

Dear parents and legal guardians,

I would like to inform you about our updated school policy regarding how you as parents and legal guardians are requested to act. Please take note of the following information:

- You are free to pick up your child/children **either at the beginning** (12:25 p.m.) **or at the end** (13:10 p.m.) of the second break. Please be aware that **picking up children during the break is not possible**.
- Parents of children from grades 1-3 (Jül) are requested to wait **inside the designated area** near the entrance to the main building.
- Parents of children from grades 4-6 are kindly requested to wait for their children **in front of the school gate** outside the school yard.
- Please be aware that **using the phone, smoking, using of any kind of vehicles** (bikes, scooters, inline skaters, etc.) as well as **eating is not allowed** while on the school yard.
- You are kindly reminded that **bringing animals to school is not allowed**.
- Currently, there is no requirement for wearing masks while on the school yard.
- You are free to visit the school offices during breaks whenever necessary.
- Starting after Easter break, the school gates at *Flankenschanze* and *Falkenseer Damm* will be closed (but **not** locked) during breaks.

Please be aware that parents and legal guardians will be approached by school personnel in case these new guidelines are not being followed. We would like to support the children's independence and encourage them to take responsibility for themselves. In addition, we aim to make the breaks as relaxing and comfortable for the children as possible as well as make sure everyone is safe. We take every conflict seriously and aim to solve them immediately after they occur.

This school letter will be translated into various languages and published on our school's website.

We all value polite and respectful behavior as we are the children's role models and aim to be a good example for them.

Sincerely,

Lischak (headmaster)

I confirm having **read and understood** the updated guidelines regarding **parents' and legal guardians' behavior during breaks**.

Date: _____

Signature: _____