



Accra, 09.08.2018

Dear Parents,

I hope that your children and you have had relaxing holidays. Refreshed and with renewed strength, we would now like to begin the 2018-19 academic year together.

At this point, I would like to warmly welcome all the new pupils and parents to our school community.

Beginning of academic year celebration

The beginning of academic year celebration will take place on the **13th of August 2018 at 8:00 a.m.** on our basketball court. After that, all the pupils will go to their respective classrooms and the kindergarten and nursery children will go to their respective group rooms.

The parents' group would like to invite all parents the nearby **Swiss Club to a cup of coffee**. Please do seize this opportunity of meeting others and making interesting contacts.

Schedule for the first week in school

School will close at 12:30 p.m. for all kindergarten and nursery children as well as all pupils on the first day in school.

If you should have any challenges related to taking care of your kindergarten children, please personally contact head of the kindergarten Mrs. Anna Fischer-Kreyer.

For our class1 pupils, lessons will end at 12:30 p.m. for the duration of the entire first week in school.

Classes 2-10 will be participating in our Methods Training during the first week in school. Lessons will end at 3:40 p.m. on Tuesday and Thursday and on Wednesday and Friday lessons will end at 12:30 p.m.

Lessons will follow the respective timetables as from the 20.08.2018.

Open All Day and Time for Talents

As already announced, we have opened up our All Day School, based on the wishes on the parents. This implies that on certain days, you can choose if your child will participate in the Time for Talents and the Study Time. What this means is that for:

Classes 1 to 4: On Mondays and Tuesdays the children can already leave school at 12:30 p.m. or after lunch. The assignments for the Study Time must then be done at home.

Classes 5-6 : On Mondays the pupils can leave the school at 12:30 p.m.

Classes 7-10: Lessons will remain unchanged.

On the first day in school, you will receive a sheet for selecting your options for the All Day School and Time for Talents. Please return the sheet as soon as possible, latest by Thursday.

I would like you to note that, the option which you hand in, will be valid for the entire semester and cannot be altered during the course of the semester.

Lunch

A warm lunch will be provided for all children on the first day in school.

As from the second day, if you would like the Swiss Club to cater for a **warm meal** then please to register your son/daughter – this also applies to the meals for the **nursery and kindergarten children**. The **Swiss Club personnel** will be at the entrance to the school on the first day for the registration and payment.

Extra curricular activities

The lists for the **extra curricular activities** are already up on our movable notice board. Please register your children if you are interested. The sessions will begin as **from 22.8.2018 on Wednesdays** at 1:15 p.m.

After School care

If you would like your child to be in the After School care, but have not yet indicated that on your admission form then please do contact **Pearl**

by Monday, 20.8.2018 for the registration form.

In view of our All day School your children can only be registered for the After School Care on Wednesdays (if they are not participating in extra curricular activities) or on Friday afternoons.

The nursery and kindergarten children can of course be in the After School Care daily if that is desired.

School fees:

You will receive the **invoice for the school fees** by mid-September. Please do ensure that payments have been made by **latest 30.09.2018.**

Other matters:

- All pupils should please have a complete pencil case with colour pencils, a pair of scissors and glue stick as well as a ruler on the first day in school.
- Please take note of the attached annual calendar and mark the important dates.
- We have also attached the parents' profile on behalf of the Parents' representative. Please also note our holiday plan and take that into consideration when planning your holidays. Being exempted from lessons right before and after our holidays is generally not possible.
- All applications for exemption from lessons must be sent to the head of school via the class teacher. The informal application must indicate the reason for the exemption.
-

That is all for now, I would like to wish you all a nice, eventful and successful academic year.

Best regards,

Steffen Nagel
Head of school