



Nairobi, den 20.8.2020

Dear students in grades 6 to 12, dear parents

Welcome to the new school year - together we will overcome every hurdle!

Let's approach the new school year in a positive and energetic way, work as a team, encourage each other, support each other, just like we do during the sports day or swimming competition.

- We as teachers have tried to improve the situation to successfully overcome hurdles, eliminate weaknesses and prepare for a smooth start. Here are the changes in summary:
- We have consolidated the communication between students and administrators of the assignments and documents by **switching from WebUnits to Microsoft Teams**. At the moment, however, we continue to use the familiar Zoom software tool for online meetings.
- From class class 8 on, all lessons will take place, and **there will be no more reduction of lessons**, except for the study time and the demanding / supporting hours. These assignments will be integrated.
- All classes have **fixed zoom lessons** in all subjects. Students and parents will receive a zoom timetable with the required constant links.
- Participation in zoom lessons is compulsory. Parents must apologies for any non-participation. If the class teacher does not get a **Sick sheet** within three days, the absence will be noted in the report as unexcused. This also applies to missed lessons.
- We have **assignments** that have fixed deadlines for completion for the lessons that are not taught directly. Homework is included.
- The oral and written **examinations** in each subject will be assessed. For the written exams, there are two assessment papers per semester in the major subjects and one assessment paper per semester in the minor subjects. This can either be a normal class test or an equivalent test that has been agreed upon and that follows the guidelines of the KMK.
- There are still additional activities for children from non-German speaking families.
- For pupils who have difficulties in self-organisation, we are considering **learning support** for them. Students with special needs status will be supported by the assistant teachers.
- Scholarship holders in grades 5-9 will have a teacher as supervisor, who is the contact person but not the private tutor.

- As announced, we will lend out school tablets to families who do not have the opportunity to purchase them. Please send an e-mail to Mrs. Kagoni by Wednesday if you have a justified need. Depending on the number of requests, we will then decide on the allocation.

Montag, 24.8.2020		
08:00-09:30 Uhr	Class Supervision Kl.2-12	The class teachers invite the students to zoom
10:00-11:00 Uhr	School Assembly Kl.2-12	https://zoom.us/j/98731846898?pwd=_SjY3dExDMHFkUHdJZ2UzbnZKOXdlZz09 Meeting-ID: <u>987 3184 6898</u> Password: 124909
Ab 13:00 Uhr	Book issuance according to appointment Kl. 5/6 Library Kl. 7. Room 47 Kl. 8. Room 64	Masks must be worn and please keep the distance. Parents please wait in the parking lot .
17:00 Uhr	Introduction of the Primary School parents to teams	
Tuesday, 25.8.2020		
08:00-09:30 Uhr	Introduction in teams	The class teacher invites. Parents will also receive the training tutorial. Technical support will be provided by William Gachanja. More info see below .
Ab 09:40 Uhr	Lessons according to timetable for classes 5-8 and 12	
Ab 13:00 Uhr	Book issuance according to appointment Kl. 2, Raum 16 Kl. 3a, Raum 34 Kl. 3b, Raum 22 Kl. 4, Raum 19 Kl. 9/10 Library Kl. 11, Raum 64	Masks must be worn and please keep the distance. Parents please wait in the parking lot.
Wednesday, 26.8.2020		
	Lessons according to timetable	

Additional dates:

- 26.08., 18:00 Uhr: School with Parents, s.Invitation from 17.8.20 (Zoom)
- 27.08., 18:00 Uhr: School with parents, see invitation from 17.8.20 (Zoom)
- 02.09. Class 1 strts school
- 06.09., 10:30 Uhr: Church service at the beginning of the school year (Zoom)
- 16.09., 18:00 Uhr: 1. Meeting of the Parents' Representatives of the school (Zoom)

Technical support:

Mr. William Gachanja is providing technical support for parents and students, Monday through Friday from 9-11 am. Please send him a text message (0720 540 289) telling him the name of the child and the class. Mr. Gachanja will get back to you. Please bear in mind that Mr. Gachanja is not the cause of technical problems and, like all of us, he is happy to be addressed in a more professional manner.

We as a teaching staff are aware that nothing is familiar in the new school year, there are some matters we have perhaps not thought about and that questions have remained unanswered. For example, there will be additional information for classes 11 and 12.

Furthermore, in our weekly meetings we will take into account feedback from the students, critically review our actions, gradually expand the use of TEAMS and make necessary adjustments.

15 weeks is a long time, there are many hurdles to be overcome. I kindly ask you to work with us to get through this next stage and to remember that the focus of our work is you, the students. We want to guide and support your assignment, the acquisition of knowledge and skills, as much as possible.

With the best wishes for a successful start to the school year.

Sibylle Seite
Principal.