Reports will be written by the teachers of each team once a year and will be handed out to you before the summer holidays.
Rules	<p>School rules need to be signed by the parents. They can be seen on the school's homepage. Important rules are:</p> <ul style="list-style-type: none"> <li>• Respecting all members of school (pupils, teachers, secretary, facility manager, assistants, bus drivers, kitchen and cleaning personel, therapists, parents, visitors)</li> <li>• Rules for the social contact (being nice, listening to teachers, no hurting, no fighting, seeking for help if it's needed, no touching of other's belongings)</li> <li>• Rules for the classes (accepting class rules, being punctual, bringing material such as sportswear)</li> <li>• Rules for handling things (being neat and clean, rubbish into rubbish bins, no destroying)</li> <li>• Rules for intervals (no running inside the building, no interruptions of playing pupils, being careful on staircases, being careful with things, staying on the school's area, no smoking)</li> <li>• No mobile phones!</li> </ul> <p>If rules are not being respected there will be consequences according on how often and how severe rules have been hurt.</p>
School Environment	Our school offers several opportunities such as several special rooms (for arts, handicrafts, rhythmic, snoezelen, AAC), a indoor swimming pool, a gym, a garden and a big playground.
School magazine	Our school magazine "Durchblick" is written by pupils and will be published at the end of every year.
School structure	<p>Class 1-5: Lower grade (Vor-/Unterstufe)</p> <p>Class 5-8: Middle grade (Mittelstufe)</p> <p>Class 9-11: Senior grade (Oberstufe)</p> <p>Class 12 and 13: Training grade (Berufspraxisstufe)</p>
Social work	The school offers social work. Mrs. Apel is at school on Wednesdays and Thursdays and supports pupils, their parents and teachers, if there are specific problems. Please contact Mrs. Apel if you would like to consult her in any matter.
Teachers	The teachers work in teams. At least two teachers are working together in class. The teams are supplemented by teachers that teach special subjects.
Trainingswohnung	In their 13th year at school pupils have the opportunity to be in the "Trainingswohnung". They are being supported in being self-dependent and learn a lot of skills they need to have for their adult life. A great focus is on everyday activities such as cooking and shopping, but also on opportunities for the working life.
Work with parents	We attach a great importance on working with parents in daily communication and are happy if you are willing to take part in celebrations at school, the work of the "Förderverein", class and school matters. In January and before the summer holidays we offer the "Elternsprechtag". You can have a consultation with the form teachers. If you want to consult a teacher at another time of the year, please contact the teacher for an individual date.