



Dear Parents,

In this letter, I would like to once again refer to questions which were asked by some individual parents.

### **Open hours - administration**

We have introduced new open hours for our administration, with immediate effect and this applies to all parent and teachers. The reasoning behind this, is above all, to enable the accountant to have time to work without any interruption. We would like to thank you for your understanding.

### **Cambridge-Programme**

The Cambridge-Programme will start again after the autumn break. It will take place every Friday after lunch. The coordinator is still Mr. Tetteh. Some of the lessons will also be taken by Mr. Panford.

### **Informing the school in case of illness**

Please do send a message through another pupil or call the administration in the morning, in case your child falls ill, to ensure that we do not have to worry about the child. For kindergarten, please do notify the kindergarten teacher by 8 a.m.

When your child is then able to return to school, we would like to ask you to please write a short excuse note, for your child's absence, preferably using the homework notebook. If your child is absent for more than three days, please present a doctor's report (applies only to the school children)

### **Psychologist**

Ms. Laurita de Diego Brako used to work as our school psychologist. After 5 months during which her services, were not made use of, we decided together with her, that she no longer had to be in the school regularly. However, we can contact her anytime we need her. In case you would like to speak with Ms. de Diego Brako privately, it is always possible to contact her: 030....

### **Anti-Mobbing-Programme**

[www.gsis-accra.org](http://www.gsis-accra.org)

The Anti-Mobbing-Programme is still valid in our school and will be implemented if required. Thank God, we did not have the need to implement it in our school during the last academic year. The committee for this programme is made up of the head of school, the advising teacher, the teachers' representative and the counsellor.

### **Website**

We are working intensively on a new website. It is almost done! Soon I will be sending you a link, so you can take your time and have a look. The website will not be online yet and making changes will still be possible.

### **Exemption from sports lessons**

Sports and swimming lessons are generally compulsory following the requirements of the timetable.

Parents can request for their children to be excused from the lesson. If the child is still ill the following week, a doctor's report will be required. If a pupil is unable to participate in certain types of sports, a doctor's report to confirm this will have to be presented, stating the exemption for (which types of sports) the estimated duration of the exemption from sports.

Generally, all pupils are required to be present in school when exempted from sports lessons. The exceptions will be decided by the sports teacher!

### **Dates:**

15.10.-19.10.18 Holidays

28.10.18 Accra-Marathon ( please take note of information letter)

Best regards,

Steffen Nagel  
Headmaster