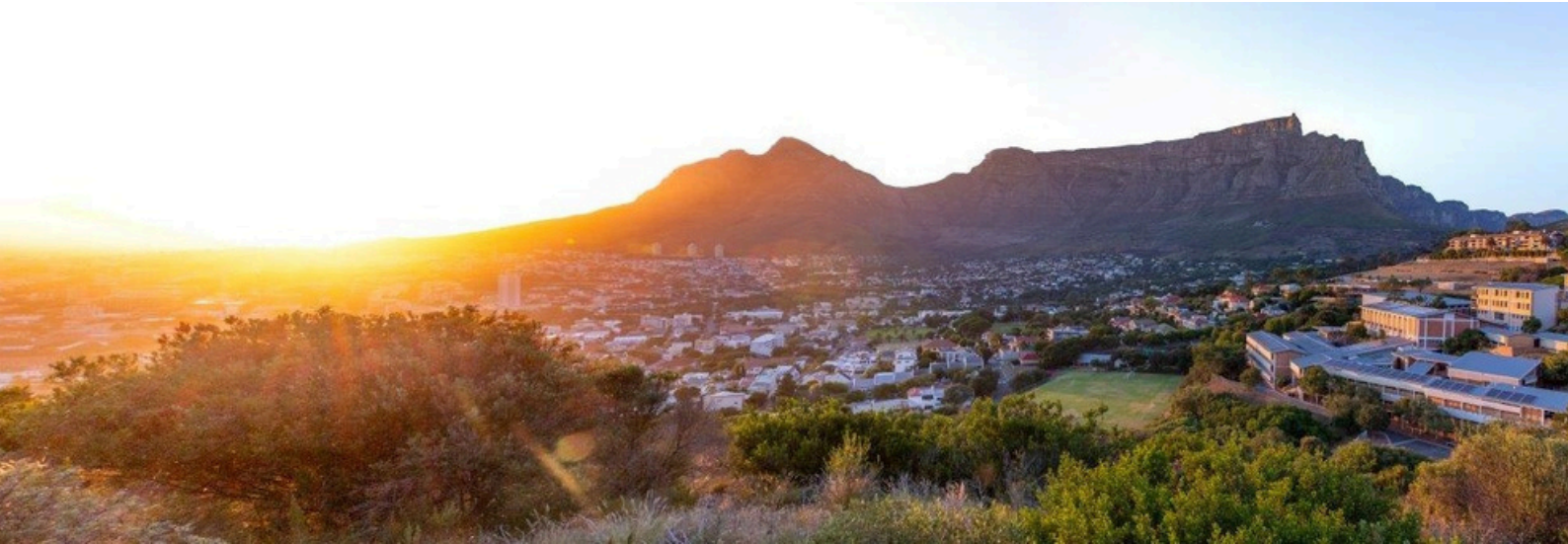


STEP BY STEP TO SCHOOL

SCHRITT FÜR SCHRITT ZUR SCHULE



Grade 1 Parent Info . Eltern-Info zur Einschulung



EMBARKING ON NEW ADVENTURES! FIRST STEPS INTO AN EXCITING SCHOOL JOURNEY.

The first day of school marks the beginning of a thrilling new chapter full of discoveries. This brochure provides an overview of everything you and your child need to know for the start of school. We look forward to accompanying you and your family on this journey.

TABLE OF CONTENT

Greeting . 3

IMPORTANT CONTACTS

Tamboerskloof and Tygerberg Campus . 4

Contacts and Consultation hours . 4

PREPARING FOR THE START OF SCHOOL

School uniform . 5

Teaching materials Grades 1 and 2 . 6

School readiness, school ability . 6

Expectations . 7

START OF SCHOOL LIFE

Enrolment day, first parent evening . 8

OUR SCHOOL DAY

Timetable, Homework . 9

Extramurals, After Care . 10, 11

Lunch, School Card and eLunch . 12

COMMUNICATION

Communication School-Parents, Parents-Teacher . 13

PARENT-ENGAGEMENT

Parent Representation, Parent council . 14

PARKING AND TRAFFIC GUIDELINES

One way regulation , Parking in school area . 15

Parking on school premises, Pedestrian areas and Access control . 16

GENERAL INFORMATION (ALPHABETICAL ORDER)

Acronyms, Absence from school . 17

Assembly, Bazaar, Check ups, Civvies, Digital media . 18

Health & Safety Drills, Holiday Care, Library, Music Centre . 19

DSK NewsFlash, Parent Evenings Policies & Code of Conduct . 19

School Board, School Bus, School Fees, School Song, Skooler . 20

Social Media, Sports Day, Star Centre, STEM Centre . 21

Swimming Gala, Website, Reports, Yearbook . 21

Welcome Address

From Patricia Kohrs

Dear Parents

A warm welcome to the German International School in Cape Town.

We are delighted that you have chosen to enroll your child at the DSK, marking the start of an exciting journey in the upcoming year. A new chapter in life is set to begin.

The DSK is a unique place of connection, where children from over 30 countries come together to play and learn in a vibrant and inclusive environment. They broaden their horizons, exchange experiences, and form friendships. They gain the ability to view the world from others' perspectives, uncover their own potential, and realise that disappointments and setbacks are opportunities for growth and lessons in responsibility.

In our primary school, we place a special emphasis on preserving and promoting the German language. We consider it our central mission to recognise and appreciate your child's potential. We are committed to nurturing our learners to the best of our ability, challenging them, and meeting their individual needs.

Every child is unique, bringing different skills and strengths to the table. This understanding shapes our educational approach, which we design to be diverse, differentiated, and individualised. We place great importance on fostering self-awareness, independence, personal responsibility, and social responsibility in our learners.

"I wish for every student to develop their strengths and inherent talents as fully as possible, for it is with these that they will master their life in the long run."

REMO H. LARGO (PEDIATRICIAN AND AUTHOR)

Guiding children successfully on their educational journey requires a strong team, where children, parents, and teachers work together. This is why we emphasise a trusting and close collaboration. Your support is invaluable to us in meeting expectations and achieving the goals we set together.

This information brochure is designed to help you navigate your introduction to the DSK. It provides an overview of the school and includes all the essential information needed to start your child's school life. Should you have any further questions, please feel free to reach out to us.

We thank you for entrusting us with your child and look forward to welcoming you as a family to the DSK.

Sincerely yours

Patricia Kohrs
Head of Primary School

November 2024

DSK - ONE SCHOOL, TWO CAMPUSES

DSK Tamboerskloof Campus

28 Bay View Avenue
Tamboerskloof
Cape Town, 8001

DSK Tygerberg Campus

Jan Burger Sports Complex
De Grendell Road
Parow - North
Cape Town, 7500

TAMBOERSKLOOF CAMPUS**IMPORTANT CONTACTS**

Title / Function	Name	Email Address	Telephone Number
Head of Primary School	Patricia Kohrs	PatriciaKohrs@dsk.co.za	+27 (0)21 480 3489
Assistant to Head of Primary School	Alice Mihal	AliceMihal@dsk.co.za	+27 (0)21 480 3489
Reception / Emergencies	Meike Zumpt	Reception@dsk.co.za	+27 (0)21 480 3489
Aftercare (NAB)	Sabine Weihe	SabineWeihe@dsk.co.za	+27 (0)21 480 3489
Administration			
Personal Assistant to Principal	Marina Vucurevic	Secretary@dsk.co.za	+27 (0)21 480 3489
Enrollment	Marina Janson	Admissions@dsk.co.za	+27 (0)21 480 3489
School fees	Nicole Fischer	Fees@dsk.co.za	+27 (0)21 480 3489
School Supplies & Media			
Library / School books	Sigi Weiss	SigiWeiss@dsk.co.za	+27 (0)21 480 3489
School Shop	Medeze Schulz	SchulShop@dsk.co.za	+27 (0)21 480 3489
Outer school curriculum			
Star Centre - Special needs teacher	Petra Schüler	PetraSchueler@dsk.co.za	+27 (0)21 480 3489
Star Centre - Special needs teacher	Merle Faro	StarCentre@dsk.co.za	+27 (0)21 480 3489
Gisela Lange Music Cent	Hans Huyssen	HansHuyssen@dsk.co.za	+27 (0)21 480 3489
Head Co-curricular, Extramurals, GLMZ, NAB	Fried Lehmann	FriedLehmann@dsk.co.za	+27 (0)21 480 3489
Sport coordination	Yusri Williams	YusriWilliams@dsk.co.za	+27 (0)21 480 3489
TYGERBERG CAMPUS			
Principal / Aftercare	Henrike Kovats	HenrikeKovats@dsk.co.za	+27 (0)21 480 3489
Learning Therapist	Gerda Nel	GerdaNel@dsk.co.za	+27 (0)21 480 3489

CONSULTATION HOURS WITH TEACHERS

You can reach all DSK teachers via email: FirstnameLastname@dsk.co.za.

For questions regarding your child, the class teachers or the aftercare staff are your points of contact.

Ms. Meike Zumpt (Reception) will assist you with urgent matters during school hours.

Preparing for the Start of School

DSK - SCHOOL UNIFORM

At our school, wearing the DSK school uniform is mandatory, and we take pride in our students representing the DSK not only on campus but also during excursions and field trips. Please familiarise yourself with our school dress code by visiting the **school shop's** page or consulting with the class teachers.

SCHOOL SHOP

We recommend purchasing the school uniform well in advance, either by visiting the school shop or by placing an order online through the **DSK school shop**.

Used school clothing is available both in the shop and on our Facebook page, **DSK School Items/Schulsachen**.

For all first graders, we have compiled a starter pack list. Should there be any supply shortages, you will be informed promptly.

For any questions, you can reach the school shop via email at **schulshop@dsk.co.za**. The opening hours are also available on our website.

SPORTSWEAR

Sports Day

Every year, the DSK celebrates a grand Sports Day—a highlight for the entire school community. Following the South African school tradition, two teams, the red and the blue, compete in a fair contest to determine the winner. All members of a DSK family wear the same color. Therefore, please indicate the team color of siblings when registering. New DSK students are assigned to either the red or blue team by our sports teachers upon confirmation of school enrolment.

Physical Education

Physical education is held twice a week. On these days, primary school learners should arrive at school already dressed in their sportswear, eliminating the need to change.

- Summer: Classes include many activities in the pool as well as outdoor and indoor activities. Please ensure that your child can tie their shoes independently.
- Winter: Please wear sturdy sports shoes with non-marking soles.

Swimming

Your child should be proficient in swimming by the time school begins. If they are not, for safety reasons, they must wear a life jacket that complies with SA safety standards while in the pool area and are not permitted to enter the water with other children.

Free swimming lessons for are offered during school holidays to acclimatise learners to the DSK pool and coaching environment, learn essential water safety rules around pool area and swimming core skills. Please visit **MMD aquatics** for bookings and further details.

In the first and fourth quarters, swim gear should always be brought on sports day: swimsuit/trunks, swim cap, goggles, and towel. Please ensure that your child has learned to dress and undress independently and pack their own bag responsibly. Apply sunscreen at home.

Labeling of Property

Please clearly label all your child's belongings. Practice with your child to pack responsibly and handle their items carefully. In the event of a lost item, you can check the lost-and-found boxes located near the reception.

CLASSROOM MATERIALS FOR GRADE 1

The school provides the following materials for all first graders:

- 1 pack of oil pastels
- 1 glue stick, 1 wood glue
- 2 pencils (2B), 1 eraser
- 1 yellow highlighter or coloured pencil
- 1 A4 whiteboard, 1 blue whiteboard marker in a yellow plastic folder

Additionally, other writing materials (notebooks, covers, binders) are collectively purchased for the entire class from Western Cape School Suppliers. Some of these notebooks and all binders will be reused in the second school year. The classroom materials will be distributed at the first parent evening. The notebooks and books for German and Mathematics will remain in the classroom.

At DSK, we follow the curricula of Baden-Württemberg, and all required German workbooks have already been procured by the school. The costs for these will be billed to you in the second quarter.

Materials to be provided by parents:

- School backpack, lunchbox, and water bottle
- Swim bag
- "Schultüte" (a cone filled with sweets and small gifts)
- Pencil case
- 12 colored pencils
- Pencil sharpener, eraser
- 1 pair of scissors (left-handed if necessary)
- 1 empty decorated shoebox as an "art box"
- 1 water glass/cup
- 1 old painting shirt/T-shirt for art class
- 1 watercolor paint set (available for purchase at the library) + cloth
- Paintbrushes: 2 bristle brushes (sizes 6 and 12) and 1 large brush
- 1 box of tissues for the classroom

In the first school year and the first half of the second school year, we do not use fountain pens. Children should write exclusively with pencils and should not use ballpoint pens or fountain pens. Pencils, glue, and erasers must be replaced as needed throughout the school year.

Please help your child, especially at the beginning, to maintain good organisation in their school backpack. Practice packing the backpack in the evening. Regularly check with your child to see what is missing. Pencil, eraser, scissors, and glue stick are needed daily. Your child will appreciate being ready for school in the morning. This motivates and boosts self-confidence.

CLASSROOM MATERIALS FOR GRADE 2

Before the end of the school year in October, you must order classroom materials and English textbooks for the second school year online from Western Cape School Suppliers: www.wcapess.co.za. This package will be delivered and distributed at the school at the end of the year. Please cover the notebooks accordingly afterwards.

The German textbooks are procured by the school, and the amount will again be added to the school bill.

SCHOOL READINESS / ABILITY

School readiness requires a combination of linguistic, physical, cognitive, and social skills. For a good start to school, it is advantageous if the child is emotionally stable, behaves socially maturely, can handle losing in games, and is able to concentrate for longer periods. Good German language skills in understanding and speaking are essential prerequisites for school readiness and admission. The child should be able to communicate in German, answer questions, and speak in complete sentences. Regardless of age, the key to a successful start to school is fostering a genuine excitement and joy for attending school!

EXPECTATIONS

What can my child expect at the Tamboerskloof Campus?

The DSK campus in Tamboerskloof hosts grades 1-12 and accommodates over 900 students. The campus is picturesquely situated at the foot of Table Mountain. For our primary school students, this means having to cover long distances. Confidence and a sense of direction are helpful here to move safely and independently around the campus.

By now they should also find it easier to adhere to the rules and instructions of our educators.

In our German-oriented school system, we guide our students towards taking responsibility and becoming independent in their learning. As this can be challenging at first, our teachers are happy to provide support. This goal should be achieved by the 4th grade at the latest.

What can my child expect at the Tygerberg Campus?

At the DSK campus in Tygerberg, classes are taught in two age-specific groups. In a manageable and stimulating environment, learning is enjoyable. The campus offers its own vegetable garden, bicycle course, and various climbing and movement opportunities. In slightly smaller, modern classrooms, children learn to use iPads and laptops. With fewer students per class, there is more room for creative theater play and music-making in everyday school life. The familial atmosphere allows for close contact with teachers and other parents.

PREREQUISITES FOR LANGUAGE DEVELOPMENT

We have already mentioned German language skills as a crucial prerequisite for successful learning development. For children from households where the family language is not German, we recommend actively supporting language development at home. Our language trainer, Ms. Ramona Wistuba, is available to assist you with questions and practical tips: ramonawistuba@dsk.co.za.

ADDITIONAL DEVELOPMENTS

- Mental openness to new experiences, the willingness to engage with tasks and remain focused over a period of time (learning motivation and concentration), as well as the ability to listen.
- Positive motivation and joy in learning.
- Emotional maturity, developing empathy. The child's self-centeredness dissolves, and they can perceive the needs of others.
- Social Competence: Confidence but also adaptability in a larger group, the ability to follow rules or wait patiently for their turn.
- Mental Competence: Frustration tolerance or resilience, the ability to smile through minor problems or conflicts.
- Physical Abilities: Can dress and undress independently, use the toilet on their own, pack their school backpack, and take care of their own belongings and those of others.
- Social Skills: Treats others with respect, is polite to adults, learns to take responsibility, and helps others.

The Start of School Life at the DSK

FIRST DAY OF SCHOOL

For all new learners, the first school day begins with a festive enrolment ceremony at the Tamboerskloof Campus.

First graders arrive in their school uniforms, with their backpacks and traditional "Schultüte" (a cone filled with treats). In the foyer, they are welcomed by their class teachers and the class mascot, and they receive their name tags in the colors of their class.

Families then proceed together to the enrolment ceremony in the von Holten Hall. Before and after the ceremony, a photographer will be available to take memorable photos. The 4th-grade students perform a small play, and afterwards all the new learners are called to the stage. From there, they accompany their teachers to their classroom for the first time.

While the children experience their first lesson, parents are warmly invited to enjoy coffee and cake. During this time, they can meet the parent representative, Mr. Sven Welzel, and other experienced parents of 2nd-grade learners—a great opportunity to make connections and receive valuable tips. Around 11:30 AM, parents pick up their children from the foyer.

Following the enrollment ceremony, children from the Tygerberg Campus, along with their families, head to their first lesson at the satellite campus. There, parents are greeted by seasoned parents and can savor coffee and cake while witnessing their children's initial school experiences.

The school day at the Tygerberg Campus concludes at around 12:00 PM.

THE FIRST PARENT EVENING

Tamboerskloof Campus

The first parent evening is held in the Konrad-Täuber Hall (KTS). After a general introduction, parents meet with the class teachers in their respective classrooms. During this evening, two parent representatives and two bazaar representatives are elected to help organise various school events.

Tygerberg Campus

Similarly, at the Tygerberg Campus, two parent representatives and two bazaar representatives are elected during the first parent evening to support the school event organisation team.

SCHULTÜTE

The "Schultüte" is a traditional highlight on the first day of school. German Kindergartens and the Tygerberg Campus offer crafting assistance. Alternatively, a "Schultüte" can be purchased in Germany or locally. It is typically filled with sweets and small school-related gifts.

Tip: Be sure not to overfill the cone so that your child can carry it comfortably.



Our school day

TIMETABLE FROM MONDAY TO TUESDAY

	Arrival	7:30 - 7:55	Supervision on the schoolyard
1	Breakfast, Morning Circle and Teaching	7:55 - 8:40	Classes
2		8:40 - 9:45	Classes
	Break	9:25 - 9:45	Supervision on the schoolyard
3		9:45 - 10:30	Classes
4		10:30 - 11:15	Classes
	Break	11:15 - 11:30	Supervision on the schoolyard
5		11:30 - 12:15	Classes
	Children are picked up in the playground/ Primary School <i>Plus</i> Children have lunch	12:15 - 13:00	Communal meal at Linga Longa. Either pre-ordered or from their own lunchbox
	Aftercare (NAB)	13:00 - 13:45	Homework and Extramurals
	NAB - Pick up 14:30	13:45 - 14:30	Extramurals / Learning Through Play
	NAB - Pick up 16:00	14:30 - 16:00	Learning Through Play
	NAB - Pick up 17:00	bis 17:00	Play and Relaxation

TIMELY ARRIVAL AND PICK-UP TIMES

Please bring your child early in the morning to allow them to calmly prepare for the school day. Children who are not enrolled in the after-school care programme (NAB) or an extramural (AG) must be picked up from the playground by 1:00 PM at the latest.

Special note for Fridays:

On Fridays, classes for the 1st grade end at 11:15 AM, after which the afternoon session begins. Lunch is only provided on this day for children who are registered for the late afternoon care (NAB).

HEALTHY BREAKFAST

A healthy diet is important to us. Please provide your child with a breakfast (e.g., fruit, whole-grain bread, yogurt) and a water bottle filled with a sugar- and caffeine-free drink (no cola, sweetened juice, or iced tea). Please avoid sweets.

At DSK, several drinking fountains with filtered water are available, where children can refill their bottles at any time. We aim to reduce waste, especially plastic, as much as possible.

HOMEWORK

In the first grade, learners receive small practice tasks or time to complete their morning work plan. These tasks should not take longer than 10 minutes per subject. Additionally, children are encouraged to read for 10 minutes every day.

We recommend regularly reviewing your child's homework or having them read to you. This interest shows appreciation and motivates your child. Children whose parents show joy in reading and learning often have a slight advantage.

Our school day

TAMBOERSKLOOF CAMPUS



A Diverse Afternoon Programme for Your Child.

After regular classes, which end at 12:15 PM for first graders, we offer a diverse afternoon programme. Children can be cared for until 2:30 PM, 4:00 PM, or 5:00 PM.

AFTERCARE (NAB)

The time after school is particularly important for children of primary school age. In our afternoon care programme, we make this time educationally meaningful. Alongside homework supervision, there is ample space for play and personal development.

Learning Through Play

We offer exciting activities such as baking, cooking, gardening, and crafts, which not only encourage the practical application of skills but also deepen essential everyday competencies and the use of the German language. Additionally, our learners have the opportunity to unleash their creativity through various artistic endeavors. We regularly visit the library and occasionally offer engaging projects as well.

EXTRAMURALS (AG)

In parallel with the afternoon care programme, AGs are offered, providing a wide variety, especially in sports. The AGs are divided into paid and free offerings.

In the first quarter, first graders may only attend the swimming AG. In the second quarter, they can choose an additional activity, and from the third quarter, they can participate in further AGs.

You can find an overview here: **AG List**.

ENROLMENT

Please register your child! The combined online enrolment form for NAB and extramurals is available here: **Grade 1 - NAB and AG registration**.

This must be filled in for every Grade 1-4 learner, even if it is just to indicate that they will be picked up early.

The contact person and head of the afternoon care programme is Ms. Sabine Weihe: **sabineweihe@dsk.co.za**.

The contact person and extramural coordinator is Yusri Williams: **yusriwilliams@dsk.co.za**

Our school day

TYGERBERG CAMPUS



AFTERCARE (NAB)

Starting at 12:15 PM, a paid afternoon care programme is offered daily, with activities that regularly change.

Current information about the afternoon programme can be found on our Parent Portal. To register, please click here:

[Tygerberg NAB Registration.](#)

The contact person and head of the afternoon care programme is Henrike Kovats: **henrikekovats@dsk.co.za**.

HOMEWORK

First graders receive daily reading assignments. Learners participating in the learning hour (12:15 PM – 1:00 PM) practice handwriting, motor skills, arithmetic, and receive support with their homework.

EXTRAMURALS

For information on extramurals (AGs) or assistance with registration, please reach out to Heike Kovats or follow the link: **[Extramural list](#)** and **[registration](#)**.

Our school day



SCHOOL CARD AND E-LUNCH

During the first school days, our IT team will take photos of the first graders for their school cards. Learners will receive their personalised school card with a learner number a few days later. This card is required for library use and as a payment method in the Linga Longa Cafeteria (eLunch payment system).

Our eLunch is a cashless payment system for the cafeteria and tuckshop. Parents can load money onto their child's eLunch account online via the **Parent Portal**, allowing them to monitor spending. Students can then pay easily and conveniently with their school card.

Further information can be found in the DSK **Parent Portal**.

Upon your child's enrolment, parents will also receive a family card.

LUNCH AT LINGA LONGA

If you have chosen the GS+ or NAB option, you can register your child for lunch. Linga Longa offers a daily changing warm lunch from Monday to Thursday, consisting of a main course, salad, and dessert. A vegetarian option is also available. The menu can be viewed in the Parent Portal: **Menu**

Alternatively, your child can eat a brought cold meal during the lunch break. All children eat together in the cafeteria, where they are assisted and supervised by the NAB staff during meal distribution.

Starting from the second term, first graders are allowed to purchase snacks with their eLunch card in Linga Longa after lunch. However, the tuckshop will only be available to them later.

Communication



Open and constructive communication is an essential part of modern school life. We place great importance on all participants actively contributing to the exchange of ideas.

COMMUNICATION BETWEEN SCHOOL AND PARENTS - SKOOLER -

Our communication with you primarily takes place through the Skooler platform (see page 20), which is updated several times a day. Please check Skooler regularly for current information, such as extramural activity cancellations or bus delays. A proven practice is for parent representatives to forward Skooler messages via WhatsApp to their class' parents to ensure everyone stays up-to-date.

COMMUNICATION BETWEEN PARENTS AND TEACHER

In the early school years, direct communication with the teacher is particularly crucial. Please discuss any concerns about the class or your child's well-being directly with the respective teacher—minor issues can be addressed via email, while for more significant topics, please schedule a meeting before or after school hours.

Class teachers use Skooler for communication, such as providing information about lessons or requesting specific materials. Please note that feedback on Skooler is only possible to a limited extent.

For individual concerns, email is the preferred method of communication. In urgent cases, you can also reach the teacher by phone through the reception or parent representatives.

Our collaboration is important.

By enrolling your child at our school, you have entrusted us with their education. We aim to support and nurture your child to the best of our ability, in line with the primary school's educational mission.

As a German-speaking school in an English-speaking environment, DSK faces unique challenges. Particularly in terms of German language use, we rely on close collaboration with parents. We hope for your support to meet your expectations as effectively as possible.

Parent Engagement

We warmly invite you to actively participate in school life at the DSK and become part of our vibrant community.

There are numerous ways to get involved, such as joining the bazaar committee, parent representation, the parent council, or the school board.

Throughout the year, DSK hosts many events like concerts, learner performances, talent nights, sports events, and the popular bazaar, where you are welcome as a guest or helper. Together, we create unforgettable experiences and strengthen our sense of community.

Additionally, you can contribute at the DSK Career Indaba (e.g., as a career advisor or internship provider), as a donor for our Ubuntu Talent Fund, or as a helper at many smaller events.

The Ubuntu Talent Fund, established in 2019, specifically supports children from financially disadvantaged families in realising their potential. More information can be found on our Parent Portal: **Ubuntu Fund**.

WE LOOK FORWARD TO YOUR
SUPPORT
& IDEAS

PARENT REPRESENTATION

Each class elects two parent representatives at the first parent evening, who typically serve for two years.

These representatives attend the monthly parent council meetings and inform the class parents about important topics.

They assist the class teachers with excursions, class parties, and other activities and serve as an important link between the school and parents.

PARENT COUNCIL

The parent council consists of the two elected parent representatives per class. The council meets about eight times a year and represents the parents' interests to the school administration and board. It actively shapes the school's educational work. The school board makes decisions and therefore focuses more on the strategic level.

The parent council is divided into various portfolio committees and tasks, which vary according to urgency and need, and is particularly involved in organising school activities.

For questions about the parent council, Sven Welzel (New Parents Portfolio) is available: **sven@sven.co.za**.

The current chairperson of the parent council, Peter Snyckers, can be reached at **elternrat@dsk.co.za**.

Further information can also be found on our website: **Parent Engagement**.



Parking and Traffic Guidelines

For the safety of our school community and to alleviate traffic congestion, we kindly ask you to adhere to the recommended one-way street system during the following peak times:

Morning 7:30 to 8:00 AM and afternoon approximately 3:20 to 4:00 PM.



Please also observe the following guidelines:

PARKING IN THE DSK AREA

- Avoid parking in front of, on, or immediately behind pedestrian crossings.
- Parking or stopping at intersections is not permitted, especially at the corner of Bay View Avenue and Upper Albert Road, to prevent traffic obstructions.
- The bus bays along Upper Albert Road are reserved exclusively for school buses.
- Allow sufficient time for travel to and from school to prevent potential delays.

SAFETY ZONE AROUND THE SCHOOL

The school grounds and surrounding streets are designated as a school zone. Please drive with extra caution and at a slow speed, as many young learners are present in this area.

Parking and Traffic Guidelines

PARKING REGULATIONS ON SCHOOL GROUNDS

- The parking spaces in front of and below the new sports hall are reserved for staff and guests only.
- The area to the right of the main gate offers 10 marked parking spaces reserved exclusively for teachers and staff; parents are prohibited from stopping or parking here.
- The lower parking lot has designated spaces for parents and a section for motorcycles.
- Yellow-marked areas in the parking lot must always be kept clear to ensure pedestrian safety.
- A speed limit of 15 km/h applies throughout the school grounds.

PEDESTRIAN ZONES AND ACCESS REGULATIONS

- Pedestrians should use only the zebra crossings to the right and left of the main gate and enter the school grounds through the designated entrance. We encourage all parents to be mindful of the influential example they set for their children.
- Dogs are not allowed on school grounds. If you bring your dog for pick-up, please wait with the dog outside the main gate. If you leave the dog in the car, it must not exit the vehicle.

NAB PICK-UP

All learners attending the afternoon care program (NAB) must be signed out in person at the NAB.

If other parents, relatives, or caretakers are picking up your child, please inform the NAB team in advance via WhatsApp at **+27 (0)76 975 4069**.

Thank you for your understanding and responsible behavior. With your support, DSK remains a safe and respectful place for all members of our school community and neighborhood.



General Informations

OUR MOST IMPORTANT ACRONYMS

ALPHABETICAL ORDER

ADLK	A teacher commissioned by the German Government	LEG	Learner development assessment
AG	Extramural activity	LO	Life Orientation
GLK	General teacher conference	NAB	Aftercare
GLMZ	Gisela Lange Music Centre	NSC	National Senior Certificate
IEB	Independent Examination Board	OLK	Local teacher
K.I.D.S.	Klub Interact Deutsche Schule (Junior Rotary Club)	SV/SRC	Scholar Representative Council
KTS	Konrad-Täuber-Hall	VHH	von Holten Hall

ABSENCE FROM SCHOOL

Reporting illness

If your child is ill and cannot attend school, please inform the teachers by email no later than 7:45 AM on the same day.

Additionally, contact our reception at **+27 (0)21 480 3830** or via email at **reception@dsk.co.za**.

For absences at the Tygerberg Campus, please call **+27 (0)21 930 6302**.

A notification of illness is required for each day of absence unless a multi-day notification was submitted on the first day of absence. From the third day of absence, a medical certificate is also required.

Green slip

If your child needs to leave school early due to illness or another appointment, a formal sign-out is required. Please have the "Green Slip" signed by the teacher. The slip must then be stamped at the secretarial office, and the child will be signed out. The stamped slip must be presented to security personnel when leaving the premises.

Upon return on the following day, the slip must be signed by you and presented to the class teachers. If it is known in the morning that your child needs to leave school early, please provide them with a written note for the class or subject teachers.

Exemption from classes / Leave of absence

Please familiarise yourself with our leave policies on the Parent Portal (**Policies**) or contact our office beforehand.

Important: Leave requests should always be submitted before booking flights. Generally, requests for exemption from classes that immediately precede or follow holidays are only granted for special reasons. A written request is necessary in every case and will be reviewed by the school administration. The required form can be found on the Parent Portal: **Application**.

General Information

ASSEMBLY

During an assembly, all students and teachers come together. Generally, the primary school holds an assembly at the beginning and end of each term. On special occasions, learners from primary also participate in the larger assemblies held in the von Holten Hall. Important information is announced, and learners are recognised for their outstanding achievements. The von Holten Hall also hosts larger school events such as the cultural evening or school orchestra concerts.

BAZAAR

The DSK Bazaar, held annually at the beginning of November, is a highlight on Cape Town's event calendar and enjoys great popularity beyond the city's borders. This traditional festival, organised and prepared by dedicated parents, is the school's most significant fundraiser. The donations committee decides on how the proceeds are used, with the earnings directly benefiting the students, such as through modernisation or selected social projects.

Attendance at the bazaar is mandatory for all learners, and they are compensated with a day off during the year. All parents sign up for a shift, and each grade level runs its own stand. Traditionally, the first graders organise the popular Mozart Café.

CHECK UPS

At the start of the first quarter of the school year, preventive screenings such as vision tests, hearing tests, and fine motor skills tests are conducted at the Tamboerskloof Campus. These mandatory screenings aim to identify and address potential learning difficulties early. Parents receive a report or recommendations, such as for the fine motor skills course offered at DSK. Please sign the consent form you receive in the first quarter. The costs will be noted on the school bill.

CIVVIES (FUNDRAISER)

Once a month on a Friday, learners can come to school in casual clothing. The dates are announced in the primary school newsletter, on Skooler, and in the DSK NewsFlash. Each child who comes in casual clothing donates 10 Rand, which is collected for charitable student initiatives. Please provide your child with 10 Rand in cash on this day.

DIGITAL MEDIA

Each classroom is outfitted with digital boards and five Apple iPads. Furthermore, a full set of iPads can be reserved for use during lessons.

In the primary school, the apps Anton and Antolin are used, allowing students to work on their accounts at home as well. DSK continuously develops the integration of digital media, thereby enhancing learning in programming and digital applications.

General Information

HEALTH AND SAFETY DRILLS

According to the Health & Safety guidelines for schools, we must prepare our students for potential emergencies such as a fire or a lockdown.

We usually announce our safety drills, and class teachers discuss the exercise with the children beforehand.

HOLIDAY CARE

At the Tamboerskloof Campus, a holiday programme is held during the first week of the vacation for students in grades 1 to 4. No supervision is provided on public holidays that fall within the vacation period.

The supervision time is divided into two categories: half-day from 8:00 AM to 12:00 PM and full-day from 8:00 AM to 4:00 PM.

In addition to the NAB holiday care, private providers also offer activities for older children. Please refer to the notifications on Skooler.

The registration form for all care programmes is available online and will be sent via Skooler.

The registration deadline is two weeks before the start of the vacation.

LIBRARY

At both campuses, our students have access to a modern library offering a wide selection of books in German, English, Afrikaans, and French, as well as numerous magazines, CDs, and DVDs. The annual library fee of R500 is deducted from your school account in the first quarter, regardless of whether your child borrows media. Parents can also borrow books for personal reading or reading aloud. The library is also accessible online: DSK Online Library.

For a general overview of the library, please visit: Library.

Each class visits the library once a week during school hours. Initially, children are allowed to borrow one book, and later, they can borrow two. On library day, children should bring their library card and all borrowed books for return.

MUSIC CENTRE

At the Gisela Lange Music Centre (GLMZ), children and adults can learn musical instruments, singing, dance, and music theory with qualified instructors. The paid lessons take place outside school hours. Appointments are arranged directly with the GLMZ. For more information, visit the website: GLMZ or email to glmz@dsk.co.za.

DSK NEWSFLASH AND GRUNDSCHULPOST

Our official newsletter, the DSK NewsFlash, is published once or twice per term with current announcements from the school administration. It is distributed via Skooler and thus directly by email.

The primary school newsletter with important information and events is also published once or twice per quarter in the same way.

PARENT EVENINGS

Parent evenings are generally held twice a year (in the 1st and 3rd semesters). They begin with a meeting in the KTS, where important general information is exchanged. Following this, everyone proceeds with the class teacher to their child's respective classroom.

Invitations are sent by the class teacher or parent representative.

General Information

POLICIES AND CODE OF CONDUCT

Our Code of Conduct and numerous other policies can be found in the Parent Portal under **Policies & Rules**.

We ask you to familiarise yourself with them, as they are essential for a harmonious and respectful school community.

At the beginning of the school year, your child will receive a small Code of Conduct. We ask you to discuss it at home and then sign it together.

SCHOOL BOARD

The DSK is supported by a dedicated school board in addition to the school management. It consists of representatives from DSK, the German Consul General, the pastor of the St. Martini Church, and elected parents.

Together with the school management, the school board shapes the strategic direction of the DSK and significantly influences its vision. All parents are invited to the Annual General Meeting, where board members are elected for two-year terms. Parents with children at DSK can run for election and thus actively contribute to the school's development.

SCHOOL BUS

From the 2nd grade, our learners are allowed to use the school bus to the Tamboerskloof Campus. More information can be found on our **Parent Portal**. Children in the 1st grade are excluded from the bus service unless accompanied by an older sibling. This must be approved in advance by the school management.

Families who have recently moved to Cape Town are encouraged to seek information and advice on using the service.

SCHOOL FEES AND TERMS OF PAYMENT

Current school fees and payment terms can be found on our website and the **Parent Portal**. School fees are paid in advance at the beginning of each term for the following term. An invoice will be sent to parents by email.

SCHOOL SONG

The DSK has its own school song, sung at every assembly. You can listen to the song on our website under "**School Song**." It was written and composed by a DSK teacher a few years ago.

SKOOLER (COMMUNICATION PLATFORM)

Skooler serves as the central communication platform for the DSK. We kindly ask you to install the app on your PC and/or smartphone: **Skooler App**. As information on Skooler is updated several times a day, it is important to regularly check for new announcements (e.g., cancellations of extramural activities or bus delays). To log in, use your child's student code, which is issued at the beginning of the school year with the student card. Select your child's grade level on Skooler to receive relevant information.

General Information

SOCIAL MEDIA

DSK is active on Facebook and Instagram, regularly posting photos, event announcements, and news. Follow us on **Facebook** and on Instagram at **DSK_School**.

SPORTS DAY

In the second term, the annual sports day is held on a Saturday, where the red and blue sports teams compete in various disciplines. For grades 1 and 2, there is an additional fun relay race. Parents can also participate in a fun race.

The sports day counts as a regular school day, and attendance is mandatory. In return, there is a compensatory day, usually scheduled on a nearby public holiday or vacation.

STAR CENTRE (SUPPORT CENTRE)

The Star Centre supports learners with emotional, social, and academic issues. Counseling and support take place during school hours in specially equipped rooms, and support can also occur directly in the classroom. When a need for support is identified, parents are invited to a consultation to collaboratively plan the child's ongoing support. The Star Centre partners closely with both teachers and parents to ensure the child's well-being.

STEM CENTRE

The recently opened STEM Centre offers hands-on learning in **s**cience, **t**echnology, **e**ngineering and **m**athematics with state-of-the-art facilities. It fosters creative thinking and problem-solving skills through innovative projects and experiments. More information can also be found on our website: **STEM**.

SWIMMING GALA

The swimming gala is held for children from the 2nd grade. However, our first graders are warmly invited to cheer on their friends. The gala typically takes place on a Friday in the first term and includes the four classic disciplines (freestyle, breaststroke, backstroke, and butterfly). The best swimmers in each age group are determined in physical education and compete in the swimming festival. It concludes with a fun relay race.

WEBSITE AND PARENT PORTAL

On the website and in the Parent Portal, you will find many important information and links. Please take some time to familiarise yourself with everything.

REPORTS

In the middle and at the end of the first and second school years, learners receive reports in the form of written assessments that reflect the standards of the respective school year. The assessments allow you to track your child's development in work and social behavior as well as in individual subjects. An English translation is included. At the end of the second grade, a trend mark is given in German and Mathematics. From the third grade, marks and percentages are provided, which also include an assessment of work and social behavior.

YEARBOOK

Once a year, all families receive a yearbook that provides a wonderful retrospective of the school year and our school's activities. You can also download yearbooks from previous years online on our website.