

# School Regulations

## for the German School Nairobi (Michael-Grzimek-Schule)



**Deutsche Schule Nairobi**  
German School Nairobi

As of May 2023

---

# Table of content

1.	GENERAL	3
1.1.	Scope of application	3
1.2.	Duties and educational goals of the school	3
1.3.	Objectives of the school Regulations	3
1.4.	Further Regulations	3
2.	STUDENT'S ROLE IN THE SCHOOL	3
2.1.	Rights of the student	3
2.2.	Student's Responsibilities	4
2.3.	Students' Co-operation	4
3.	PARENTS AND THE SCHOOL	4
3.1.	Inter-action between parents and the School	4
3.2.	Parental Co-operation	5
4.	REGISTRATION AND DE-REGISTRATION OF STUDENTS	5
4.1.	Registration	5
4.2.	Admission and deregistration	5
4.3.	Leaving School	5
5.	SCHOOL ATTENDANCE	6
5.1.	Participation in lessons and school events	6
5.2.	Absence from School and lessons	6
5.3.	Leave of absence from lessons and other school events.	6
5.4.	Permission for non-participation in sport lessons	6
6.	STUDENTS' ACADEMIC PERFORMANCE, HOMEWORK AND GRADE PROGRESSION	6
6.1.	Academic performance and working methods	6
6.2.	Homework	7
6.3.	Grade progression	7
7.	BREAKING SCHOOL RULES AND CONSEQUENCES	7
8.	STUDENTS' SUPERVISION	8
8.1.	Supervision responsibility	8
8.2.	Insurance protection and liability	8
8.3.	Provisions regarding students of legal age	8
9.	HEALTHCARE IN THE SCHOOL	8
10.	SCHOOL YEAR AND SCHOOL TRIPS	8
10.1.	School Year	8
10.2.	School trips	9
11.	HANDLING APPEALS AND COMPLAINTS	9
12.	FINAL CLAUSE ON SCHOOL REGULATIONS	9
	<b>APPENDIX 1: ACADEMIC ASSESSMENT, ASSESSMENT METHODS AND CHEATING</b>	<b>10</b>
	<b>APPENDIX 2: RESOLUTION OF ACADEMIC MISDEMEANOURS</b>	<b>12</b>
	<b>APPENDIX 3: HOMEWORK REGULATIONS – UPPER SECONDARY SCHOOL</b>	<b>14</b>
	<b>APPENDIX 4: GUIDELINES FOR THE REGISTRATION and DEREGISTRATION OF STUDENTS AS WELL AS SCHOOL FEES PAYMENT</b>	<b>15</b>
	<b>APPENDIX 5: REGULATIONS FOR CLASS TESTS FOR GRADE 3–12</b>	<b>17</b>
	<b>APPENDIX 6: REGULATIONS FOR PARENTS' COOPERATION</b>	<b>18</b>
	<b>APPENDIX 7: BREAKTIME RULES</b>	<b>20</b>
	<b>APPENDIX 8: GUEST STUDENTS</b>	<b>23</b>

# SCHOOL REGULATIONS FOR THE GERMAN SCHOOL NAIROBI

---



Deutsche Schule Nairobi  
German School Nairobi

## 1. GENERAL

---

### 1.1. Scope of application

These school regulations apply to the German School Nairobi (DSN), which is recognized as a German School Abroad by the Conference of Ministers of Education and Cultural Affairs.

### 1.2. Duties and Educational Goals of the School

The German School Nairobi (Michael-Grzimek-Schule) teaches students the German language and offers German curriculum in accordance with the standards of the Conference of Ministers of Education and Cultural Affairs. It imparts a realistic picture of German-speaking countries in their various aspects as well as the language and culture of the host country. This enables students to encounter other peoples and cultures and educates them to be open to the world, to international understanding and to an attitude of peace.

The school should enable students to pursue an educational path that corresponds to their abilities. The school therefore has the task of imparting knowledge and skills, leading students to independent judgement and promoting their personal fulfilment and social development. Students should be taught self-determination in responsibility towards the environment and their fellow human beings, to recognize ethical norms and religious values, to be tolerant and to respect the convictions of others. The teaching of learning content and educational values corresponds to the educational goal of the school. Learning objectives and the organization of lessons are based on the regulations made by the Federal Republic of Germany and Kenya.

### 1.3. Objectives of the School Regulations

The school can only fulfil its mission if the school authority, school management, teachers, students and legal guardians (hereinafter referred to as parents) work together in a spirit of trust. The provisions of the school regulations are intended to promote this co-operation.

### 1.4. Further Regulations

The school has supplementary regulations (see appendices).

## 2. STUDENT'S ROLE IN THE SCHOOL

---

For the fulfilment of the school's educational mission, it is essential that the student is given the opportunity to participate in shaping lessons and school life, that he/she is willing to do so and that he/she is enabled to exercise his/her rights and duties in accordance with the school's mission.

### 2.1. Student's rights

Through his/her participation in lessons and involvement in the organization of lessons and school life, the student contributes, according to his/her abilities and age, to the realization of the right to education that has been granted to him/her.

# SCHOOL REGULATIONS FOR THE GERMAN SCHOOL NAIROBI

---



Deutsche Schule Nairobi  
German School Nairobi

In particular, he/she has the right to:

- be informed about matters concerning him/her,
- to be informed about his/her school performance level and to receive guidance on school career issues,
- to complain if his/her rights are infringed,
- to be heard before the application of disciplinary measures.

## 2.2. Student's Responsibilities

It is only possible to achieve the educational goal and fulfil the school obligations if the student regularly attends lessons and mandatory school events.

The student is obliged to comply with the necessary instructions and orders of the principal, his/her teachers and other authorized persons within the framework of teaching and in the interest of school life.

## 2.3. Student's Cooperation

The school's educational mission is linked to the task of enabling students to share responsibility, in particular to participate in the organization of lessons in a manner appropriate to their age, and to promote their participation and involvement in the school's life.

The school creates the conditions for this. It develops appropriate structures for student participation for all age groups.

By participating in special committees and working groups, students can take part in activities that are important to them and the school and that have an impact beyond the narrower framework of the school (e.g. general conferences, steering group, social support activities).

The publication of a school magazine is done in agreement between students and the principal.

## 3. PARENTS AND THE SCHOOL

---

### 3.1. Inter-action between parents and the School

Children's education and upbringing is a joint task of parents and school. Above all, this means that parents and the school are in close contact with each other and communicate in good time so that difficulties that threaten to impair the student's educational development are avoided wherever possible.

The school advises parents on technical and pedagogical issues. It provides access to guidelines and regulations, organizes consultation hours and arranges parents' evenings and parents' meetings.

Parents support the school in its educational mission. They therefore work together with teachers and school management and inform themselves about their child's behavior and performance.

Parents ensure that their child fulfils his/her obligation to attend school, is properly equipped for lessons and treats school property with care. Parents undertake to pay school fees and other fees set by the school authority on time. Applications for a waiver or reduction of school fees are submitted by the parents to the school management or administrative management by 1<sup>st</sup> July or 15<sup>th</sup> September of the year, stating their income situation. These are submitted to the school authorities for a decision.

# SCHOOL REGULATIONS FOR THE GERMAN SCHOOL NAIROBI

---



Deutsche Schule Nairobi  
German School Nairobi

## 3.2. Parents' Cooperation

The German School Society owns the German School Nairobi. Parents join the society when their child is admitted. This gives them the opportunity to participate in decisions made by the school authorities. Further details are set out in the school association's statutes. In addition to participating in the school association, parents are given the opportunity to participate in the practical work of the school in an appropriate manner. The establishment of grade level parents' councils and a school level parents' council serve this purpose.

## 4. REGISTRATION AND DE-REGISTRATION OF STUDENTS

---

### 4.1. Registration

The parents or a legal guardian carries out the registration of students. The documents required by the school must be presented at the time of registration.

### 4.2. Admission and de-registration

The school principal decides on admission and placement in a grade level in consultation with the responsible teachers if a review is necessary.

When admitting students who are aiming for a German school-leaving qualification, the regulations of the Conference of Ministers of Education and Cultural Affairs must be observed ([www.kmk.org.de](http://www.kmk.org.de)). Sufficient knowledge of German is a decisive criterion for admission. Students of the Upper and Lower Secondary whose parents do not live in Kenya will only be accepted if accommodation with host parents has been arranged. Secondary school students whose parents do not live at the school location will only be accepted if the parents can provide proof of appropriate accommodation and care and make a binding declaration that they are solely responsible for this and have no claims against the school for the provision of any childcare.

Parents will receive a copy of the school regulations upon enrolment. By confirming receipt in writing, they recognize these regulations.

If a child leaves the school, the parents must submit a written withdrawal notice. The deregistration period is six weeks after receipt of the deregistration form. The student will receive a leaving certificate if he/she has attended the German School (Michael-Grzimek-Schule) for more than half of the school term.

### 4.3. Leaving School

The student is discharged from school when he/she

1. achieved a school-leaving qualification corresponding to his/her school career.
2. is deregistered in writing by his/her parent.
3. is excluded from further school attendance due to a disciplinary measure.

In the first case, he/she will receive a graduation certificate, in the other cases a leaving certificate. Non-payment of school fees may also result in removal from the school.

# SCHOOL REGULATIONS FOR THE GERMAN SCHOOL NAIROBI

---



Deutsche Schule Nairobi  
German School Nairobi

## 5. SCHOOL ATTENDANCE

---

### 5.1. Participation in lessons and school events

The obligation to participate in lessons means that the student must prepare for lessons, actively participate in them, carry out the tasks assigned to him/her and have the required learning and working materials ready. The registration of a student for participation in an elective subject or a co-curricular activity obliges him/her to attend regularly for the period specified by the school. The principal shall decide on exceptions.

### 5.2. Absence from School and from lessons

If a student is unable to attend lessons or other compulsory school events due to illness or other reasons, the parents shall inform the school immediately. Upon returning to school, the student shall submit a written note from the parents stating the reason for and duration of the absence.

In special cases, a medical note may be required.

### 5.3. Leave of absence from lessons and other school events

The respective subject teacher grants leave of absence for individual lessons. The class teacher grants leave of absence for up to one teaching day, in all other cases the school management decides. Leave of absence for longer periods and in particular in direct connection with holidays is only possible in exceptional cases on the basis of a specially justified application. Applications must be submitted to the principal at least two weeks before the start of the absence. The applicant assumes responsibility for a possible decline in performance due to the leave of absence. In such cases, the school may suspend the decision regarding grade progression if performance is satisfactory. For more detailed information, please refer to the school policies.

If a student is prevented from returning from holidays on time due to unforeseen circumstances, this must be reported to the school management immediately.

### 5.4. Permission for non participation in sport lessons

Students are exempted from active participation in sports lessons if their state of health necessitates this. The submission of a written justification or a medical report may be required. Attendance is still compulsory as long as the nature of the illness permits.

If active participation in physical education is foreseeably not possible for a period of more than four weeks, students in grades 5-10 will be required to take a substitute activity. The Examination Regulations stipulates what happens for Upper Secondary School students who are permanently unable to actively participate in Physical Education lessons.

## 6. STUDENTS' ACADEMIC PERFORMANCE, HOMEWORK AND GRADE PROGRESSION

---

### 6.1. Academic performance and working methods

It is the teachers' pedagogical responsibility to determine the students' performance. In doing so, they observe the applicable regulations and the standards set by the subject and academic conferences. As many oral, written and practical forms of work as possible are used as a basis for performance assessment.

# SCHOOL REGULATIONS FOR THE GERMAN SCHOOL NAIROBI

---



Deutsche Schule Nairobi  
German School Nairobi

All forms of work used to determine performance must have been practised in class. The Teachers Conference makes regulations on performance assessments and penalties for cheating. These are summarised in **Appendix 1**.

## 6.2. Homework

Due to the reduction in study time and the fact that we are an all-day school, conventional homework in grade 1 to 9 must be avoided. Homework time must be integrated into lessons. This does not apply to oral learning activities (learning vocabulary, multiplication tables, etc., reading books and preparing for class tests) and subject presentations. (Resolution Teachers Conference of 23 November 2022)

In all subjects, the main work is done in class. Homework is based on lessons and is used for revision, consolidation and preparation. The scope and level of difficulty of the homework must be adapted to the age and ability of the students.

In order to support students without overburdening them, the teaching staff of a particular grade agree on the amount of work to be done during the study period.

## 6.3. Grade progression

Progression to the next grade level and the issuing of certificates are governed by the promotion and certificate regulations, which are adopted by the Teachers Conference and notified to the school authority. The regulations are submitted to the Committee for Schools Abroad.

## 7. BREAKING OF SCHOOL RULES AND CONSEQUENCES

---

Day-to-day operations at school and teaching require a certain order that helps to facilitate the educational process. Disciplinary measures can be taken against a student if he/she culpably violates statutory regulations or the regulations applicable to his/her school. Disciplinary measures should only be taken if this is necessary for the teaching and educational purposes or for the protection of persons and property involved.

It is part of the teacher's responsibility to ensure that students understand the necessity and purpose of rules and thus contribute to their acceptance of the school's rules and regulations and act accordingly. Disciplinary measures should be applied with the pedagogical goal of strengthening the student in his/her social responsibility. They are therefore not to be taken in isolation from the school's educational mission and its pedagogical responsibility towards the individual student. Educational measures take precedence over disciplinary measures. Their application must be proportionate to the cause. The Teachers conference draws up the catalogue of appropriate educational and disciplinary measures applicable to the school. Educational and disciplinary measures are listed in **Appendix 2**.

Acts of collective punishment, corporal punishment or other measures that violate human dignity are not permitted.

# SCHOOL REGULATIONS FOR THE GERMAN SCHOOL NAIROBI

---



Deutsche Schule Nairobi  
German School Nairobi

## 8. STUDENTS' SUPERVISION

---

### 8.1. Supervision Responsibility

The school is obliged to supervise students during lessons, breaks and free periods, during active participation in school events and during such time as is appropriate before and after lessons.

Teachers or other persons in charge of supervision carry out supervision. These may be parents who have agreed to do so or authorized employees of the school. The student is obliged to follow the instructions of these persons.

### 8.2. Insurance protection and Liability

Upon admission to the school, students are insured by the school authority against accidents that occur on the way to school, during lessons and when participating in school events. Parents will be informed of the insurance conditions.

The school cannot accept any liability for valuables brought to school by students.

### 8.3. Provisions regarding Students of Legal age

The school may make special arrangements for students of legal age within the framework of what is set out in its internal regulations, in particular if the regulations of the state in which the school is located provide for this. The school may assume that the parents are also authorized to act on behalf of students of legal age, unless expressly objected to by the student of legal age. Where this is the case, the student who has reached the age of majority through his /her own signature shall recognize the school regulations accepted by the parents.

## 9. HEALTHCARE IN THE SCHOOL

---

The school shall take measures to ensure the safeguarding of children's health in its premises. Parents and students must follow the school's guidelines. If infectious diseases occur among students or within their residential community, the principal must be informed immediately. He/She will take the necessary measures in consultation with the embassy doctor or in accordance with the regulations of the local health authorities.

## 10. SCHOOL YEAR AND SCHOOL TRIPS

---

### 10.1. School Year

Our school year begins in mid-August and ends at the beginning of July. Lessons begin at the end of August and last until the beginning of July. All school holidays and other school-free days are determined annually by the principal in agreement with the school authority and announced to parents in good time. Regulations of the host country and national guidelines are taken into account when determining the holiday schedule in an appropriate and school-related manner.



# SCHOOL REGULATIONS FOR THE GERMAN SCHOOL NAIROBI

---



Deutsche Schule Nairobi  
German School Nairobi

## 10.2. School Trips

School trips and excursions authorized by the school management and declared as school events are regulated by the Teachers conference. Supervision and responsibility for their realization must be arranged in advance.

## 11. HANDLING APPEALS AND COMPLAINTS

---

Decisions taken by the relevant school conferences regarding promotion to the next grade and disciplinary measures are generally considered internal school affairs. The school will deal with appeals and complaints in its own jurisdiction. The school authorities will define the procedure, through which the decision of the Principal or the conferences will be reassessed, dependent on the request of a parent. As most cases dealt with here will be related to academic matters, the Principal will normally make the final decision about the complaint in the relevant conference.

## 12. FINAL CLAUSE ON SCHOOL REGULATIONS

---

These school regulations, which have been approved by the authorities governing schools abroad in the Standing Conference of the Ministers of Education and Cultural Affairs of the States in the Federal Republic of Germany (111 C -Tgb. Nr. 13.081/83 dated 8.9.1983) came into effect on 01.10.1983.

The School Regulations were revised and updated in February 2006. They were enacted in the Teachers' Conference on 21<sup>st</sup> February 2006, and came into effect after Board approval on 24.10.2006

The School Regulations were revised and updated in August 2009. They were enacted in the Teachers' Conference on 19<sup>th</sup> August 2009, and came into effect after Board approval on 31.08.2009.

These school regulations were revised and updated in May 2023.

# SCHOOL REGULATIONS FOR THE GERMAN SCHOOL NAIROBI



Deutsche Schule Nairobi  
German School Nairobi

## APPENDIX 1: ACADEMIC ASSESSMENT, ASSESSMENT METHODS AND HANDLING OF CHEATING

### 1. Academic Assessment as an educational exercise

Academic assessment is an educational exercise. The school guides its students to ensure they are conversant with the assessment of their performance, and are able to appreciate its necessity, based on syllabus requirements, and through observation and assessment.

Performance is assessed based on the student meeting the requirements of set task. In addition, especially in the Lower Secondary, we also look at individual performance in relation to peer performance. The individual progress of the student and his / her motivation will be taken into account in the academic assessment.

Academic assessment helps the students to recognize their personal achievements, and allows them to compare themselves to performance of their classmates. It also allows the teachers to evaluate the success of their teaching, and consider the ensuing results in subsequent teaching planning.

### 2. Grades and Points System

The performance of the students is assessed using the six-grade system, with the following grades: very good, good, satisfactory, average, below average and unsatisfactory; the grades are based on the following definition:

- Very gut (1) = a performance that meets all the requirements of the task;  
Good (2) = a performance that meets almost all requirements of the task;  
Satisfactory (3) = a performance which generally meets all the requirements of the task;  
Average (4) = a performance which in general meets the requirements of the task, but shows some gaps;  
Below Average (5) = a performance that does not meet the requirements but indicates that basic knowledge has been acquired and that the gaps could be remedied in the near future.  
Unsatisfactory (6) = a performance that does not meet the requirements, and is lacking in basic knowledge and these gaps cannot be filled in the near future.

The term ‚requirement‘ in these definitions refers to the scope of the task, as well as the student’s independent and correct application of knowledge and the presentation of the work.

#### Points system in the upper Secondary:

- |                   |                      |   |
|-------------------|----------------------|---|
| 15, 14, 13 Points | = very good (1)      | = a performance which meets all the requirements of the task;   |
| 12, 11, 10 Points | = good (2)           | = a performance that meets almost all requirements of the task;   |
| 09, 08, 07 Points | = Satisfactory (3)   | = a performance which generally meets all the requirements of the task;   |
| 06, 05, 04 Points | = Average (4)        | = a performance which in general meets the requirements of the task, but shows some gaps;   |
| 03, 02, 01 Points | = below average (5)  | = a performance that does not meet the requirements but indicates that basic knowledge has been acquired and that the gaps could be remedied in the near future ; |
| 0 Point           | = unsatisfactory (6) | = a performance that does not meet the requirements, and is lacking in basic knowledge and these gaps cannot be filled in the foreseeable future;                 |

# SCHOOL REGULATIONS FOR THE GERMAN SCHOOL NAIROBI

---



Deutsche Schule Nairobi  
German School Nairobi

## 3. Assessment of Oral Presentations

Alongside written work, all forms of oral presentations have certain weight in the evaluation of the content and lessons' outcomes. When assessing performance, oral assessments are to be given appropriate consideration. The Teachers' conference shall decide on the details. See **Appendix 1a** (Weighting of grades in the individual subjects).

## 4. Written Examinations/Tests

Written assessment, in the form of examinations, written tests, and written compositions have to be distributed equally over the academic year based on the progress of the learning process. They are based on the demands of the syllabus, based on what is taught in the classroom, and should not be unrealistically difficult.

The number of examinations that will be taken by each class in each subject over the course of the academic year, depending on the syllabi and the number of lessons per week for the subject, is determined at the Teachers' Conference, based on the decisions made in the respective departmental meetings.

The students must be informed about the number of written examinations in the respective subjects at the beginning of the academic year. Dates for these examinations will be pre-planned by all subject teachers. Students must be informed of the dates of these examinations. Should more than one third of the students in the class get a mark of 'below average' or less, then the principal may decide, upon consultation with the respective teacher, whether those examination marks will still be valid, or whether that particular test will be declared invalid.

## 5. Other relevant information

If a student in the Upper Secondary misses an examination for reasons beyond his/her control, then s/he should be given the opportunity to sit the examination. If a student from Upper Secondary misses an examination without a suitable reason, then the examination will be marked as 'unsatisfactory'. In the case of absence due to inevitable circumstances, the student should be allowed to write the exam. A doctor's note should be provided to the school in the case of illness.

## 6. Cheating during Written Examinations

If a student cheats, attempts to cheat, or helps with cheating, the teacher invigilating the examination or the subject teacher will decide upon the measures to be taken, dependent on the severity of the cheating.

For comparison purposes, members of the Teachers' Conference have put in place disciplinary measures and rules, which will be consulted when a cheating case arises. Provisions in examination regulations on cheating remain unchanged (As explained in **Appendix 5** (Coursework Regulations Point 9)).

The document "School Regulations" was amended and updated in February 2006. It was adopted in the Teachers' Conference of 21.02.2006 and came into effect after the Board Approval on 24.10.2006.

The document "School Regulations" was revised and updated in August 2009. It was adopted in the Teachers' Conference on 19.08.2009 and came into effect on 31.08.2009 after Board Approval.

The document "School Regulations" was revised and updated in May 2023.

# SCHOOL REGULATIONS FOR THE GERMAN SCHOOL NAIROBI



Deutsche Schule Nairobi  
German School Nairobi

## APPENDIX 2: SCHOOL POLICY ON RESOLVING EDUCATIONAL MISDEMEANOURS

1. The primary means of honoring the School's Educational Tasks is by applying pedagogical approaches, especially praise. In case of misdemeanors, all affected individuals are to be involved in the resolving of the conflict.
2. When dealing with educational conflicts, the following pedagogical measures can be helpful:
  - teacher/student discussion on way forward
  - supportive care
  - fostering desired behaviour
  - educational counselling
  - warnings
  - oral or written disapproval notes addressed to the student
  - assigning specific tasks that are set to make the student aware of his/her mistakes in conduct.
  - making up for culpably missed lessons after prior communication with the parents
  - temporarily taking away certain items
  - liaising with the parents
  - recording a remark in the class book.
3. To the extent that these measures are not adequate to bring about a change in the student's conduct, or when the conduct of the student could be considered dangerous to other students, disciplinary measures may be taken.

### The Disciplinary Measures are:

- 3.1 **„Oral Warning“**: issue recorded in the Class Book without note to parents/guardians and without record in the student's file.
  - 3.2 **„Written Warning“**: issue recorded in the Class Book, note sent to the parents/guardians and record in student's file.
  - 3.3 **„Written Warning with official Record in file“**: Issue recorded in the Class Book, note sent to the parents/guardians and recorded in the student's file as well as in the next school report card
  - 3.4 **Participation of student in individual school events withdrawn or student warned about such withdrawal.**
  - 3.5 **Student warned of possible suspension from lessons** (recommended maximum 10 school days)
  - 3.6 **Suspension from lessons** (recommended maximum 10 school days) student obliged to sit examinations
  - 3.7 **Student is warned of expulsion from school**
  - 3.8 **Expulsion from school.**
4. **Decisions determining which disciplinary measures should be put into action will be made as follows:**
    - 3.1 and 3.2 decided upon by individual teacher
    - 3.3 to 3.6 decided upon in the class conference
    - 3.7 and 3.8 decided upon at the Teachers' Conference
  5. **Terms of application of the Disciplinary Measures**
    - 5.1 The disciplinary measures 3.1, 3.2 und 3.3 are known as: Oral, Written and Recorded Warnings.
    - 5.2 All measures with the exception of 3.1 shall to be recorded in the student's file and be communicated to the parents/guardians.
    - 5.3 Any measure can be put into action without the previous one having been put into action.
    - 5.4 Only one measure can be applied for one and the same misdemeanor.

# SCHOOL REGULATIONS FOR THE GERMAN SCHOOL NAIROBI



Deutsche Schule Nairobi  
German School Nairobi

- 
- 5.5 Disciplinary measures can be combined with pedagogical measures.
  - 5.6.1 The student must be heard out before any action is taken. A first hearing must normally take place within 2 school days.
  - 5.6.2 For policies 3.5 to 3.8 the student may talk to the Student-Teacher Liaison Person, who is then allowed to mediate on his/her behalf in any further discussions
  - 5.6.3 With each of these policies (3.5-3.8), parents/guardians also have the right to be heard.
  - 5.7 Every student has the right to complain about any of the pedagogical or disciplinary measures if s/he feels unfairly treated. Parents and guardian have the same rights. These complaints should be made to the principal, Student-Teacher Liaison Person and/or the Class Teacher
  - 5.8 Regulations for referring a discipline Case from the Class Conference to a Teachers' Conference
  - 5.8.1 Each member present at the Teachers' Conference will receive a copy of the minutes of the last conference with his/her invitation to the Teachers' Conference.
  - 5.8.2 The disciplinary case must be reviewed upon the request of any member of the Teachers' Conference.
  - 5.8.3 Permission must be granted should the student concerned request his/her case to be heard again.
  - 5.8.4 Any member of the Teachers' Conference may put forward the request of any student.
  - 5.8.5 While convening the Teachers' Conference and setting up the agenda, the time periods set out in Conference Regulations Section 5.3 must be taken into account.
  - 5.9 In very serious cases, the Principal may be obliged to temporarily exclude the student from school until the a final decision can be made if there is cause to believe that the presence of the student may interrupt smooth running of the school in any way.

Enacted in the Teachers' Conference on 17.02.1992, signed: Headmaster Weinzierl

The School Regulations Document was revised and updated in February 2006. It was enacted in the Teachers' Conference of 21.06.2006 and came into effect after the Board Approval on 24.10.2006.

The School Regulations Document was revised and updated in August 2009. It was enacted in the Teachers' Conference of 19.08.2009 and came into effect after the Board Approval on 31.08.2009.

The school regulations were revised and updated in May 2023

# SCHOOL REGULATIONS FOR THE GERMAN SCHOOL NAIROBI



Deutsche Schule Nairobi  
German School Nairobi

---

## APPENDIX 3: HOMEWORK REGULATIONS – UPPER SECONDARY SCHOOL

---

1. Homework comprises of schoolwork, of which the major part has been completed during the lesson.
  - 1.1. The aim of homework could be to revise and practise as well as application of what has been learnt.
  - 1.2. Homework can be used as a preparation for new tasks to be solved in class.
  - 1.3. Homework can be used to provide students with the opportunity to learn a new concept independently (to a limited degree). In this way, it helps students to be able to organize learning processes themselves and to choose and use learning techniques and materials that suit them.
2. Homework will be set according to the following regulations:
  - 2.1. All homework should be a natural consequence of the lesson taught and once completed, should lead back to the material covered. Homework that does not fulfill this criterion is inappropriate.
  - 2.2. Homework should be of a level of difficulty that suits the ability of the student. The student should be able to complete the work independently, without external assistance and within a reasonable amount of time.
  - 2.3. It is recommended that homework should be differentiated based firstly on the abilities and the needs of individual students and secondly on the difficulty of work.
3. Homework should be set such that an average student can complete it in a single day.
  - 3.1. Homework should be checked and used for further learning in subsequent lessons.
  - 3.2. Homework is not compulsory, i.e. no teacher is obliged to give homework.
  - 3.3. Written homework should be given in all subjects.

The School Regulations document was revised and updated in February 2006. It was enacted in the Teachers's Conference of 21.02.2006 and came into effect after Board Approval on 24.10.2006.

The School Regulations document was revised and updated in August 2009. It was enacted in the Teachers' Conference of 19.08.2009 and came into effect after the Board Approval on 31.08.2009.

The School Regulations were revised and updated on May 2023

# SCHOOL REGULATIONS FOR THE GERMAN SCHOOL NAIROBI



Deutsche Schule Nairobi  
German School Nairobi

---

## APPENDIX 4: POLICIES FOR ADMISSION AND DEREGISTRATION OF STUDENTS AND PAYMENT OF SCHOOL FEES

---

### 1. Admission of students

- 1.1. Only children who meet the following requirements can be admitted to the school:
  - a.) Children who can follow and participate in lessons in German language. Students with basic German Language ability could be admitted on trial basis. However, these students must be able to produce results to a satisfactory level in the German language after a transition period of 2 years.
  - b.) Children who are able to provide either a school-leaving certificate from their previous school, or some documentation confirming they had attended this school.
  - c.) Students seeking admission into Lower secondary school or Guest students who have a proof of appropriate accommodation with a Host family.
  - d.) Children whose parents are non-German speaking and who must have successfully completed an intensive German course.
  - e.) Children who have been attending Kindergarten and Pre School for a period of at least 2 years belonging to Non-German Speaking parents. The principal in consultation with the head of the primary school shall decide any exceptions.
- 1.2. The decision on admitting a student and into which class s/he will be admitted shall be made by the principal. Parents/guardians of the student may raise an objection to this decision within 4 weeks of the admission. This can only be done with the condition that a committee comprising at least 5 teachers and the principal is convened, which then may choose to revise the principal's initial decision after the student has passed an entrance test. The resulting decision is not contestable.
- 1.3. Regulations as laid down by the federal state of Thuringia apply to the school enrolment age in our school. A test will be carried out before admission to decide whether the child is ready for school. A doctor appointed by the German School Nairobi may be called upon to decide upon the physical readiness of a child for school. All children who turns 6 by the 31<sup>st</sup> of July are obliged to attend school from the beginning of the following School Year. Children who turn 6 between 1<sup>st</sup> August and 31<sup>st</sup> December may be admitted at the beginning of the school year, if it is decided that they do have the necessary physical and mental maturity, and are adequately developed in the social conduct.
- 1.4. No student has a guaranteed claim for admission to the School.

### 2. Deregistration from School

- 2.1. students who leave the school must be duly deregistered in writing. This is done using deregistration forms available from the school secretary's office or online. The deregistration must be made in good time, six weeks before a student leaves.
- 2.2. If a student has been deregistered, s/he can only be readmitted into his/her old class within the next three months on a trial basis. The readmission will be communicated in writing (acceptance or rejection) to the parents after an observation period of maximum 2 months. If 3 months or more interrupt a student's attendance, s/he must do an entrance test. It is not permitted for a student to skip a grade simply by deregistering and re-enrolling.
- 2.3. Reports will be given out at the end of each semester. Should a student leave school in the middle of the semester, s/he will receive a School Leaving Certificate if s/he has completed more than half the semester at the German School Nairobi. A report will be given only at the end of a semester. Should there be any outstanding dues against the German School Society at the time of student leaving the school; the society might take legal action against the parents of the child.

# SCHOOL REGULATIONS FOR THE GERMAN SCHOOL NAIROBI



Deutsche Schule Nairobi  
German School Nairobi

## 3. Fees

In order to enable school operations, the annual fees set out in the current fee schedule (available on the school website) must be paid.

- 3.1. Tuition fees for the school, kindergarten and school bus are due at the beginning of the school year on 1<sup>st</sup> August, unless it is agreed to pay by quarter or semester. In this case, a separate application must be made to the accounts department and written authorization must be obtained.

Non-payment of fees entitles the Board of the German School Society to charge reminder fees and may even result in the exclusion of the children concerned from attending the school.

- 3.2. Students that are absent from school without being officially deregistered must pay the full fees. Parents or legal guardians can apply for a reduction in school fees before the start of the new school year within the specified period. The forms available on the school's website must be used for this purpose. Applications are valid for the current school year and must be resubmitted for each subsequent school year. If enrolment takes place during the school year, this application can be submitted with the registration.
- 3.3. Statutory fee claims of the school Society shall remain in full force and effect until the applicant receives a reduction decision from the administration. In principle, there is no exemption from paying for learning or teaching materials. Any service provided by the school that represents an additional financial burden for the school authority and is outside the compulsory services of the school must be financed by those who make use of it. This includes, for example, extra-curricular activities, student workbooks that are purchased by the school and issued to the students, or additional courses that incur costs of any kind.

## 4. School bus

Transport fees must be paid for children who use the school bus. These are based on the operating costs of the bus service. Payment of transport fees and reimbursement in the event of deregistration of students: in the corresponding regulations for school fees (see 3). The amount of the fees and possible reductions are also included in the fee regulations.

## 5. The school's liability

The school's duty of supervision extends to class time, breaks, extra-curricular activities and, to some extent, lunchtime supervision (kindergarten children and primary school pupils who take part in the afternoon programme). If students participate in school events that are organized by employees of the German School Nairobi, they are subject to supervisory obligations.

The school society has insured each student against accidents. The terms and conditions of the accident insurance can be viewed in the administration office of the school.

**The school society accepts no further liability.** It is up to the parents/guardians to take out additional insurance.

In the event of accidents involving students, the school management and all employees, in particular the supervisors are obliged to:

- 5.1. immediately take every appropriate measure to prevent further harm to the accident victim and to ensure that
- 5.2. the school nurse and the student's legal guardians are notified as soon as possible.

The school regulations were revised and updated in February 2006. They were enacted in the Teachers' Conference on 21 February 2006 and came into effect after the board approval on 24 October 2006

The school regulations were revised and updated in August 2009. They were enacted at the Teachers' conference on 19 August 2009 and came into effect after the board approval on 31 August 2009.

The school regulations were revised and updated in May 2023



# SCHOOL REGULATIONS FOR THE GERMAN SCHOOL NAIROBI



Deutsche Schule Nairobi  
German School Nairobi

---

## APPENDIX 5: REGULATIONS REGARDING WRITTEN EXAMINATIONS/TESTS IN CLASSES 3–12

---

1. Written assessment, (in form of examinations and written tests) must be distributed equally over the academic year based on the progress of the learning process. They are based on the syllabus and what is taught in the classroom.
2. The number of written exams (minimum and maximum) is proposed by the respective departments and determined by the Teachers' Conference. A maximum of three tests are written in a week, of which a maximum of two may be allocated to core subjects. Only one examination is written per school day. If a class test is scheduled for three hours or longer, no examination will be written on such days.
3. The term 'test' refers to a written assessment of the content of the last two to four lessons. A test should be limited to 20 minutes. Tests do not have to be announced.
4. It is necessary to inform students of the number of class examinations at the beginning of the school year. As a rule, the number of examinations is entered in the class register one week in advance. The previous examination must be returned and discussed before a new one is given.
5. Examinations should be returned promptly. Maximum marking times are:  
Grade 3 - 7: two teaching weeks  
Grade 8 –12: three teaching weeks
6. Should more than one third of the students in the class get grade 5+ (3 points) or less, then the principal may decide whether those exam marks will be valid. The decision will be made after consultation with the respective teacher and if necessary with advice from another teacher from the same department. The exam will neither be declared invalid, nor will it be repeated if it is of the required standard for that particular level. The exam will also not be declared invalid if poor performance is due to lack of effort on the part of the students. If a supplementary exam is offered, the better of the two grades will be considered.
7. Parents/guardians are entitled to scrutinize their children's examination scripts. After completion of the DIA (A Level Exams), the candidates' scripts are kept in the principal's office until the end of the following school year.
8. If a student misses a written examination without a valid reason, this part of the assessment will be marked as unsatisfactory (0 point). If a student in grades 11 and 12 misses a class examination for reasons for which he/she is not responsible, he/she should be given the opportunity to retake the examination. In cases of illness, a medical certificate may be required. In the other grades, the subject teacher decides on a case-by-case basis whether a class examination will be retaken.
9. If a student cheats or tries to cheat during an examination, the invigilating teacher can immediately stop him/her from continuing with the exam.  
The subject Teacher may take the following actions in case of cheating:
  - warning
  - Non grading of the exam
  - Marking the exam but allocating the grade „unsatisfactory“
  - A reduction in grade up to two grades

The provisions in the examination regulations remain unaffected by this regulation.

The school regulations were revised and updated in February 2006. They were enacted in the Teachers' conference on 21 February 2006 and came into effect after the board approval on 24 October 2006.

The school regulations were revised and updated in August 2009. They were enacted in the Teachers' Conference on 19 August 2009 and came into effect after the Board approval on 31 August 2009.

The school regulations were revised and updated in May 2023

# SCHOOL REGULATIONS FOR THE GERMAN SCHOOL NAIROBI



Deutsche Schule Nairobi  
German School Nairobi

---

## APPENDIX 6: REGULATIONS FOR PARENTAL COOPERATION

---

### 1. General Parents' Committee and Class parents' Council

- 1.1. The parents/guardians of the children in a class form the class parents' council. They elect the parent representatives and their deputies from among their number. The legal guardians of the kindergarten children elect one parent representative per kindergarten group from among their number. Regardless of whether one or both parents are present, one vote per child is cast when voting.
- 1.2. Within four weeks of the start of the school year at the latest, the class teacher or group facilitator invites the parents/guardians of the children in the class or kindergarten to a parents' meeting at which the parents' representatives and their deputies are elected.
- 1.3. In the course of the school year, the parent representative may, after consultation with the class teacher or the head of the kindergarten group, invite the legal guardians of the children in the class or kindergarten to a parents' meeting; he/she shall chair the proceedings. A parents' meeting must also be convened if one fifth of the legal guardians, the school management or the class teacher so request. Another parent or legal guardian with a child in the same class may represent a parent or legal guardian.
- 1.4. A simple majority decides votes; in the event of a tie, the parent representative has the deciding vote.

### 2. Parents General Committee

- 2.1. All parent representatives of the class parents' councils and their deputies form the school Parents General Committee. Within five weeks of the start of the school year at the latest, the principal invites the elected parent representatives to the constituent meeting of the parents' General Committee.
- 2.2. The parents' General Committee elects the overall parents' representative and a deputy from among its members.
- 2.3. Convening of the Parents' General Committee is organized by its chairperson as and when necessary. It may only be convened if one fifth of its members or the school management request it.

### 3. Elections

- 3.1. Only the legal guardians of students are eligible to vote. Teachers, other educators, members of the school board and employees of the school society are not eligible for election. One and the same person can only be a parent representative for one class at a time.
- 3.2. All elections are valid for one School Year. Until a new committee is elected, the previous committee must continue carrying out its duties. After the new election, the previous committee hands over the duties to the new Chairperson.
- 3.3. Parents' Representatives may leave their positions if:
  - a. they are voted out by a 2/3 majority
  - b. they resign from the position
  - c. they no longer have children in the school,
  - d. they become members of any other body in the school or if they are employed by the school in any other capacity..

# SCHOOL REGULATIONS FOR THE GERMAN SCHOOL NAIROBI

---



Deutsche Schule Nairobi  
German School Nairobi

## 4. Duties of the Parents' General Committee

- 4.1. The role of the Parents' General Committee is to strengthen the relationship between the school and the parents. It should also look after the interests and responsibility of the parents in bringing up children and support the school in upbringing and formation of the children. It also represents the parents and guardians vis-à-vis the school in matters of general importance.
- 4.2. The Parents General Committee has the right to deal with any issue that concerns the School- Student-Parent relationship. They may make suggestions and give advice on such issues. The Committee is to be appropriately informed by the school management.

## 5. Mode of Operation

The School Management avails the necessary resources to the Committee for the latter to carry out its duties.

## 6. Position of the Parents' General Committee

- 6.1. All school-related issues of relevance can be discussed in the class parents 'Council and the parents' General Committee. They can make suggestions to the class teacher, the school management and the school Board.
- 6.2. Before making fundamental decisions, especially regarding the organization of the school, the Parents' General Committee and class parents' Councils must be involved.  
These may include:
  - a. Measures that would affect an obvious change in the teaching, especially the shifting of teaching times.
  - b. Decisions affecting the organization of the school Library, educational places external to the school, school trips and exchanges as well as events outside of normal teaching time.
  - c. Decisions relating to furnishing and equipping class rooms.
  - d. Matters that affect both school and family and are of importance beyond the individual case
  - e. Fundamental changes on school rules, school reports, regulations regarding grade progression and regulations affecting written examinations.
  - f. Matters relating to introduction of new teaching methods as well as fundamental changes to the syllabus and subjects.
  - g. Prolonged cancellation of lessons for special reasons.
- 6.3. If required, teachers will inform class parents about the content, planning and organization of lessons. This applies in particular to subjects that affect the role of parents in education in a special way. Parents/guardians must be informed in good time about the aim, content and organization of sex education in particular, so that as far as possible, education at home and education at school complement each other. The parental right of upbringing and the personal rights of the students must be respected.
- 6.4. Parents may approach individual members of the Parents' General Committee to represent their interests at committee level.
- 6.5. The principal upon his own discretion invites a representative of the Parents' General Committee to School Conferences.

The school regulations were revised and updated in February 2006. They were enacted in the Teachers' conference on 21 February 2006 and came into effect after the board approval on 24 October 2006.

The school regulations were revised and updated in August 2009. They were enacted in the Teachers' Conference on 19 August 2009 and enter into effect after the Board approval on 31 August 2009.

The school regulations were revised and updated in May 2023

# SCHOOL REGULATIONS FOR THE GERMAN SCHOOL NAIROBI



Deutsche Schule Nairobi  
German School Nairobi

## APPENDIX 7: HOUSE RULES AND BREAK REGULATIONS

### Preliminary Remarks

The behaviour of all stakeholders at school should be characterized by fairness, respect and common sense, so that disruptions, harm to oneself and others, damage to property and fights are avoided as far as possible. In order to achieve this goal, students must follow the instructions of all teachers and especially the teacher supervising them.

### 1 Supervision Duties

Early morning supervision	7.30am - 7.45 am	1 Teacher Bus driver and conductor Class teachers Primary School	<b>Walk Around</b> Primary school building; primary school playground; Bus supervision; classroom supervision
1st Break	9.20am – 9.35 am	1 Teacher 1 Teacher 1 Teacher 1 Teacher	Courtyard Primary School Playground next to the cafeteria Sports field and basketball court
2nd Break	11.15am – 11.25 am	1 Teacher 1 Teacher 1 Teacher 1 Teacher	Courtyard Playground in front of Primary School Playground next to the cafeteria Sports field and basketball court
Lunch break Supervision	1.05pm until the departure of the last bus, at around 1.17pm	3 Teachers	Courtyard Cafeteria and playground next to sports field and basketball court
Bus Supervision	3.30pm until the departure of the last bus, at around 3.45pm	Bus driver and conductor	On busses

Information about the supervision plan and possible substitutions is provided via WebUntis and the screen in the staff room. Should an issue arise, the supervising teacher should be contacted.

### 2. Break and Lesson times

1. period	07.45 – 08.30 am
2. period	08.35 – 09.20 am
1. Break	09.20 – 09.35 am
3. period	09.40 – 10.25 am
4. period	10.30 – 11.15 am
2. Break	11.15 – 11.25 am
5. period	11.30 am – 12.15 pm

6. period	12.20 – 1.05 pm
Lunch	1.05 – 2.00 pm
7. period	2.00 – 2.45 pm
8. period	2.45 – 3.30 pm
9. period	3.30 – 4.15 pm
10. period	4.15 – 5.00 pm

# SCHOOL REGULATIONS FOR THE GERMAN SCHOOL NAIROBI



Deutsche Schule Nairobi  
German School Nairobi

---

Both students and teachers shall start lessons on time.

The teacher locks the classroom or subject room after the lesson, unless the students choose to remain in their classroom during the short break.

### 3. Supervision during break time and free periods

Supervision is only carried out in the areas marked on the attached plan. Students in the Upper Secondary may remain in their classrooms during break times. All other classrooms and subject rooms are locked during break times and out of normal teaching hours. The teacher of the previous lesson is required to lock up. If it is raining students are allowed to stay in the classroom. Students are not allowed to stay in the parking area for obvious safety reasons. Students may not leave the school premises during the breaks. Students from class 11 and 12 may leave the compound if a free period has been indicated in their gate pass. The school is not responsible for these students once they leave the premises. With parental authorization, students from class 7-12 may leave the school compound at lunchtime. Likewise, the school is not responsible for them once they are out of the school gate.

### 4. Cleanliness and tidiness

A pleasant environment should be created for school and leisure activities. Waste should therefore be thrown into the rubbish bins provided. Graffiti on furniture, doors and walls is not allowed. The sanitary facilities should be left clean. Parents are liable for any damage caused by their children.

### 5. Ballgames, play grounds and sport facilities

Ball games are only permitted on the designated areas (football pitch and basketball court) within the break area. The other sports facilities may not be used during breaks. The primary school's play equipment is primarily available to primary school pupils during breaks.

### 6. Class disruptions

Lesson disruptions by students who do not have lessons (e.g. free periods, break times) can only be avoided if the students are not near the classrooms or subject rooms.

Riding motorbikes and bicycles is only permitted in the car park for the purpose of arrival and departure. Cycling, skateboarding and inline skating is permitted from 5 pm on weekdays.

Riding motorbikes on the running track is not permitted.

### 7. Bus Stops

The bus stops for all buses are directly in front of the main entrance to the school (see leaflet on bus rules)

### 8. Teaching Materials

All teaching materials that belongs to the school must be collected and returned after the lesson. The Head of Department is responsible for the teaching materials and their inventory, and this should be handed over to the person taking over from them. Magazines cannot be taken out of the library; they must be read in the library. Books must be borrowed officially.

### 9. Valuables

Valuables should not be brought to school. Items found in the school compound should be handed in to the Facility Manager. All thefts and damages should immediately be brought to the attention of the principal in the interest of all concerned. In the event of willful or negligent damage to the property of the GSN, third-party property or injury to a school member, the guilty party or the legal guardian is obliged to pay full compensation.

# SCHOOL REGULATIONS FOR THE GERMAN SCHOOL NAIROBI

---



Deutsche Schule Nairobi  
German School Nairobi

## 10. Drugs

The possession, consumption and distribution of drugs is prohibited on the entire school premises. Drugs include all intoxicants including alcohol and tobacco.

Exceptions:

- Alcoholic drinks (wine, beer, sparkling wine) may be served at school events aimed at adults. Alcohol is generally not served to students.
- The tennis club may serve alcoholic drinks (wine, beer, sparkling wine) to adults at the tennis hut.
- If these rules are broken, measures against misdemeanors will be applied.

## 11. Functions and Events

Every event must be booked at least seven working days in advance, in writing in English, using an online form. The event cannot be organized without the prior approval of the school management and the administrative management. Events require an adult supervisor recognized by the principal. Required support in the form of technical support (e.g. backstage) and culinary requests (e.g. from the cafeteria) must be requested in writing by the organizers themselves at least seven working days prior to the event. It is the responsibility of the adult supervisor who has been authorized by the head teacher to ensure that the event takes place, that the requisite amenities are in place and that the school facilities are safe.

## 12. Additional services required from the bus drivers of the GSN

An application must be made at least 7 working days in advance. This must be done in writing, in English on the relevant form (available from the secretary's office). If the application is not made on time, the service will not be provided. There is no guarantee that a bus driver from the German School Nairobi will be made available for the trip. A reply will be communicated to the applicant three working days in advance.

## 13. Other rules

As a rule, smartphones and mobile phones are to be switched off by students during lessons. Their use in class is the responsibility of the respective teacher. Teachers need the smart phone to keep the class register and to be reachable in an emergency.

After the sixth or eighth lesson, the chairs must be put on the desks and the rooms left tidy.

Enacted at the Teachers' Conference of the Michael-Grzimek-School on 12 October 1992, signed Headmaster

Enacted by the Board of the German School Society Nairobi on 9 November 1992, attn. Chairman, Secretary

Revised and enacted at the Teachers' Conference of the German School on 13 June 2006,

Approved by the Board of Directors of the German School Society Nairobi on 24 October 2006, attn. Chairman, Secretary

The school regulations were revised and updated in August 2009. They were enacted at the Teachers' Conference on 19 August 2009 and came into effect after the Board approval on 31 August 2009.

The school regulations were revised and updated in May 2023.

# SCHOOL REGULATIONS FOR THE GERMAN SCHOOL NAIROBI



Deutsche Schule Nairobi  
German School Nairobi

---

## APPENDIX 8: GUEST STUDENTS AT THE GERMAN SCHOOL NAIROBI

---

### 1. General Regulation

The German School Nairobi offers students from Germany and other countries the opportunity to spend one semester or full school year as part of an individualized stay.

In addition to new academic experiences, guest students also gain a variety of insights into Kenyan life and can improve their language skills in an English-speaking environment. For the German School Nairobi students, the encounter with guest students is an enriching experience. Guest students are expected to have character traits that will lead to a successful stay. They should have a positive attitude towards a developing country like Kenya, be willing to adapt and be open-minded. They should be strong academic students so that they will have a problem-free continuation of their education upon returning to their home country.

### 2. Admission

The school management decides on the admission of guest students. Both the parents and the host parent(s) must countersign the application, which must be accompanied by a recommendation from the guest student's home school and the most recent school report.

### 3. Accommodation

A host family may accommodate the guest student. The German School Nairobi can help to look for a host family. The school cannot guarantee to find a host family though.

### 4. Guardianship

If a Guest Student stays with a host family, then this family is committed to taking care of him/her. They will carry out parental duties and care as they would for their own children. The school recommends the host family make a written agreement with the parents of the guest student along these lines.

### 5. Obligations of the Guest Student

A Guest Student is expected to make every effort to fit into the lives of the host family. S/he will respect the existing rules of the family concerning going out times, eating, helping with housework etc. During his/her stay here, the guest student is considered a normal student of the German School Nairobi and is obliged to attend school regularly, to respect school rules, participate in lessons, complete all homework and take all written examinations.

### 6. The Role of the German School as a Host School

Since the Guest student is considered a normal student of the German School Nairobi, s/he will receive a certificate of attendance, as well as a school report at the end of the stay.

### 7. Financing

The parents of guest students must pay for the costs of their stay. These are set out in the fee schedule for guest students. The price includes school fees and the use of all sports facilities. Every guest student is insured against accidents while at school. The guest student must pay for his or her own international health insurance, personal liability insurance and personal accident insurance.

The school regulations were revised and updated in February 2006. They were enacted in the Teachers' conference on 21 February 2006 and approved by the Board on 24 October 2006.

The school regulations were revised and updated in August 2009. They were enacted in the Teachers' Conference on 19 August 2009 and came into effect after the Board approval on 31 August 2009.

The school regulations were revised and updated in May 2023.