

HANDBOOK FOR PARENTS AND STUDENTS

**Deutsche Europäische Schule Manila | German European School Manila
School Year 2019/20**

(ga, rev. 31. Aug. 2019)

This handbook for parents and students (to be known and communicated by teachers as well) is revised every year by the Heads of Departments and the School Management Team of GESM, and it is meant for use in all departments of GESM

Please be aware that it is supplemented by other GESM policies and manuals, listed in chapter 20.



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WHO WE ARE

The German European School Manila (GESM) is one of 140 German Schools Abroad, formally recognized by the German government through the Central Agency for Schools Abroad (ZfA). GESM is also part of the UNESCO Associated Schools Network

GESM has been awarded twice the quality seal of an "Excellent German School Abroad" by the President of the Federal Republic of Germany. It enjoys international recognition as an IB World School.

Together with the Lycée Français de Manille, GESM is part of the European International School (EIS) on EURO CAMPUS, Manila. EIS is accredited in the Philippines by the Department of Education.

MOTTO

Learning together for our future!

VISION

GESM empowers global citizens
as lifelong learners
committed to a sustainable future.

MISSION

We are a learning community that provides our students with an excellent education in German and English, following the highest internationally accepted standards.

As part of Eurocampus in the Philippines, we offer exceptional opportunities for intercultural learning and understanding in the spirit of European educational traditions.

Our caring and nurturing environment allows students to develop their unique personalities and become independent and responsible individuals.

We prepare our students to successfully study, live and work in German speaking and other countries across the globe.

As professional practitioners, we reflect, learn, and grow together.

VALUES

Integrity signifies being an authentic person, consistent in one's behavior and views, reflective, living up to one's values.

Respect is understood as treating others and oneself with dignity, being aware of differences.

Compassion implies empathy for others, and the attitude to understand, help and support.

Independence refers to being capable to judge, decide and act on inner convictions, values, reason and facts.

Responsibility defines as taking ownership of one's thoughts, words, actions and views; being accountable, dependable and trustworthy.

Our IB Learner Profile

The aim of our IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.	
IB learners are	...which means they strive to ...
Inquirers	...develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.
Knowledgeable	...explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.
Thinkers	... exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.
Communicators	... understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.
Principled	... act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.
Open-minded	... understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.
Caring	... show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.
Risk-takers	...approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.
Balanced	... understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.
Reflective	... give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

For more information about the IB Learner Profile and what IB students can bring to your institution, visit www.ibo.org/recognition.

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01 Purpose and use of this Handbook

The school's policies are covered in the more general "GESM Schulordnung (GESM ordinance)" which contains the most basic and general rules and regulations of the school, which are binding for all school staff, students and parents at GESM. You will find this document on the school's website. Apart from that there are other policies on the website, like the Child Protection Policy

<https://www.gesm.org/school-rules>

To facilitate the communication between all partners of the school, we summarize the important information in this handbook.

This handbook will be used as a reference for the relationship with parents and students within the school year and it is the responsibility of teachers, students and parents to pay close attention to it.

Some parts might be rewritten or adjusted as the year goes on, and these will be distributed and included in next year's edition. For easy up-date the electronic version on the website is the authoritative one. Parents and students will be informed about important changes in the circular.

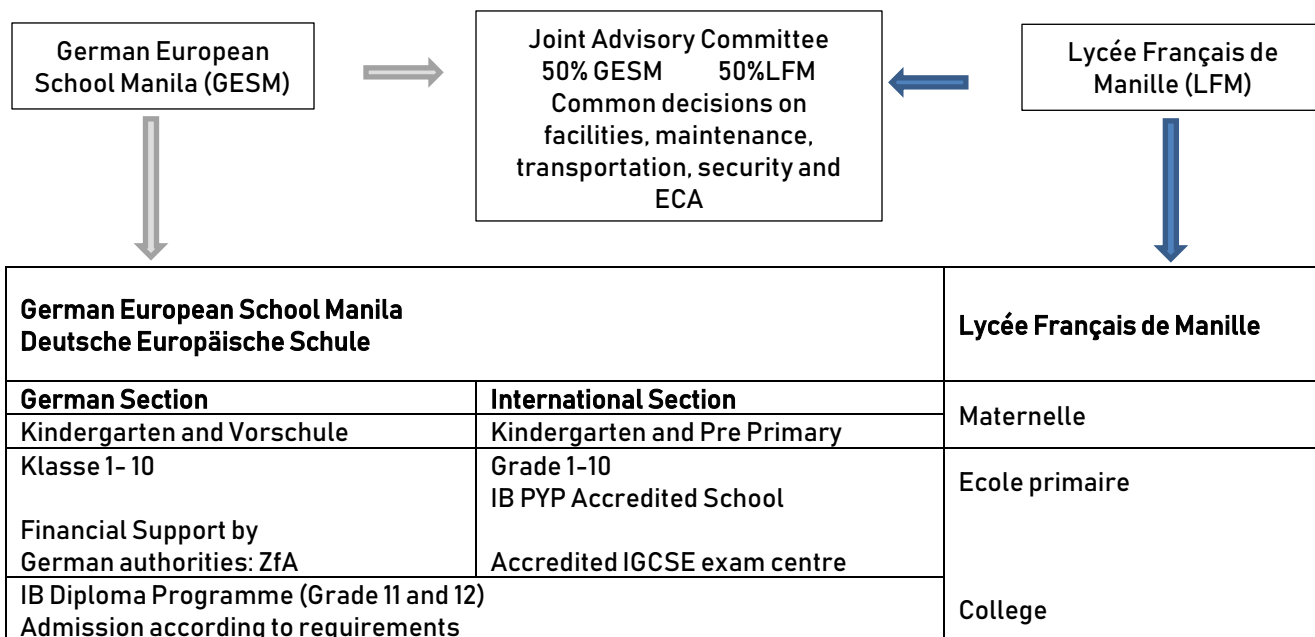
03 Provisions of GESM

- A school for children of every background, European, German, and International.
- A multicultural approach to education.
- The only International School in Manila fostering European languages, cultures and traditions.
- A member of the UNESCO school network, committed to the UN 2030 agenda, especially to sustainability and global citizenship.
- A green campus, in part ecologically maintained already.
- One of 6 EURO CAMPUS schools world-wide, living the partnership with the *Lycée Français de Manille*.
- Equipped with modern infrastructure and state of the art science rooms.
- Academic curriculum according to IB PYP, Cambridge and IB DP, taught in English
- Optional teaching according to German Curriculum, taught in German
- Qualified and experienced teachers, identifying with the corporate spirit.
- A non-selective secular* school with individual support for every child.
- Mother tongue and foreign language programmes from Pre-School onwards.
- A nurturing school community with an atmosphere of mutual trust and confidence. We know your children personally.
- Social projects to build responsibility in line with the UNESCO school programme.
- An ECA programme to inspire and develop students' interests and talents.
- A Music programme, offering also private tuition in our internal Music School.

*secular: GESM operates outside of the influence of a church or religious community. Its school programme centers on tolerance and openness towards religious creeds. It offers Ethics as a mandatory subject. Students or parents may choose.

03.1 EIS and GESM

The German European School Manila and the French School Manila are departments of the European International School Inc. (EIS), with EIS holding the official accreditation of the schools from the Department of Education (DepEd).



03.2 GESM and its main organisations

German School Association (GSA)

GSA is a registered organisation under the German law, created to establish and operate the German European School Manila and to officially communicate with authorities in Germany and the Philippines. Parents can choose to become members of the School Association during the enrolment of their child. A yearly membership fee applies. The main responsibilities of the association are the election of the Board of Directors and the yearly approval of the financial statements and the budget of the school. The members can also be asked to vote on other important decisions for the school following the provisions of the bylaws of the German School Association.

The members of the association meet once a year at the Annual General Membership meeting (AGM).

Board of Directors

The Board of Directors are voluntary parent members of the school association elected for a two year term. The Board governs the school and is responsible for all affairs of the Association. Among many other tasks, the members of the Board are responsible for the employment and dismissal of all employees including the head of school; they prepare the budget and represent the school in official affairs inside and outside the Philippines.

More information about the set-up and the tasks of the School Association can be found in its bylaws available at the Administration Office.

Parent Representatives/Gesamtelternbeirat (GEB)

The GEB is comprised of parents representing the classes of their children (2 representatives per class/grade) with regular meetings throughout the school year. The representatives support school events and activities to foster an active cultural and social life in school. Parents also volunteer to be parts of different committees (e.g. library committee, festivity committee) to come up with projects to further improve the school.

04 Communications

Each member of the community - parent, student, faculty and staff- is committed to develop and actively support our vision and mission in the interest of our students.

Effective communication is therefore a priority at GESM. There are many options for families to receive and share information. The school expects teachers, parents and students to have access to the internet and/or an e-mail account and a mobile phone for them to be reachable at any point in time.

04.1 Communication tools

04.1.1 GESM Website

The most important communication tool is our GESM Website: www.gesm.org. Parents, students and teachers are asked to regularly keep themselves updated by going there to find

- the weekly circular
- a detailed calendar and the latest news and announcements
- all necessary forms can be downloaded there
- the most important rules and regulations are available there

The Members log-in (*under construction at the moment*) will contain

- rules and regulations - "Ordnungen" of the school are published as a PDF file
- The archived weekly school newsletters or circulars
- Other documents

04.1.2 Students ' Diary

Hausaufgabenheft, Kindergarten- Kontaktheft for parents teacher communication

Kindergarten will have the contact book - "Kontaktbuch" in paper version.

German Primary has the Wochenplan.

You will find all necessary information in *Hausaufgabenheft* and *Kontaktheft* and it may be used for interactive communication.

The students of Primary and Secondary will have a diary which will be multifunctional. It shall be used for time management, school's assignments and as a communicative tool between parents, teachers and students, and for documentation of disciplinary action.

04.1.3 GESM Facebook Page

You can also get more information about GESM events and announcements at the school's Facebook page at this link:

<https://www.facebook.com/GermanEuropeanSchoolManila/>

You can also find class suspension announcements during typhoons there. The main information will be given through sms and by a pop-up on the website.

04.1.4 Communication Rules

Teachers and students should have a relationship of trust and confidence, but at the same time of respect and authority which requires pedagogical distance. Private, personal and educational/institutional matters should not be mixed. Therefore, students and teachers may not be members of the same Facebook page, they should not be friends on Snapchat, WhatsApp and/or other social media. In communication, teachers and students are required to use the official mail addresses given by school. Teachers who are also parents may be members of parents' WhatsApp groups, but are not allowed to communicate about internal school matters to parents groups.

04.2 Learning process and Educational issues

Parent-Teacher Meetings

Twice a year, there will be a parent-teacher meeting to discuss the students' academic and personal development during the preceding period. Nevertheless, parents are encouraged to immediately approach the classroom teacher should they find need to do so. In the same manner, teachers will approach the parents as needed.

If there are any concerns – curriculum issues, personal issues, learning performance, etc., the subject teacher and then the classroom teacher will be the first point of contact. This can be done by making an appointment in written form or by phone.

However, please bear in mind that calls should be during business hours and personal time should be respected. Before 7.10 am and after 6 pm, phone calls should be avoided and should only be done in case of emergency.

If you feel the need for further discussions, sharing of ideas and/or comments or raising non-classroom related concerns, please arrange an appointment with the Head of Section.

04.3 Parents evenings

There will be at least two parents' evenings during the school year to share information about the class and general school issues. The first will be at the beginning of the school year where teachers share their course outlines, procedures and contact information and the year's working plan.

In Secondary, there is one SLC (October) and one Parent teachers evening (February).

04.4 Students presentations

Student-led conferences and Grade 5 exhibitions of the PYP as well as other presentations (EIS extracurricular activities, festivities of the school, competitions, assemblies) allow our students to showcase their talents during the school year.

04.5 Teachers contact

For the updated teachers list, please refer to the list available on the website. Please keep these contact details confidential.

04.6 Student's council

This consists of an elected executive and an elected class representative.

The Student Council meets at least once a month. The objectives of which are to provide organisation, financing, and encouragement of special student orientated activities. Financing may come from events and student activities.

04.7 School Association and "GEB" – *Gesamtelternbeirat*

The School Association consists of parents who applied for membership. It constitutes GESM as a legal entity. The Association in its Annual meetings elects the Board of GESM, which also consists of parents of our school.

The GEB is the representation of all parents at GESM, in close collaboration with School management and with the Board. It supports school activities to foster an active cultural and social school life. The meetings

are open to any parent wishing to participate. The group also uses its influence to lobby on behalf of the school in its continuing effort to ensure the best for students.

05 Curriculum, Teaching and Assessment

05.1 Internal Curricula

The curriculum of the **German Section** Grade 1 to 10 is based on the German Curricula, especially the ones of Thuringia and Baden-Württemberg and the curriculum of German Schools Abroad in Southeast Asia. In the **International Section** the Diploma Programme and the Primary Year programme follow the syllabus of the IBO with the addition of Cambridge core subjects.

The Curriculum of the Primary in **International Section** follows the International Baccalaureate Primary Years Programme (IBPYP) from Early Years to Grade 5. For Grades 6-8 students follow the preparatory curriculum for G9-G10 IGCSE's with their final exam taken at the end of Grade 10.

At the beginning of the school year, the subject teachers inform students and parents about the internal curriculum of each year group, and the monthly curriculum plan.

05.2 Taught subjects and assessment

The school follows the philosophy of clear goal settings, an encouraging and positive learning atmosphere as well as transparent evaluation will influence positively on the students' learning success.

The school seeks to make achievement both recognised and possible for students.

At the beginning of the school year, the subject teachers explain what has to be learned, how the learning process is organised and how the students can reflect on their performances. It will be explained how the assessments, homework and other performances will be graded and a schedule of exams is published for each examination period in August and January (assessment plan).

05.3 Grading and report cards

Both Sections: Early Years to Grade 2 will receive a description of competences while all other grades (German Section) will receive grades from 6 (ungenügend, very poor) to 1 (sehr gut, excellent) and additional descriptions to explain working and social competences.

In Secondary international, grades 6 to 8 will follow a scale similar to the IGCSE. Please note that 60% is a minimum for a passing grade. IGCSE grades 9 and 10 will follow a similar scale with a 55% correct response for a passing grade. In the upper classes (grades 11 and 12) the system of the IBO is used where 1 the lowest grade and 7 the highest.

Grades are based on regular assessments according to the school's guidelines. The assessments include up to 3 major tests per semester.

05.3.1 Grades and their definition (German School)

Student performances are assessed according to the six part grading system with the grades "excellent", "good", "satisfactory", "adequate", "poor", "unsatisfactory"; and the following definitions accompany these grades:

Excellent sehr gut	1	Expectations have been met completely with great Success or have been exceeded
Good gut	2	Expectations have been met completely
Satisfactory befriedigend	3	Expectations have been generally met
Adequate ausreichend	4	Expectations have still been met but mistakes are evident
Poor mangelhaft	5	Expectations have not been met but there is evidence that basic knowledge is present and mistakes can be removed

		in the foreseeable future. A learning plan to catch up is recommended.
Unsatisfactory ungenügend	6	Expectations have not been met and even basic knowledge is full of gaps so that mistakes cannot be removed in the foreseeable future. A teacher-parent meeting is imperative.

The term “expectations” relates to the scope as well as the independent and correct application of knowledge and the means of presentation.

05.3.2 Written Evidence of Academic Achievement

Evaluation scheme for written assessments

%	German Section	Abitur
100	1+	15
99-94	1	14
93-90	1-	13
89-85	2+	12
84-80	2	11
79-75	2-	10
74-70	3+	9
69-65	3	8
64-60	3-	7
59-55	4+	6
54-50	4	5
	4-	4

The final grade is composed of the major tests, homework portfolio and performances in other forms. Details are described in “Ordnung zur Leistungsmessung” and “Ordnung der Grundschule” (all available in English versions)

05.3.3 Grades and their Definition (International Section)

In International Primary School, student performances are assessed according to the six part grading system with the grades ‘exemplary’, ‘proficient’, ‘consolidating’, ‘developing’, ‘emerging’, ‘minimal’; the following definitions accompany the grades:

6 Exemplary	Students who are working beyond the year level expectations
5 Proficient	Students who are able to work competently on year level tasks
4 Consolidating	Students who are working on year level tasks with increasing independence
3 Developing	Students who are able to work in year level tasks with growing confidence but still require some assistance
2 Emerging	Students who regularly require assistance with learning tasks
1 Minimal	Very limited achievement. Students who have difficulty in understanding the required knowledge and skills and are unable to apply them, even with additional support.

For the International Section Grades 6-10, students are graded in line with Edexcel International GCSE specification. The following table shows how these raw marks are converted to an alphabetical grade.

Scale:

Old	New	Bands
A*	9	95-100 %
	8	90-94
A	7	85-89
B	6	75-84
C	5	65-74
	4	55-64
D	3	46-54
E	2	36-45
F	1	30-35
G		20-29

International Section Grading Scales

Grade boundaries (6 to 8) International section

Old Secondary Scale	New Secondary Scale	Bands
A+	9	95-100
A		
A-	8	80-89%
B+		
B	6	70-79%
B-		
C+	5 (strong pass)	60-69%
C		
C-	4 (standard pass)	60-69%
C		

C-	3	50-59%
D		
E	2	40-49%
F	2	30-39%
U	1	20-29%
U	1	0-19%

05.4 Absence during exams

Students who are absent without any valid excuse on the day of major exams, especially final examinations, shall receive a failing grade for the examination missed. Students who are excused are allowed to pass

alternative forms of evaluation or take a make-up exam. Delayed students without any valid excuse can take part in the exams but will not have additional time.

In the event of school cancellation, exams will be moved to another date. Requests for early examination at the end of the year may be approved by the Head of School after submitting a written request indicating sufficient reasons. Please refer to the GESM Student Manual.

05.5 Behaviour during examinations and consequences –Academic Honesty Policy

Students are expected to be well-prepared and to act responsibly and honestly during examinations. A student found cheating in an exam will have his/her papers confiscated and shall get a failing grade. Please refer to the GESM academic honesty policy.

Students are not permitted to talk to each other during an exam. Failure to comply will result in exam paper confiscation and zero points.

No electronic devices are allowed in the exam room except for calculators when required by the exam; bottled water is permitted.

05.6 Homework Policy – Assignments

Homework is given to reinforce the learning of new concepts and skills. They assure training skills and develop desirable work and study habits. They increase in complexity according to the student's age, maturity and capability. In this understanding, the students should be able to manage their homework independently. Homework must relate to curricular topics and must be related to concepts already taught such as completing a task or practising a method or skill.

The amount of time a child may spend on homework may vary. If homework seems to demand undue time or effort, please feel free to contact the subject teacher first so we can investigate the reasons. It is always our goal to meet the demands of the student.

The general guidelines for homework:

This is in total each day not per subject per day.

Teachers must share the homework given on the classroom notice board for all to see and not add to days where homework has been given by another subject if it will exceed the total time allowed that day.

Grade 1 and 2: 2 hours a week or 20 minutes 6 days a week

Grade 3 and 4: 3 hours a week or 30 minutes 6 days a week

Grade 5 and 6: 4 hours a week or 40 minutes 6 days a week

Grade 7 and 8: 6 hours a week or 60 minutes 6 days a week

Grade 9 and 10: a minimum of 6 hours per week

The homework portfolio accounts for a percentage of the final grade at the end of the semester.

Students are expected to abide by teacher/course timelines and deadlines for all work and assignments.

An Assignment and Credit Recovery programme is designed to assist failing students with the completion of work. Students will give up their Wednesday activities to complete work under the support and supervision of an educational assistant. Decisions to place students in this programme will be based on the recommendations from classroom or subject teacher as coordinated with their respective parents and the secretariat. Participation of recommended students is mandatory.

Complying with the recommendation may permit a student to meet course outcomes and establish a passing grade.

06 Report cards

Every semester, students and parents will receive a report card describing the performances (grades) and learning attitudes of the student (a comment on social and working competences).

In line with these, the school will invite the parents to a separate meeting with the subject teacher to exchange ideas and recommendations, if appropriate.

In autumn and spring, there are conferences about the students' academic and personal development. You will receive feedback in written form and you will be invited by the subject or class teachers, should there be any concerns.

06.1 Year end promotion (Versetzung)

"No one is left behind". This goal guides the school in all decisions. Thus, the approach is to support and foster every student to be promoted to the higher level. Nevertheless, retention remains an option should the school deem it appropriate for the betterment of the student's development. The parents have the right to a transparent and intense counselling. The final decision will be made by the school following the rules of the "Versetzungsordnung".

06.2 Orientierungsstufe

After Primary Grade 5, students of the German Section change the school system and follow different streams called Hauptschule, Realschule and Gymnasium.

The process of the decision making is written in "Ordnung zur Orientierungsstufe", available as a PDF file only in German. These rules are not applicable for the International section.

07 School's expectations on rules and regulations

07.1 Students diary

The students are expected to have a GESM diary to organize their learning, keep the timelines of assignments, prepare for tests in time, reflect on performances and to set learning goals.

These will be issued at the beginning of the school year.

This diary is an important organization tool and students from Grade 7 onwards are expected to organize the diary themselves. This diary is also an important tool of communication between teachers and parents. *Parents at Early Years, Primary and lower Secondary are expected to regularly read and acknowledge the diary by signing it.*

07.2 Students Material

The material list for the coming school year is be distributed by the teachers and secretariat. Special materials from Germany are available at the school boutique.

07.3 Dress Code and school ID for students

Our students and teachers are aware of being guests of their host country and that they attend an excellent school.

They are representatives of the school hence behaviour and appearance has to point to the fact that the focus of our school is on learning experiences, not on leisure time.

During school hours the appropriate dress is "*smart casual*". There is no school uniform in the stricter sense of the word, but rather a variety of jerseys and shirts to choose from, bearing the school's name/and or logo.

"Italian fashion house Brioni explains *smart casual* is not an issue of inventory or classification but rather knowledge and good taste to understand the environment; demonstrating that *smart casual* during summer in Sardinia is different to *smart casual* during winter in Toronto."

So, *smart casual* means any attire fitting a school environment meant to promote education, differing from leisure activities on a beach or in a club, a pub meeting, working at a bank or going to church. The definition is difficult because it depends on a person's understanding of an "educational setting" and qualities. For that reason, for those with a different understanding there is a helpful list (which constitutes the EIS dresscode)

The following items of clothing are not acceptable

- Revealing, see-through clothes and plunging necklines
- Backless shirts, tank tops, T-shirts with slogans and flip-flops
- Midriff tops, strapless tops (unless worn under a shirt or jacket)
- Mini-or micro-skirts or shorts, cut-offs or casual shorts (tailored and knee-length shorts are acceptable)
- Excessively coloured hair
- Beach flip-flops. Also running barefoot inside school is not allowed for reasons of hygiene (restrooms), and security.
- Body piercings other than earrings must be removed during school hours
- Tattoos: Students and employees who already have tattoos should endeavour to cover them as much as possible

School clothes

GESM provides jerseys, hoodies, T-shirts and other suitable pieces of clothing in the school's boutique. Every student has to wear at least a shirt from school. The sense behind is that the student is easily identified as a GESM student. Also consciousness of belonging to a school with a particular pedagogical spirit school should be enhanced by wearing school clothes.

Also on occasions where students represent the school **outside**, they should wear the GESM shirt / polo shirt over trousers, tailored knee-length shorts or skirts. They should wear shoes all the time on outside school-events

These occasions are, but not limited to, official events outside the school, performances representing the school, festivities, important school events, Cultural Festival, and invitations from other schools.

On more casual events like the Southeast Asian Games, ECA competitions, field trips, and excursions, participants are expected to wear their sports uniforms with proper footwear.

Students must also always wear the school ID as soon as it has been handed out to the student.

07.4 Pizza delivery on birthdays

The purchase and consumption of pizza is not welcome but acceptable to a certain extent. The home room teacher makes sure that it only occurs on special occasions and that it remains moderate. Compare Student Code of Conduct

07.5 Vandalism and treatment of school property

Parents are responsible for their children and are liable to pay for any damage. Apart from the financial ruling, a pedagogic measure should be decided upon. For educational reasons, students should - as much as possible - repair and replace damaged items themselves.

07.6 Smoking and vaping in school

Smoking is not permitted in school. This also includes e-cigarettes (vaping), also bringing in, storing and selling paraphernalia is not allowed. Also bringing, lending or selling paraphernalia is strictly prohibited.

07.7 Alcohol and drug abuse

The possession of illegal drugs, legal drugs without medical requirement, alcohol and others is not permitted as well as the misuse of ordinary substances.

GESM supports the concept of responsibility and the exchange of information and immediate notification should there be any need, instead of imposing random drug tests. This concept has proved more effective than any other procedure. Still, in special situations, on request of the Head of School, GESM reserves the right to require a drug test when necessary.

Alcoholic beverages might be served to adults during special festivities. Compare Student Code of Conduct

07.8 Infractions

We expect that faculty and parents share the same students' behaviour expectations. In case of infraction, close cooperation and a coordinated educational action is appreciated.

Procedure and options

1. A talk with the student and an explanation of the expected behaviour is always our appropriate first course of action. We want to foster insight and self-reflection to educate our students. Should this fail to establish the expected change of attitude, disciplinary actions will be undertaken in accordance with the school's disciplinary policies or under the WCBS system.
2. Warning and official remark in the register – "Klassenbuch"
3. In case of continuous misbehaviour, a detention might be the appropriate consequence. Further consequences are rarely necessary. In special cases, a parent-classroom teacher meeting would be appropriate following the "Erziehungs- und Ordnungsmaßnahmen".

08. Attendance

From Kindergarten/Early Years onwards, the constant attendance of the children/students is necessary to ensure the continuity of a learning process. In our school's community, we share the idea that this has to be supported with high priority.

08.1 Policy for Attendance and Absence

1. Students are expected to report to all classes on time, every school day. In the absence of a teacher, lessons are organized (cover, student-led activities in higher grades)
2. Attendance will be recorded by classroom teachers and will be recorded under the following categories:
 - a. U – Unexcused absence: Students not providing any legitimate excuse for missing class in time.
 - b. E – Excused absence: Students have provided an acceptable excuse to teachers and/or administration. This would include, but is not limited to, illnesses, medical appointments, parent-approved absences, and school-related events/activities.
 - c. Nurse: Students partially dismissed (or for the full period) from lesson to go to the nurse will be noted and marked as Nurse. There is a template to be used by the teacher and the nurse.

08.1.1 Notification of Sickness and Excuse

If a student is absent, for example for a health reason, please inform school asap. Always inform **the secretariat** by phone/text or preferably by email indicating the duration of absence. ~~It is also possible to~~ In addition to that, if possible homeroom teacher and Head of Department should be included in the email. If a student is absent for more than 3 days a doctor's certificate is required. If possible please use the absence notification form from the website.

It is the responsibility of the student to catch up on all work and information, which they missed during their absence.

From Grade 10 on, a doctor's certificate is always necessary if the student was absent when an official examination or major test was taken.

Excuses are to be formulated in written form in time and will need to be justified. In case of emergency, an SMS is sufficient as an immediate notification to the class teacher. The secretariat should always be notified as well.

If a student arrives after classes have started they must first report to the school secretary to notify the school of their arrival.

Students may be excused by their parents only up to 2 days. After that, a doctor's certificate is already required.

08.1.2 Before and after holidays

Before holidays it is expected that students attend classes until the last school day. Holiday planning should be done accordingly. As it is not advisable for students to miss school days before and/or after a school break such absences **need early approval from the Head of School**. The Application has to be submitted at the latest **four weeks** in advance (or as soon as parents know of an absence) to the Head of School in written

form (Email and copy the secretariat). The approval may only be given if no parent or guardian can supervise the child and absence(s) can't be avoided.

Please be informed that parents and students are responsible to catch up with the lessons missed. Tests will not be postponed.

08.1.3 Responsibility of the classroom teacher

- a) If a student is absent for more than two days, the classroom teacher should make inquiries to find out what the problem is and if there is anything which we can do as a school to give support.
- b) The classroom teacher should supervise the absence notes in an organised fashion and investigate any inconsistencies.

8.2 Timetables

08.2.1 Timetable Early Years

7:30 – 8:00 am	Morning Circle
8:00 – 9:00 am	DaF / DaZ/ individual or group worktime
9:00 – 9:30 am	Snacks
9:30 – 10:15 am	Playground
10:30 – 12:00 pm	Units of Inquiry/ DaF / DaZ/ sports activities/ individual or group worktime
12:00 – 12:30 pm	Lunch
12:30 – 1:00 pm	Goodbye Circle
1:00 – 1:10 pm	Early Goodbye (for students who have no afternoon activities)
1:10 – 1:45 pm	Quiet Time/ Nap Time
1:45 – 3:00 pm	Afternoon Activities

08.2.2 Timetable Primary, Middle School, Secondary I and IBDP

DESM Zeitplan 2014/2015 | GESM time schedule starting Aug. 14, 2014

Stunde Period	Zeitspanne Grundschule Time Schedule Primary	Zeitspanne Sek1 Time Schedule Middle School & High School (IB)
1. Stunde <i>period 1</i>	07.35 – 08.20 Uhr	07.35 – 08.20 Uhr
2. Stunde <i>period 2</i>	08.25 – 09.10 Uhr	08.25 – 09.10 Uhr
1. Pause	09.10 – 09.30 Uhr	09.10 – 09.30 Uhr
3. Stunde <i>period 3</i>	09.30 – 10.15 Uhr	09.30 – 10.15 Uhr
4. Stunde <i>period 4</i>	10.20 – 11.05 Uhr	10.20 – 11.05 Uhr
5. Stunde <i>period 5</i>	11.05 – 11.55 Uhr (Lunch Break)	11.10 – 11.55 Uhr
6. Stunde <i>period 6</i>	11.55 – 13.30 Uhr ----	11.55 – 12.45 Uhr (Lunch Break)
7. Stunde <i>period 7</i>		12.45 – 13.30 Uhr
2. Pause	13.30 – 13.45 Uhr	13.30 – 13.45 Uhr
8. Stunde <i>period 8</i>	13.45 – 15.20 Uhr	13.45 – 14.30 Uhr
9. Stunde <i>period 9</i>		14.35 – 15.20 Uhr
3. Pause	----	15.20 – 15.30 Uhr
10. Stunde <i>period 10</i>	----	15.30 – 16.15 Uhr
11. Stunde <i>period 11</i>	----	16.20 – 17.05 Uhr

Mittagessen/Lunch: **Grundschule/Primary** **5. Stunde/period 5**
 Sekundarstufe/Secondary **6. Stunde/period 6**

Abfahrt der Busse am Eurocampus um 13.45 Uhr, 15.30 Uhr und 17.30 Uhr.
Buses pick up at 13.45 pm, 15.30pm and 17.30 pm at the Eurocampus.

09 School Activities

09.1 Community activities, "Schulleben"

The school community undertakes a multitude of festivities and activities during the year. This is to strengthen the relations among all partners of the school. These also give excellent opportunities for the students to present skills and talents other than academic competences.

The success of all community activities depend on the participation and active support of the GEB.

Among these activities are:

- Presentation and activities inside the school (PYP Exhibition, German Day, Student Led Conference, Treaty of Élysée celebration)
- St. Martin and the Christmas month festivities, Carnival, Summer Festival
- Various competitions (Geography- National Geographic; Antolin reading; Portfolio, reading and writing competition; mathematic contest Känguruh ...)
- Field trips
- Yearbook
- Sports competitions (Southeast- Asian Games, EIS Football Cup, ECA competitions)
- Cultural festival

Since 2008/2009 the school community supports exchange programmes with partners in Germany to foster the language skills and to get to know German culture and everyday life.

- Student exchange programmes with Saxonia International School (accompanied group)
- GESM is a member of the PASCH (Partners for the Future) Network in the Philippines. Philippine teachers from our partner schools annually join our school for two month observations and teacher training leading to six month assistant teaching contracts in Germany. Secondary students may also be awarded scholarships for 3 week youth courses in Germany under full sponsorship.

09.2 Field Trips

One of the benefits of having an international community is the numerous parent contacts and opportunities for educational field trips. Frequently, classes will be held outdoors if the study at hand deems appropriate. Field trips will be planned in consultation with interested parents from the GEB.

Parent or guardian permission slips must be signed (see details in "Ordnung Unterrichtsgang und Studienfahrt"/Fieldtrip Policy).

Once a year, students from Grade 4 to 10 will undertake activities and research in the Philippines outside the school.

At least one of the following goals must be part of the planning

- Responsibility (Does the field trip foster social or environmental awareness?)
- The trip is related to a project (Are there project tasks connected to the field trip?)
- Get to learn cultural phenomena of the host country, the Philippines.

School-wide retreats at the beginning or during the school year are also mandatory. Both Secondary and Upper School will participate in retreats.

The field trips are part of the official school's activities and all students **have to** attend.

Financial burdens of field trips will be discussed and decided upon at the first parents meeting of the year.

The fees for the field trips will be charged to the parents through an official school invoice.

09.3 Extracurricular activities, afternoon activities, electives

To develop their personalities and skills outside the academic areas, the school offers many different Afternoon Activities, some of them Extra Curricular Activities (ECA's) to their students. A wide variety of

activities are available from the different sports such as football, taekwondo, ballet, basketball, swimming, to arts and crafts activities (cooking, theatre, painting etc.) as well as languages (Mandarin, Tagalog etc.). The activities cater to students in different age groups from Kindergarten until Grade 12. Most ECAs are together with the students of the French School (LFM) and are conducted in English. Based on the activity chosen, students are encouraged to participate in the many tournaments and events that are organised on weekends or outside of the regular school schedule. A complete list of all activities, rates and time schedules will be published and distributed to the parents during the start of the school year. You will be asked to complete a form for the activities chosen and upon approval. The school will send you information about enrolment before.

10 Calendar

The updated school calendar is published in the school website.

11 Facilities

11.1 Library and Multimedia Centre

The trilingual library hosts over 20,000 books in 3 languages – French, German and English, DVDs in French and German and more than 20 subscriptions to magazines in the said 3 language are available. For the student's computer use, a wireless connection to the school's internet facilities is available within the library. There are also special multimedia facilities in the library.

The library is open Monday through Friday from 7:15 am to 3:30 pm (on Friday until 2:30 pm). The detailed library rules are published online:

<https://www.gesm.org/library>

11.2 Canteen

11.2.1 General Information

Canteen services at the school are provided by an external canteen service company. It provides beverages, refreshments, snacks and choices of breakfast and lunch at reasonable prices.

The food offered in the canteen follows international standards on health and food safety standards and nutrition requirements for students of all different age groups.

A cashless paying system with a canteen card is installed. Students need to be registered by their parents in the canteen and will receive their canteen card (120 Php issuance fee (Aug. 2019)).

The canteen card can be loaded at the canteen's cashier during canteen hours.

Please note that a NO LOAD NO FOOD policy is strictly implemented in the canteen. Cash purchases are possible.

The canteen business hours are during school days from 7:00 a.m. to 3.30 p.m.

Students are expected to follow the rules issued by the canteen operator.

11.2.2 Canteen Rules

Purchases in the canteen are only allowed during long breaks, never in the 5-minute breaks. The primary school sets its breaks according to their working schedule and the rhythm of the learning process.

11.3 Bus services

The school recommends external bus companies that offer door to door school bus services for the students of GESM and LFM. The accredited companies are regularly checked and are obliged to fulfil the official requirements for student transportation in the Philippines. The contract for the transportation of the

students is made directly between the parents/guardian and the bus company. Payments to the bus service provider will be made by the parents directly to them. However, the school offers, upon request, to facilitate payments to the bus company if lumped with the tuition fees.

For more information on the bus services, please contact the secretariat:

Tel: +63-2-776-1000

Email: secretariat@gesm.org

11.4 School boutique

The school boutique offers various school materials which are not available in the Philippines and which the students might need during the school year such as high-quality A4 notebooks, learners fill pen, etc.

For any school materials and merchandise (e.g. sports uniform), kindly visit the Boutique

12 Security related issues

12.1 ID- Card for parents, drivers and guardians

The school secretariat provides a temporary or permanent ID-Card for every parent and enrolled student as well as for every driver, guard and nanny (yaya) who is responsible for accompanying the child.

Students and parents are required to have the ID card at hand every day and wear it visibly when on campus.

Drivers and guards do not have access to the campus without a valid ID-card.

12.2 Report to Agencies abroad

The German Embassy runs a registration list for German citizens called "Deutschenliste". Other embassies and consulates do so as well. It is highly recommended to be part of these lists for all kinds of support especially in emergency cases.

12.3 Driving rules on the parking area

The valid rules and regulations are decided by the EIS management and published by the Administration Manager. The guards at the campus are ordered to implement these rules and their strict compliance. In case of repeated negligence, the access to the campus and parking area will be prohibited. For safety and environmental concerns, the vehicle engine is required to be turned off when parked.

12.4 Surveillance

The school's surveillance starts at 0700 and ends 15 minutes after the last class of the student.

It is the parents' task to organise pick-up on time. All students and children need to be supervised in the afternoon. If they cannot be picked up on time, parents are obliged to provide organised supervision for their children, whether it be in the form of an extracurricular activity or a guardian supervising at the library. There is also the possibility of day-care in LFM for Primary students.

It is not accepted that a child/student stays at school after class without organised supervision.

12.5 Sign out policy

No student leaves the campus unattended and without permission. To leave earlier, a written permission from their parents is required. Students without a note will phone home and have office staff obtain verbal permission.

Parents and guardians must sign out students when they come to pick them up at the secretariat.

12.6 Emergency and other safety related issues

In emergency cases (typhoon, flooding, accident, etc.) the school informs the parents through two information lines:

Line A: The school sends an SMS message from the emergency cell phone

Line B: The school sends an e-mail.

There may be additional messages on facebook and/or on the website.

The school follows DepEd guidelines and the decision of the Mayor of Parañaque with regard to typhoons.

Occasionally local conditions at the parents' residence may indicate the need for a separate decision. In this

case, the final decision will be that of the parents. For details see the school's website:

<https://www.gesm.org/typhoon-severe-weather-condition>.

If school dismisses early, students will not depart until the appropriate announcement is made and the pick-up is assured.

12.7 Avoidance of theft

The loss of equipment is always the student's and family's own responsibility. There is no liability by the school.

Thefts are rare. However, there is no guarantee for it not to happen. To avoid this, here are some simple rules:

- If money is collected, the students should deliver it during the first lesson or the parents should take care of it, not delegate it to the students.
- Valuable Items should not be brought to the school, if necessary deposit it in the lobby, in very special cases, in the secretariat.
- Expensive smart phones, MP3 players, cameras etc. should be left at home.

Always report a loss of property immediately; parents are to notify the class teacher and the secretariat immediately via e-mail /SMS the next day to confirm the loss.

12.8 Picture taking

Taking of pictures, video and audio recording is not admitted on the school's premises without the authorisation of the Head of school.

13 Administration

13.1 Distribution of school books and treatment of books

The school provides most of the necessary books and materials needed by the students. While most of the books will be lent to the students free of charge, some items (e.g. workbooks and notebooks) need to be purchased. Damaged or lost items will be charged to the parents. An official invoice will be sent for materials purchased.

Students and parents are responsible for the proper handling of school materials and books.

The distribution of the school books is handled by the teacher in coordination with the Administration and Library.

Returning books

On a scheduled day, each class will go to the library to return their school books at the same time.

The returned books will be checked against the list in the Book Distribution Form.

They should be used for 4 years. There are the categories A (new), B (used once), C and D.

During the school year it can decrease by one category. If not returned, the full payment for the book can be demanded.

13.2 Invoices

All main costs of the school (tuition fees, materials, ECA, field trips) are billed to the parents via an official invoice. For faster distribution, invoices are usually sent with the students or given to accompanying guardians/parents at school. Invoices can also be sent via email, please approach the accounting department (mlcarane@gesm.org) for details.

Statements of account for tuition and other fees are sent to all parents 2-3 weeks before the start of each new quarter (Aug 1, Nov 1, Feb 1, May 1). The sending of the statements for the tuition fees is also announced in the circular.

All payments for tuition fees and school materials shall be made to the accounting department or to the school accounts only, not to the faculty.

13.3 Lost and found

Lost and Found is located at the lobby. Items labelled by name are more easily returned. Accumulated unclaimed items are given to charity after six months.

13.4 Private advertising

At the lobby is a folder to announce private items. Any material to be posted in the building or circulated to students must first be approved by the administration or the Head of School.

14 GESM Directory

Volker Ross

Administrator

Email: vrross@gesm.org

GESM Secretariat

Ms. Ethelwelda Cruz

Assistant to the Head of School

Email: secretariat@gesm.org

Telephone: 8 776 1000 loc 211

- School registration & forms
- List of contact numbers of parents (please update us if there are any changes to these items)

Ms. Michelle Cristobal Hombrobuena

Assistant to the Administrator

Mail: mhombrobuena@gesm.org

Telephone: 8 776 1000 loc 224

- ID Cards

Ms. Avelina Cornejo

Chief Accountant

Email: gesmaccounting@gesm.org

Ms. Marlo Carane

Accounting-Invoices

Email: mlcarane@gesm.org

Telephone: 8 776 1000 loc 223

- Tuition Fee Payments

Mr. Shadin Kitma

Marketing, Events and Communication

Email: skitma@gesm.org

Tel: 8 776 1000 loc 204

Chris Javier

ECA Coordinator

Email: sportscoordinator@eurocampus.ph

Telephone: 8 776 1000 loc 220

EIS Canteen

Telephone: 8 776 1000 loc 231

15 Glossary of Terms/Abbreviations/FAQ

15.1 What does ECA mean?

Extra-Curricular Activities

In addition to the academic programme we offer a wide range of **Extra-Curricular Activities (ECA's)** that extend the educational experience in recreational areas. A range of activities keep students fit and active and develop skills for life-long enthusiasm and interest for sports and cultural commitment.

The ECA's are organized by the **ECA coordinator**. The ECA coordinator is available in the ECA office or under sportscoordinator@eis.org

The ECA coordinator informs about the different activities offered and the schedule during the school year.

The organization of the **ECA programme** is done together with the French school, offering opportunities to expand the communication of our students and make them feel a part of the school community. Activities will mostly be held in English, sometimes in French and/or German.

The ECA course programme is sent out twice a year and includes: *Performing Arts* such as Ballet, Hip Hop and Theatre. *Sports and Martial Arts* including Swimming, Basketball, Chess, Gymnastics, Soccer and Tai Kwon Do, *Arts and Crafts* such as Painting and Cooking. *Mandarin* is also offered.

Participation in tournaments is also a part of this programme.

The costs of the different activities are additional to the tuition fees. Information about the rates of the different courses goes out at the beginning of every semester.

"Kulturband", "Wahlpflichtbereich" and "Afternoon activities in the Kindergarten" are a special cultural program of GESM included in our pedagogical program and free of additional costs.

15.2 What is the GEB?

Abbreviation of the German expression **"Gesamtelternbeirat"** – In all class grades from Kindergarten up to IB Diploma Program the parents elect two representatives during the first parents evening of the school year: the chairman of the class and the deputy. The representing parents of all grades automatically form the GEB. The GEB holds monthly meetings, represents the interests of all parents and works in different committees on the development and the improvement of the school: e.g. festivity – bus – canteen – culture committee.

The **GEB** works together with the school management in the preparation of the different school festivities during the year. The **GEB** formally works together as does any other association in electing the different positions within its structure, such as: chairman, deputy, treasurer, and secretary.

In previous years the **GEB** has notably improved the canteen services, the transportation service and the library facilities. The holding of the Christmas and the Summer Festivity is extremely successful under the cooperation of the **GEB**. With the money collected during yearly festivities parents could contribute notably to music and kindergarten equipment for the school.

15.3 What is the function of the GESM Board of Directors?

The school is a private school subsidized by the German Government and administrated by the German school association/**Deutscher Schulverein in Manila**. The **GESM board of directors** is the legal and official representation of the Association German European School Manila. The board of directors consists of a minimum of 5 members who are allocated different positions (e.g. chairman, deputy, secretary, treasurer) The board of directors holds monthly meetings. The tasks of the board of directors are determined in the school **by-laws**.

The **General Assembly** is held once a year, usually in October or November. Members of the German School Association have the right to vote on motions presented during the General Assembly. For parents of the school it is recommended they become a member of the German School Association. The membership application form is handed out when you enroll your child in GESM. To become a member of the board you can present your candidature for the elections during the General Assembly.

15.4 What is the meaning of IBO, IGCSE, PYP, and Cambridge?

The **International Baccalaureate Organization** offers four high quality international programmes to more than one million students in 146 countries: the **Primary Years Programme**, the **Middle Years Programme**, the **Diploma Programme** and the **IB Career-related Programme**. Our school is an accredited IB world school, following the **Primary Years Programme** and the **IB Diploma Programme**. The **PYP** is offered in the International Section.

The **Primary Years Programme** for students aged 3 to 11 focuses on the development of the whole child in the classroom and in the world outside. The **Units of Inquiry** are a basic part of the pedagogical methods of the **PYP**. For specific information contact the **PYP-coordinator** or the class teacher of your child.

The **International General Certificate of Secondary Education (IGCSE's)** are exams taken at the end of Grade 10, in May and June, in the International Section. They are externally graded and specifically designed for International students. They also provide a good foundation for the **IBDP** in Grades 11 and 12. The examination curriculum begins in Grade 9 as **IGCSE's** are a 2 year programme. In the Middle school years students work towards and prepare for the **IGCSE** programme. For specific information contact the **IGCSE coordinator** or the class teacher of your child.

The **Diploma Programme** for students aged 16 to 19 is a demanding two-year curriculum leading to final examinations and a qualification that is welcomed by leading universities around the world. In the last two years of school **GESM** offers the **IB DP in English and German (grade 11 and 12)** to both sections, the German and the International Section. For more specific information contact the **IB DP coordinator** of the school.

Each programme includes curriculum and pedagogy, student assessment appropriate to the age range, professional development for teachers and a process of school authorization and evaluation.

We are a **CAMBRIDGE INTERNATIONAL** school offering their programmes in Primary, Secondary, and soon to be, **IGCSE**. This is enriching our present programme of **IBO** and **IGCSE** to an even higher academic standard.

15.5 What is KIGA?

KIGA is the abbreviation of the German word "**Kindergarten**" (garden for children).

The common use of the expression **KIGA** refers to all children who have not yet entered the Elementary School/Primary.

In **GESM**, **KIGA** consists of two parts working closely together.

The denominations are as follows:

German department "Kindergarten"

Age 3 to 5	Kindergarten
Age 5 to 6	Vorschule/Preschool

International department "Early Years"

Age 3 to 5	Kindergarten
Age 5 to 6	Pre-Primary

Additional to the regular pedagogical programme, **KIGA** offers common **afternoon activities** which are included in the regular tuition, strengthening Kindergarten childrens' German skills. **KIGA** kids have the choice to also participate in **ECA's** like "ballet" or "soccer". These are charged at extra costs. For more information contact your **KIGA coordinator** or the **ECA coordinator**.

15.6 Which are the extra costs incurred by parents throughout the year?

Additional to the yearly school fees the following costs can incur depending on your requirements

- Additional costs for **school bus service** (privately managed by school bus company)

- **Field trip** grades 4 to 12 – between 500 and 15 000 PHP (depending on previous agreement with parents)
- Additional costs for **school books**: the textbooks are given to the students at the start of the school year and have to be returned at the end. Parents are not billed for these books as they can be reused for future classes. Workbooks (which students may write in), special novels, Exercise books or notebook have to be paid by the parents, in the IB DP students can choose to buy or to rent the textbooks.
- Canteen costs for consumption
- **Participation in different ECAs**, for specific information please contact the ECA coordinator
- **Special Needs Programme**: enrolling in different support measures (learning support, all testing/assessments and any other additional support either by GESM support staff or outside service providers) will be covered by the parents
- **Laptops** are recommended for higher grades
- **Examination fees** for students in Grade 10 taking the IGCSE's
- Any other additional **material for class specific extra activities** ("Klassenkasse", celebrations, festivities, day trips etc.) can be charged extra

16 List of important GESM policies and statutes for parents, students and teachers

For parents:

- Admission and Readmission policy
- GEB statutes
- Statutes of the School Association
- Complaint Policy
- Child Sickness Policy
- Absence Notification and Excuse
- Communication Policy

For Students

- Student Code of Conduct
- EIS dress code
- Statutes of the Student Council
- Media Policy

For the school community

- Child Protection Policy
- Weather Policy
- Language Policy
- Safety and Security
- ID-Policy

17. Abbreviations

AGM	Annual General Members Assembly (School Association)
BLASchA	<i>Bund-Länder-Ausschuss für schulische Arbeit im Ausland</i> , Joint Federal Committee for schools abroad within KMK
BLI	<i>Bund-Länder-Inspektion</i> , regular inspection of School by German authorities
BVA	<i>Bundesverwaltungsamt</i> , Federal Administrative Office
BOD	Board of Directors
CAS	Creativity, Activity, Service, part of the IPDP programme
DESM	Deutsche Europäische Schule Manila, German for GESM
DSD I and DSD II	German language Diploma
DFU	language sensitive teaching
DaM	German as a mother tongue
DaF	German as a foreign language
DaZ	German as a second language
ECA	Extra-curricular activities
EIS	European International School (GESM and LFM together)
EC	Elective classes
EE	Extended Essay
G 4	Group four (science subjects in IBDP)
GEB	<i>Gesamtelternbeirat</i> (Parents Council)
GESM	German European School Manila
GI	Goethe-Institute, German cultural center
GS	<i>Grundschule</i> (German Primary)
IBDP	International Baccalaureate Diploma Programme
IBO	International Baccalaureate Organization
IGCSE	International General Certificate of Secondary Education
KIGA	Kindergarten
KMK	<i>Kultusministerkonferenz</i> , Conference of all 16 ministers of education in Germany
KULT	cultural festival of German Schools in Southeast Asia
LFM	Lycée Français de Manille
PASCH	<i>Partnerschulen im Ausland</i> , initiative to foster relationships with school partners
PGK	Pedagogical General Conference, <i>Gesamtlehrerkonferenz</i>
PYP	Primary Years Programme, <i>Grundschulprogramm der internationalen Grundschule, gehört zum IBO-Programm</i>
SLC	Student led conference
SMT	Senior Management Team, <i>erweiterte Schulleitung aus SL, STV, Leiter der International Section</i>
SOAS	South East Asia Games, biennial sports contest of all DAS in SOA
ZfA	Central Agency for German Schools Abroad

18 Frequently Asked Questions

What kind of school is GESM, in three sentences?

The German European School Manila offers a complete school education from Preschool to the International Baccalaureate (IB) Diploma Programme.

Coeducational and secular, GESM provides students with comprehensive learning programmes according to German, European and International standards in the multicultural environment of Eurocampus Manila.

It is also part of the world-wide network of UNESCO schools which are committed to Human Rights, Democracy, Sustainability and Global Citizenship.

For more information please refer to our **Vision and Mission**, and our **Pedagogical Concept**.

Does "German" School mean this school is for Germans only or mainly for Germans?

*More and more students have proved this prejudice wrong. Student of all backgrounds can enter the **International Section**, the **German Section**, or the **IB Department** of our school. "German School" means that our school is officially recognised, supervised and subsidised by **German authorities**.*

Only one third of our students are German passport holders, and the largest part even of them are "third culture kids" from mostly bi-cultural families.

What does GESM offer to International students?

It offers unique opportunities in the area of education, academic learning, languages, and personality formation.

International students can enter the International Section and the IB department, of course, but also the German Section. So, different from what one might expect, this German school is a school for everybody interested in our educational programme which is unique in Manila.

In the International Section (Early Years, Primary and Middle School, which comprises two thirds of all GESM students, there are students from different nationalities, united by their

- *interest in the **educational programme** offered (PYP, CAMBRIDGE, IGCSE, IBDP)*
- *the **German language and culture***
- *and the multicultural character of the **Eurocampus***

In the IB Diploma Programme, students can enter from other schools even without having learned German before.

*The **German Section** is also open to all. As a matter of course, entering this section from **Kindergarten** is the easiest way, but even immersion into the first grade of **German Primary** or entering at a later stage with German intensive courses as a support, is always possible.*

Which section should I choose for my child - the German or the International Section?

If you are looking for an international profile comparable to other international schools in Manila, with German as a plus, and strong German-European concepts in education as a unique feature in the Philippines, then our International Section will suit you best.

However, if you are aware of the particular value of an education fully in line with internationally recognised German curricula, then the German Section will be the best choice.

Among the benefits are

- *the unique opportunities of **studying, living and working in a German-speaking country** or a German-speaking environment within the growing German-Philippine business relations.*
- *There are also rewarding opportunities of dual studies and vocational training. (**Dual studies means students learn at a university and work at a company, getting a salary, and combining theory, science and practice.**)*
- *Vocational training means the unique opportunity offered by Germany to get solid **professional training** after class 9, 10 or 12, with "dual schooling" (on the job training and high school) with regular payment of up to a 1000 Euros a month, depending on the profession and the stage of training (first, second or third year).*
- *After the "apprenticeship" students can gain a **professional degree or even study at university**. Germany is known all over the world for the quality of its vocational training courses.*

Is it possible to change between both Sections of School?

Yes, it is. If you want to change sections, there are possibilities at grade 1, grade 6, and grade 8. In other grades, the difference of curricula would make it more difficult.

In the IB department, all students are together, anyway.

Is there any advantage of the German International Baccalaureate Diploma at GESM over the diplomas of other international schools in Manila?

Other international schools have their special profiles or might offer a still wider range of extra-curricular activities.

But if you are looking for a school

- *with a strong language profile,*
- *with an immersive language and culture method*
- *with a focus on music and arts,*
- *with an appealing afternoon programme*
- *offering support and guidance to every student,*
- *with modern education according to German and European standards, and*
- *providing the opportunity to study in Germany or a German speaking country,*
- *to have the opportunities and advantages of a paid dual study or vocational training in Germany*

then GESM will be the best choice for you. Please have a look at our "Why GESM?" -page.

What are the characteristics of "German education"?

In a nutshell: Employability is important, but "personality" comes first.

German education is generally more concerned with the "natural development" of human beings according to their "inner principles of growth", and promotes a "holistic" approach to learning. Personality growth is seen as the core of education, rather than the mere acquisition of specific knowledge and skills. The individual student is in the focus, this is one of the reasons why school uniforms are not required.

Education in a German school enables students to a high extent to become autonomous individuals and world citizens by developing their own reasoning powers in an environment of academic freedom. "Bildung", the German term for education in a broader sense than usual, it aims not merely at providing professional skills through schooling along a fixed path but rather allows students to build their individual character by choosing their own way.

In accordance with this principle of freedom, GESM is a secular school, it is not affiliated to a religious denomination, but open to dialogue with all religions.

Will my child be obliged or limited to study in Germany after finishing school?

As an "Excellent German School Abroad" and an "IB World School", GESM prepares your child for a promising future in a global environment. Our graduates regularly achieve above average results in the IB Diploma and our accredited school leaving certificates enable our students to get admitted to the best universities, not only in Germany and the US, but worldwide.

But after experiencing the particular character of German and European Education, your child will very likely consider the unique opportunities offered by Germany and German-speaking countries: state-funded universities without fees, high quality studies, internationally recognised, research-orientation, freedom of thought and research.

What about languages in general at GESM? Has it got a language profile?

Classes are taught in German in the German Section and in English in the International Section. The English Section offers German as the first foreign language (1-10); the German Section English (2-10). The Sections are arranged symmetrically, mirroring the structures of the other.

Additional language classes are offered as well.

German is mandatory for almost everybody with the exception of students entering very late, or at the IB level. Moreover, French is taught as a recommended second language. Teaching two languages to almost all students shows that our has a strong language profile.

In addition to that, GESM offers high quality facilities and teaching in natural sciences, but we are not centred on natural sciences, even though our students attain results above average also in this academic field.

Are there any benefits of bilingual education?

Some people think concentrating on one language, English, is enough, and will strengthen this particular language. Research and experience has proven them wrong. The skill of speaking an additional language enhances everything from problem-solving skills to collaboration and creativity, and it helps in analysing and consciously unfolding the potential of your native language too.

Various studies have shown an improvement of the brain's "executive system" in bilinguals as they are more able to "block out irrelevant information and concentrate on the task at hand." They are also better at "switching between different tasks without being confused." (de Lange, Catherine "My two minds." New Scientist. 5 May 2012)

Experts say that bilingualism should start as early as possible. One approach is through immersion schooling, where subjects such as maths are taught in the additional language or children receive equal instruction in two languages. Bilingual immersion schooling is particularly successful because children are learning from their peers, which is both intensive and motivating.

Learning a foreign language also opens up the door to the culture embedded within this language - and helps you transcend the limits of your own.

What Extra-Curricular Activities are offered by GESM?

GESM offers a multitude of extra-curricular activities (ECAs) ranging from music and arts to science and sports. You find ECAs on the website.

How can my child get to school?

Our school is a full-service school: Depending on your needs, a school bus can pick up your child in the morning and drop him or her off in the afternoon right at your doorstep. For more information about our school bus service, have a look on the website.

Who should I address with questions concerning admission?

Our admissions team will be happy to assist you with any queries you might have regarding applications, academics, joining GESM, and everyday school life. For general inquiries and administration queries please contact our secretary.

What about safety and security?

Students are supervised according to the Philippine laws and DepEd orders. We follow a zero-tolerance policy for any act of abuse, exploitation, violence, discrimination, bullying, and other forms of abuse. In case of complaints, please address directly the headmaster of GESM who will take the adequate measures indicated by the school's regulations.

School premises are monitored 24 hours on 7 days a week by a professional security staff.

*GESM has a **School Clinic** with professional nurses.*

What is the "Central Agency for German Schools Abroad (ZfA)" ?

*The **Central Agency for German Schools Abroad** (Zentralstelle für das Auslandsschulwesen, ZfA) of the Federal Office of Administration supports over 1,200 schools worldwide, including 140 German schools abroad – mainly in public-private partnership – and approximately 1,100 schools in the respective educational system in which the German Language Certificate (DSD) can be acquired. On behalf of the Federal Foreign Office and in close cooperation with the federal states, the ZfA provides them with personnel, financial and pedagogical assistance. The ZfA, which was established at the Federal Office of Administration in 1968, reports to the Federal Foreign Office.*

The ZfA is responsible for the placement, financial support, preparation, and further education of teachers. About 2,000 teachers placed by the ZfA are employed at German schools all over the world

19 Acknowledgement

I hereby declare having read and understood this handbook for parents and students and agree to the regulations laid down in it, also to the "Schulordnung" and the "Media Policy". I am informed about the more detailed rules and regulations of the school as published on the website and in school policies.

I am also informed that GESM reserves the right to refuse readmission/continuation of the education to a student at the beginning of a school year where, in its sole discretion, the relationship between the school and the student's parents/guardians/family has become strained and has deteriorated so severely that the continued enrolment of the student at GESM would be prejudicial to all parties concerned.

Manila, _____

Parent's printed Surname, First Name Signature

Parent's printed Surname, First Name Signature

Student's printed Surname, First Name Signature