

# German International School Cape Town

## DSK Parent Handbook 2023

### Grade 5 - 12

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Bilinguale Schule mit südafrikanischer und europäischer Hochschulreife  
*Bilingual school with South African and European university entrance qualification*



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## Welcome Note from the Principal

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Dear parents,

A warm welcome to the DSK! We would like to thank you for entrusting us with your children's education.

As a new member of our school community, you will see that life at the DSK is somewhat different compared to other South African schools. The DSK is a bilingual German school abroad, with a proud history spanning over 135 years, where tradition and innovation are in harmonious balance.

We welcome learners and families from more than 40 nations to our international school community. School life at the DSK is distinguished by a multinational and multicultural character. We embrace this diversity as we constantly learn with - and from - each other to promote mutual understanding.

We strive to give our learners an excellent, diverse and holistic education that prepares them for the challenges ahead. It is our vision to provide our learners with skills and values to become balanced, capable and responsible members of our global society.

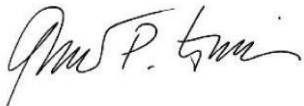
Together, we constantly pursue the best education for every single learner. We offer an outstanding academic education through individual support and by offering our learners the opportunity to develop academically, socially and personally, to reach their full potential.

There are many ways parents can get involved in contributing to our common goal. The DSK has two parent bodies into which parents can get elected to actively participate in school developments and in shaping the school's future: the parent council and the school management board.

If you would like to get involved in another meaningful way, you might want to consider volunteering for specific events.

We value your active participation in our school life and wish you a good start at the DSK! Yours

sincerely,



**Alexander P. Kirmse**

Headmaster

# Getting prepared for school

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## School uniform

We advise you to buy your child's school uniform as early as possible in the school shop (also referred to as the Schulshop) or online: <https://shop.dsk.co.za/>

Second-hand clothes can be bought at the school shop as well.

Please visit the following DSK Parent Info Portal for the updated list of mandatory school uniform items and school dress code: <https://www.parents.dsk.co.za/school-life/school-shop/>

## Sports clothes

Different sports clothes are required depending on your child's grade.

### Primary School

All Grade 1 – 4 learners come to school in their sports clothes on the days they have their sports lessons. Each child is assigned to the red or blue team upon enrolment.

- Please always pack DSK swimwear, DSK cap, swimming goggles and towel in term 1 and 4
- Long or short sports pants and a blue or red sports t-shirt
- Sports jacket
- Solid sports shoes

### Middle and High School

All Grade 5 – 12 learners are allowed to wear sports clothes on their way to/from school if/when they have sports in the first or last two lessons of their school day.

Swimming in term 1 and 4:

- DSK swimwear, DSK cap, swimming goggles and towel
- Short-/long-sleeved lycra top with school logo (optional)

Any other sports lessons:

- Sports tops are white shirts with blue and red inserts from the school shop
- School sports shorts
- White, dark blue or black socks
- Solid sports shoes
- School tracksuit (optional)

***We strongly advise you to mark all items of your child with their full name and class!***

### Opening hours of the school shop (also referred to as the Schulshop)

The general opening hours of the school shop for 2023 are

- Mondays to Thursdays: 07:30h – 15:00h

If you have any questions, you can also contact the school shop by e-mail on [schulshop@dsk.co.za](mailto:schulshop@dsk.co.za).

## **Teaching materials and books from Grade 2 onwards**

After Grade 1 teaching and stationary materials as well as English textbooks have to be ordered online with the Western Cape School Suppliers ([www.wcapess.co.za](http://www.wcapess.co.za)).

In October of each school year, a list of all necessary materials will be published via Skooler (DSK communication app). In general, the order deadline is at the end of October.

German textbooks are provided by the school and are sold to the learners. The amount will be added to the school account.

# The school day

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## Example of a timetable

The normal school day is divided up into lessons each 45 minutes split by multiple breaks.

### Primary School (Grades 1 - 4)

1. Lesson	07:55h - 08:40h
2. Lesson	08:40h - 09:25h
<b>Break</b>	09:25h - 09:40h
3. Lesson	09:40h - 10:25h
4. Lesson	10:25h - 11:10h
<b>Break</b>	11:10h - 11:30h
5. Lesson	11:30h - 12:15h
6. Lesson	12:15h - 13:00h (lunch)
7. Lesson	13:00h - 13:40h

### Middle and High School (Grades 5 - 12)

1. Lesson	07:55h - 08:40h
2. Lesson	08:40h - 09:25h
<b>Break</b>	09:25h - 09:40h
3. Lesson	09:40h - 10:25h
4. Lesson	10:25h - 11:10h
<b>Break</b>	11:10h - 11:30h
5. Lesson	11:30h - 12:15h
6. Lesson	12:15h - 13:00h
7. Lesson	13:00h - 13:40h (lunch)
8. Lesson	13:40h - 14:25h
9. Lesson	14:25h - 15:10h
<b>Break</b>	15:10h - 15:15h
10. Lesson	15:15h - 16:00h

## Supervision in the mornings (for Primary School learners)

A teacher will supervise the Primary School playground from 07:30h in the mornings. Please do not drop off your child/children earlier than 07:30h, as there will be no supervision beforehand.

## Breakfast/lunchbox

It is important to us that all children enjoy a healthy breakfast and healthy snacks.

Please prepare a lunchbox (with fruit, whole-wheat bread, yoghurt, etc.) and a reusable bottle with preferably just water. Please don't give your children any drinks with added sugar or caffeine (such as coke, fruit juice, ice-tea).

At school, there are several drinking fountains with filtered water for everybody to refill their water bottles at any time. It is our goal to avoid waste, especially plastic. All containers/packages that need to be disposed of at school need to be recyclable and be thrown into the green bins.

## Cafeteria Linga Longa (lunch)

The Linga Longa Cafeteria (on the upper level of the school property) offers lunch, a salad bar and dessert daily from Monday to Thursday.

The daily changing lunch menu can be viewed on Skooler under "Resources" or on the DSK Parent Info Portal. We also offer a vegetarian option every day (<https://www.parents.dsk.co.za/school-life/elunch-cafeteria/>).

## Tuckshop

A variety of drinks, snacks and takeaway meals is available (microwaves are available to reheat food). The tuckshop menu can be found on the DSK Parent Info Portal.

Monday - Thursday: 08:30h – 13:45h & 14:25h - 15:00h

Friday: 08:30h - 13:10h

### **eLunch card/student ID card**

eLunch is a cashless payment system for the cafeteria and the tuckshop. Parents can upload money online to their child's individual account and can select which items their child may purchase. Learners can then pay with their student ID card.

You will find more information on the DSK Parent Info Portal (<https://www.parents.dsk.co.za/school-life/elunch-cafeteria/>).

### **Extramurals at the main campus**

We offer a broad range of extramurals (also known as AGs) at our school. They range from sport activities to musical, social, cultural to arts and crafts activities. You will find the updated extramural plans and offerings on the DSK Parent Info Portal (<https://www.parents.dsk.co.za/school-life/sports-extramurals/>)

Extramurals usually take place from Mondays to Fridays after school. Alternatively, you can also ask at reception or contact Yusri Williams on [yusriwilliams@dsk.co.za](mailto:yusriwilliams@dsk.co.za).

All extramurals require registration in advance. The online registration form will be sent out via Skooler. Please complete the form within the first week of term. Most extramural classes are free of charge. However, some classes are offered by external service providers and may come at an extra cost. In this case, please contact the relevant coach directly for payment.

Please note, registration is only valid for one term and must be renewed every term. Whenever an extramural has to be cancelled, you will receive a notification via Skooler.

### **Extramurals at Tygerberg**

You can find the extramural plan for Tygerberg on the DSK Parent Info Portal: <https://www.parents.dsk.co.za/learning-support/primary-school/>

### **Aftercare at the main campus (also known as NAB)**

The DSK offers Grade 1 – 5 learners the option to stay longer at school in our aftercare programme.

There are different aftercare options you can choose from, with aftercare times until 14:30h, 16:00h or 17:00h. Our aftercare is designed for Grade 1 to 5 learners, and we make the time as valuable and fun as possible. We offer children high-quality activities, but also leave room for free play. Since 2019, we have extended our NAB concept with the German language development concept.

Our aftercare teachers organise the food distribution and supervise the NAB children during lunch in the cafeteria. Our learners can be supervised at school from 12:10h from Mondays to Thursdays and from 11:10h on Fridays. For more details, please refer to the **registration form**, which can be downloaded from the DSK Parent Info Portal (<https://www.parents.dsk.co.za/school-life/aftercare/>).

**Please register in writing as soon as possible**, as space is limited and the aftercare service is very popular.

If you have any questions, please contact the head of the aftercare, Sabine Weihe, see contacts.

### **Aftercare at Tygerberg**

If required, our Tygerberg campus offers daily aftercare options from 12:15h.

Details of the different offers and fee structures can be found on the DSK Parent Info Portal: <https://www.parents.dsk.co.za/learning-support/primary-school/>

**Please register in writing as soon as possible as space is limited.** Please contact Henrike Kovats if you have any questions, see contacts.

## Important contacts

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### Consultation hours with teachers and important contacts

The best way to contact a teacher is by email: [firstnamesurname@dsk.co.za](mailto:firstnamesurname@dsk.co.za)

If you would like to meet a teacher in person, please contact the teacher directly or make an appointment with our receptionist, Meike Zumpt (021 480 3830 / [info@dsk.co.za](mailto:info@dsk.co.za)).

### Contact persons at the main campus

Secretary:	Marina Vucurevic	<a href="mailto:secretary@dsk.co.za">secretary@dsk.co.za</a>   021 480 3835
Admissions:	Marina Janson	<a href="mailto:admissions@dsk.co.za">admissions@dsk.co.za</a>   021 480 3861
Reception:	Meike Zumpt	<a href="mailto:reception@dsk.co.za">reception@dsk.co.za</a>   021 480 3830
Cafeteria/Tuckshop:	Eike Ryll	<a href="mailto:cafeteria@dsk.co.za">cafeteria@dsk.co.za</a>   021 480 3847
Aftercare:	Sabine Weihe	<a href="mailto:sabineweihe@dsk.co.za">sabineweihe@dsk.co.za</a>   076 975 4069 / 021 480 3844
Star Centre:	Sharon Pienaar	<a href="mailto:starcentre@dsk.co.za">starcentre@dsk.co.za</a>   021 480 3836
Debtor:	Aileen Schippers	<a href="mailto:fees@dsk.co.za">fees@dsk.co.za</a>   021 480 3838
School shop (Schulshop):	Medeze Schulz	<a href="mailto:schulshop@dsk.co.za">schulshop@dsk.co.za</a>   0214803859
Library:	Sigi Weiss	<a href="mailto:sigiweiss@dsk.co.za">sigiweiss@dsk.co.za</a>   021480 3849
GLMZ:	Hans Huyssen	<a href="mailto:hanshuyssen@dsk.co.za">hanshuyssen@dsk.co.za</a>   021 480 3866
IT Support:		<a href="mailto:helpdesk@dsk.co.za">helpdesk@dsk.co.za</a>   021 480 3857

Headmaster:	Alexander P. Kirmse	<a href="mailto:secretary@dsk.co.za">secretary@dsk.co.za</a>   021 480 3835
Deputy Headmaster:	Damian Pakkiri	<a href="mailto:damianpakkiri@dsk.co.za">damianpakkiri@dsk.co.za</a>   021 480 3860
Head of Teaching:	Swantje Grüssing	<a href="mailto:teaching@dsk.co.za">teaching@dsk.co.za</a>   021 480 3495
Head of High School German Stream:	Markus Ruppert	<a href="mailto:abitur@dsk.co.za">abitur@dsk.co.za</a>   021 480 3833
Head of High School IEB Stream:	Karin de Villiers	<a href="mailto:karindevilliers@dsk.co.za">karindevilliers@dsk.co.za</a>   021 480
3855 Head of Middle School:	Silke Engberts	<a href="mailto:silkeengberts@dsk.co.za">silkeengberts@dsk.co.za</a>   021 480 3497
Head of Primary School:	Marlen Merkel	<a href="mailto:grundschule@dsk.co.za">grundschule@dsk.co.za</a>   021 480 3489
Head of English Stream Gr 5-9	Kathrin Steinmeyer	<a href="mailto:kathrinsteinmeyer@dsk.co.za">kathrinsteinmeyer@dsk.co.za</a>   021 480 3834 <i>and</i>
	Reedwaan Pandit	<a href="mailto:reedwaanpandit@dsk.co.za">reedwaanpandit@dsk.co.za</a>   021 480 3496

### Contact persons at the Tygerberg campus

Head of Tygerberg Satellite Campus:	Henrike Kovats	<a href="mailto:henriekovats@dsk.co.za">henriekovats@dsk.co.za</a>   021 930 6302
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## General information (in alphabetical order)

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### Primary School

In 2022 over 250 learners attended the Primary School of the DSK. The Primary School spans from Grade 1 - 4. There are two campuses, one in Tamboerskloof (main campus) and one in Tygerberg, which is an attractive alternative for German-speaking families from the northern suburbs.

Each grade consists of 3 or 4 classes, where each class is identified with a letter. The a, b and c classes are taught at the main campus and d classes are taught at the Tygerberg campus.

### Middle and High School

At the DSK, Grade 5 - 9 learners make up the Middle School. Only in Grade 5 can English speaking children with no prior knowledge of the German language join the DSK. We offer two streams, one for German speakers and one for English speakers from this stage on.

Our Grade 10 - 12 learners attend the High School. Our learners graduate in Grade 12 with one of two double qualifications, depending if they are in the German Stream or English Stream. Both streams offer qualifications which can open doors to international study options and careers.

### Abbreviations

ADLK	Teacher contracted by the German government	K.I.D.S.	Junior Rotary Club of the DSK
AG	Extramural	KTS	Konrad Taeuber Saal (Hall)
AGM	Annual General Meeting	LO	Life Orientation
BIU	Bilingual lesson	NAB	Aftercare
DSD I & DSD II	German Language Diploma I & II	NSC	National Senior Certificate (Matric)
GLK	Conference with all teachers	MFR	Multifunction Room
GLMZ	Gisela Lange Music centre	OLK	Local teacher
IEB	Independent Examination Board	SV/SRC	Student Representative Council

### Absence from school

#### Sick report

If your child is sick and cannot attend school, please notify the school on the same day before 08:00h by calling the reception on 021 480 3830/1. Please notify the Tygerberg campus on 021 930 6302.

Please note that you will have to call the school every day that your child is absent unless you provide a medical certificate stating sick leave for several days on the first day. From the 3rd day of absence, a medical certificate is required.

#### Green slip

If your child has to leave school early because of illness or other appointments, he/she needs a green slip that is to be signed by the class or subject teacher of that lesson. Once signed by the teacher, the learner needs to get the slip stamped by the school's secretary. The green slip will need to be presented to security at the gate so that the learner will be allowed to leave the school premises. Please issue your child with a written notice, should you know in advance that he/she will need to leave school earlier that day.

#### Exemption from school

Please familiarise yourself with the leave regulations on the DSK Parent Info Portal or contact the school's secretary on 021 480 3835 / [secretary@dsk.co.za](mailto:secretary@dsk.co.za)

Extra leave has to be applied for and confirmed by the headmaster **before** you book a flight or holiday etc. Applications with dates that are close to the school holidays are generally not allowed unless there is a special reason. This request must be submitted well in advance in writing and must be approved by the headmaster first. You will find the form “Application for additional leave of absence” here: <https://www.parents.dsk.co.za/policies-guidelines/>

### **Aftercare**

See info on pages 7 and 8.

### **Assembly**

An assembly is a get-together of the whole school which includes learners and teachers of all grades. Normally, the Primary School has an assembly in the KTS at the end of each term. On special occasions, the Primary School will also take part in the larger assemblies (Grade 5 - 12) in the Von Holten Hall. During assemblies, important information is shared and learners with outstanding achievements are honoured/mentioned.

### **Bazaar**

See info on page 15.

### **Bilingual lesson (BLU)**

The abbreviation BLU stands for “Bilingualer Unterricht” which means bilingual teaching – it is the term for classes held and subjects taught in two languages, in the DSK’s case, that is German and English. BLU is done at schools of mutual encounter like the DSK, where learners of various mother tongues meet and are taught together. Our learners, unlike at other schools, are provided with the unique chance of reaching a higher language proficiency in both English and German.

### **Breakfast / Lunchbox**

See info on page 6.

### **Bus service**

Learners in Grades 2 - 12 can make use of the school bus. Grade 1 learners are usually excluded from the bus service unless they are accompanied by an older sibling. Please discuss this matter with school management before making a booking. More details can be found on the DSK Parent Info Portal: <https://www.parents.dsk.co.za/school-bus/>

### **Cafeteria Linga Longa (lunch)**

See info page 6.

### **Communication**

The school moved its entire communication to a platform called **Skooler**. Any class or school related information will be sent via this platform, therefore it is of utmost importance that all new parents install the app as soon as possible.

You will receive an email from [skooler@dsk.co.za](mailto:skooler@dsk.co.za) with your personal log-in details to create a parent account for your children. You only need to sign up once and then download the app on your respective devices.

If you have any questions or need support, please email [helpdesk@dsk.co.za](mailto:helpdesk@dsk.co.za).

Information is updated several times a day, so **we strongly advise all parents to check Skooler regularly** (e.g. information on last-minute cancellations of extramurals, a bus delay, etc.).

On our **DSK Parent Info Portal** (<https://www.parents.dsk.co.za/>) you will find information relevant for DSK parents and learners such as guidelines, documents, enrolment forms and general information about school life – all in one place. You can access this Parent Info Portal as follows:

DSK official website: A button on the top right corner “DSK Parent Portal”.

The DSK has a **Facebook** and an **Instagram** page. We regularly publish photos, events, achievements and news on these social media channels. If you want to be informed about the activities of our everyday school life, please follow us on Facebook: <https://www.facebook.com/DeutscheInternationaleSchuleKapstadt/> and/or Instagram: @DSK School

A general overview and offerings of our school can be viewed on our **official website** ([www.dsk.co.za](http://www.dsk.co.za)). The website is bilingual in German and English.

Once or twice a term, we send out a **newsletter** (known as the **Infoblatt**), summarising all important news, achievements or events. The newsletter will be sent out via our email service provider platform Mailchimp.

Once a year, each family receives one **DSK yearbook**; it contains articles and photos featuring life at the DSK from the previous year. You can also download a digital version on the DSK Parent Info Portal: <https://www.parents.dsk.co.za/stay-connected/infoblatt-yearbooks/>

### **Dropping off at and picking up from school**

Please familiarise yourself with the voluntary one-way regulation when dropping off and picking up your child. See annexure for illustration.

### **DSD I and DSD II (German Language Diploma I and II)**

The German Language Diplomas are an official proof of German language proficiency organised and recognised by the Federal Republic of Germany and extremely valuable for our learners for future studies, scholarships and job applications in a German speaking country as well as in South Africa.

### **eLunch card**

See info page 7.

### **Extramurals**

Please see info on page 7.

### **Guidelines and Code of Conduct**

You can find the Code of Conduct and numerous guidelines on the DSK Parent Info Portal: <https://www.parents.dsk.co.za/policies-guidelines/>

Please familiarise yourself with these guidelines, processes and other documents.

### **Health and Safety**

According to the Health and Safety guidelines for schools, all schools must regularly practise emergencies such as fire alarms and lockdowns with the learners. These exercises are usually announced and discussed in advance with the class teachers, who then explain the procedures to the learners in their classes.

### **Library**

We have a modern two-storey multimedia library with a wide selection of books in German, English, Afrikaans and French as well as many magazines, CDs and DVDs that can be rented out (taken home) for two weeks.

A fee of R500 is charged to the school account at the beginning of each school year, regardless of whether a learner makes use of the library or not.

### **The opening hours are as follows:**

Monday and Tuesday:	07:30h to 15:50h
Wednesday and Thursday:	07:00h to 15:50h
Friday:	07:00h to 13:10h

### **Music Centre**

At the Gisela Lange Music Centre (GLMZ), our learners (as well as parents) can learn to play a wide range of musical instruments, sing, dance and study music theory under the guidance of qualified teachers. The lessons take place by appointment at the GLMZ (upper classrooms of the DSK) in the afternoon and are subject to a charge. For more information, please visit the DSK Parent Info Portal (<https://www.parents.dsk.co.za/school-life/glmz/>) or write an email to Hans Huysen, see contacts.

### **Parent council**

The parent council consists of all parent representatives of the school. It is an important communication tool for the parents and thus also for their children as the class reps present their interests to the teaching staff as well as the school board and support activities of the school.

More information can be found on page 14.

### **Parent evenings**

Parent evenings are usually held twice a year (in term 1 and 3). All parents are to meet in the KTS, where important general information is shared. Afterwards, everyone goes to their child's respective classroom together with the class teacher. Invitations are sent out before the parent evening by the class teacher or the parent representative.

### **Parking**

The lower parking lot only allows for a 'drop and go' until 07:40h. Access to the car park below the sports hall is for employees and guests only.

### **Remedial lessons**

Remedial lessons are offered free of charge for various subjects.

### **Reports**

#### **Primary School**

Grade 1 and 2 learners will receive a report twice a year, once before the June holidays and once before the December holidays.

It is a written report with statements about your child's learning development as well as work and social behaviour. At the end of Grade 2, the learners receive a mark for German and Mathematics. In Grade 3 and 4, learners will receive certificates with percentages as well as reports about their academic and social behaviour. An English translation will also be enclosed.

#### **Middle and High School**

Grade 5 - 12 learners will receive a report twice a year, once before the June holidays and once before the December holidays. Additionally, written feedback is given after term 1 and 3.

### **School board**

In addition to the school management, the DSK has a school board consisting of the representatives of the DSK, the German Consul General, the pastor of the St Martini community and selected parents.

Once a year the board invites the whole school community to the Annual General Meeting (AGM). At the AGM, members from the parent body are elected for 2 years to join the school board. All parents who have children at the DSK can stand for election.

### **School fees**

The current school fees can be found on the DSK Parent Info Portal: <https://www.parents.dsk.co.za/finance-bursaries/school-fees/>

They are payable at the beginning of each term in advance for the term. An invoice will be sent to you by email.

### **School song**

The DSK has its own school song, which is played at every assembly. You can listen to the song on our website: <https://dsk.co.za/school-song/>

### **Supervision**

Please see info on page 6.

### **Sports day (Sportfest)**

On a Saturday in term 1, the red and the blue teams from Grades 1 - 7 compete against each other at the annual sports day (also known as the Sportfest) in numerous athletic disciplines. There is also a fun race for parents. The sports day counts as a normal school day, which means that attendance is compulsory. As compensation for the Saturday school day, there will be a day off later in the year.

### **Bundesjugendspiele**

Our Grades 8 - 12 learners will take part in the Bundesjugendspiele during their sports lesson – an athletic competition held by all schools in Germany where athletes have to compete in 3 disciplines from the following categories: running, jumping and throwing. The 6 top girls and boys will compete for the title of “school champion”/“Schulmeister” in these 3 disciplines during the Sportfest.

### **Star Centre (Learner Support Centre)**

The Star Centre supports learners with emotional, social and academic issues. The counselling mainly takes place during the school/class time in specially equipped rooms.

Updated information about the Star Centre team can be found on the DSK Parent Info Portal: <https://www.parents.dsk.co.za/learning-support/star-centre/>

### **Swimming gala**

This event (also known as the Schwimmfest) is usually held on a Thursday and Friday in term 1.

The best swimmers of each grade (Grades 2 - 12) compete against each other. The Grade 1 learners don't actively participate in the swimming gala but rather join in to cheer and watch.

The swimming gala ends with a fun relay.

## Parent involvement

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We would like to invite you to actively participate and to help shape life at the DSK!

There are many ways in which you as a parent can get involved.

The main areas for parents to get involved are **parent representation, parent council, school board management and school events**.

But there are also other ways to actively contribute, such as a **career guidance counsellor** for our senior learners at the **DSK Career Indaba** or as an internship provider or as a supporter of the **DSK Ubuntu Talent Fund**.

Launched in 2020, the **DSK Ubuntu Talent Fund** is a great initiative to give children from low-income families the opportunity to follow and nurture their talents. Read more about the DSK Ubuntu Fund here:

<https://www.parents.dsk.co.za/finance-bursaries/dsk-ubuntu-talent-fund/>

We are happy to give you more information about the Career Indaba or the DSK Ubuntu Talent Fund, please email [info@dsk.co.za](mailto:info@dsk.co.za).

### Parent representatives

At the first parent evening, each class will elect two parent representatives. They are usually chosen for two years. Those two parents represent the class in the parent council which meets once a month. The parent representatives support the class teacher and usually provide practical help, such as assisting with school trips, organizing class parties, informing and forwarding emails to the parents of the class, etc. The parent representatives will organise another parent evening in the 3rd term if needed.

### Parent council

The parent council consists of elected parent representatives who represent their respective classes for two consecutive years. The parent council functions as the voice of the parents and by extension, the learners. They address the teaching body and school management board with regards to the interests of parents and learners.

The parent council meets on average eight times per year on a Tuesday evening to discuss relevant issues, activities of the various portfolio committees and tasks, which have been undertaken by representatives, for example: sports, events, safety and traffic, aftercare, marketing, social responsibility, art and culture.

Heike Gertholtz is currently responsible for new parents and you can contact her on [elternrat@dsk.co.za](mailto:elternrat@dsk.co.za) with any questions or concerns you may have.

You can find the current list of the parent council on the DSK Parent Info Portal:

<https://www.parents.dsk.co.za/committees-parent-involvement/parent-council/>

### School board

The school board is the elected representation of the members of the school association and thus the highest body of the school.

There are up to ten voting members on the school board. Nine of whom are elected at the AGM of the School Association in a two-year cycle, with the tenth member being appointed by the Lutheran Church. The school board may co-opt up to four additional non-voting members at any time. In addition, a member of the German Consulate takes part in school board meetings as a non-voting member.

The school board enjoys a close working relationship with school management and school administration, with the headmaster, the deputy head, as well as the bursar, being part of the school board meetings.

The current board list can be found here: <https://www.parents.dsk.co.za/committees-parent-involvement/school-board>

**Bazaar (on hold until further notice)**

The DSK Bazaar is a parent initiative and the largest school fundraising event of the year. It normally takes place on the 1st or 2nd weekend of November.

Also known as the 'German cultural family fest', it attracts not only the German community in the Cape but also people from all over Cape Town (we have had over 7 000 visitors in previous years). An event of this size is only possible if parents, learners, teachers, sponsors and staff get involved and work closely together, which we have managed to do with great success in the past.

At the parents' discretion, the proceeds go towards upgrading of the school's facilities. We have already funded projects such as soccer cages, a multifunction sports court, interactive whiteboards for classrooms and support of individual learners at school camps or outings.

Our bazaar can only be successful if it is carried by the whole school community. It is a mandatory school day for all learners and teachers. The parents prepare and organize the various stands, and actively participate in their class stand on the day.

At the beginning of each school year, two bazaar representatives are elected during the first parent evening. Their role is to organize and coordinate their fellow class parents to make their stand as successful as possible. Some meetings with all bazaar representatives are planned, with the first one scheduled to take place in April annually.

If you like project planning, enjoy working in a team and have some spare time to get involved, it would be wonderful to have you on board as a bazaar representative. We ask all parents for their active support, be it as a bazaar representative, a member of the bazaar committee or as an active helper at your class stand.

If you have any questions or would like to know more about our big fundraiser, please contact [bazaar@dsk.co.za](mailto:bazaar@dsk.co.za).

## Annexure

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- **Parking guidelines**
- **Voluntary traffic flow (suggested one-way system)**
- **School and holiday calendar 2023**



## DSK PARKING/TRAFFIC GUIDELINES

**To ensure everybody's safety, please be aware of and follow the suggested one-way system during peak times:**

- Do not drop off, pick up, park or wait on the pedestrian crossings – this also applies to the adjacent areas with zigzag lines.
- Do not park or wait at intersections, especially Bay View and Upper Albert, as this seriously disrupts traffic flow.
- Remember that the bus bay is reserved for the school busses only.
- Allow adequate time for your journey.
- Bear in mind that the whole area around the DSK is a school zone, with many small and easily distracted children. PLEASE DRIVE SLOWLY!

**With regards to parking, please note:**

- The parking area inside, past the main gate, is reserved for staff members and guests only.
- The lower parking area, adjacent to the main gate, has 10 spaces marked and reserved for teachers in the upper section. These spaces are for the exclusive use of teaching staff until 13:00h – that means no stopping, waiting, dropping-off or parking there. One additional bay in the lower section is reserved for motorcycles.
- The lower parking areas marked by yellow lines adjacent to the steps and by the gate leading down to the sports field are to be kept clear in order to provide easy and unobstructed pedestrian access.
- The speed limit throughout the DSK campus is 15 km/h.

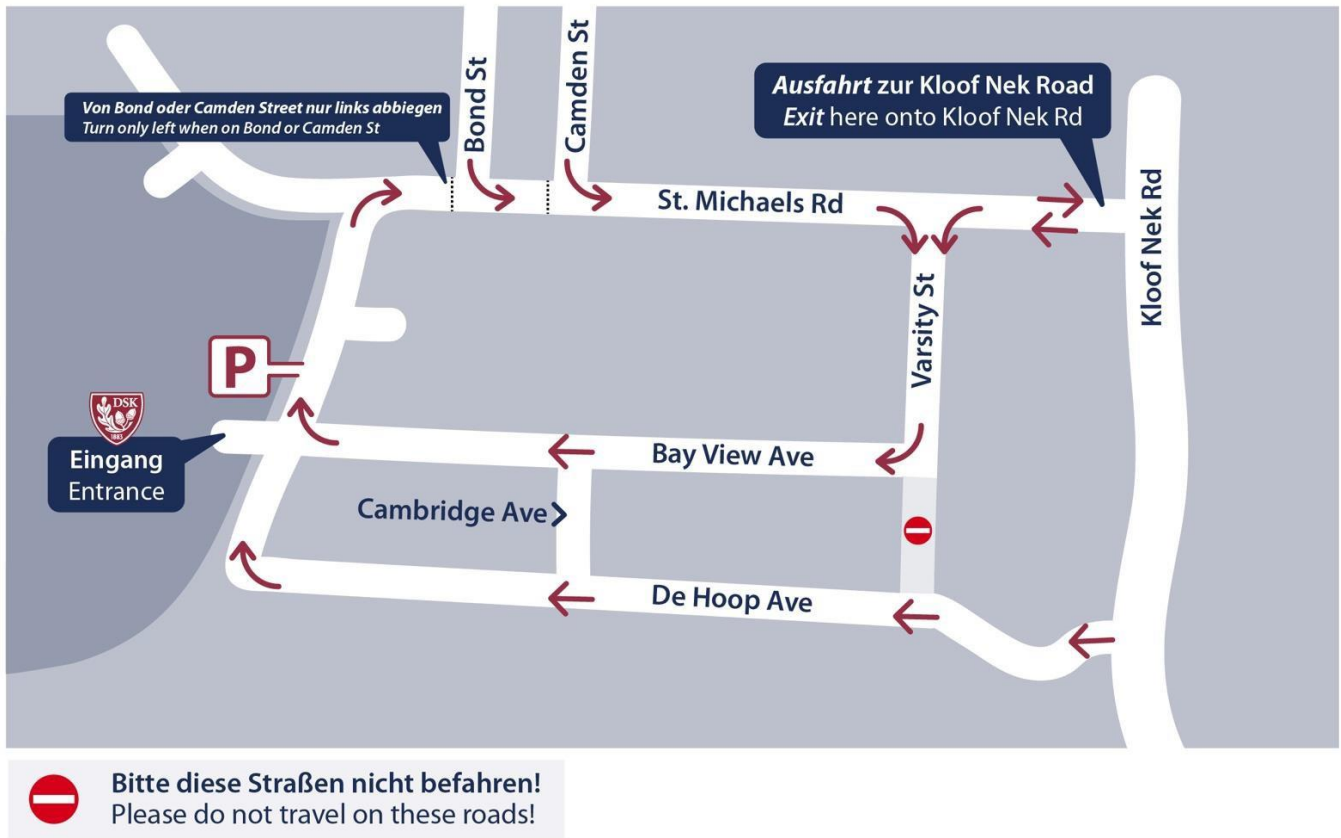
With regards to **pedestrian traffic**, please remember to always use the two crossings that are on either side of the main gate and to enter the DSK property through the pedestrian entrance.

Additionally, please note that **dogs are not permitted on the entire DSK property**. So, if you walk your child to school with your dog you will need to stay outside the gate, and if you drive to school, please make sure your dog stays in the car.

Your patience and understanding in this matter, together with respect for all members of the DSK family and the wider local community is much appreciated.

**VOLUNTARY TRAFFIC FLOW (suggested one-way system)**

Please follow the directions below to ensure a smooth traffic flow.





## Ferienkalender 2023

## School Calendar 2023

<p><b>1. Quartal</b>  <b>Neue Lehrer:</b> Donnerstag 05.01. - Freitag 06.01.  <b>Alle Lehrer:</b> Montag 09.01. - Mittwoch 11.01.  <b>2-12. Klassen:</b> Donnerstag 12.01. - Freitag 17.03.  <b>1.Klassen:</b> Mittwoch 18.01. - Freitag 17.03.</p>	<p><b>Term 1</b>  <b>New teachers:</b> Thursday 05.01. - Friday 06.01.  <b>All teachers:</b> Monday 09.01. - Wednesday 11.01.  <b>Grade 2 – 12:</b> Thursday 12.01. - Friday 17.03.  <b>Grade 1:</b> Wednesday 18.01. - Friday 17.03.</p>
<p><b>Herbstferien</b>                  Montag 20.03. - Montag 10.04.</p>	<p><b>Autumn Holidays</b>                  Monday 20.03. - Monday 10.04.</p>
<p><b>2. Quartal</b>                  Dienstag 11.04. - Donnerstag 15.06.</p> <p><b>Feiertage/schulfrei:</b>                  Donnerstag 27.04. Tag der Freiheit                  Freitag 28.04. Ausgleichstag f. Sporttag*                  Montag 01.05. Tag der Arbeit                  Freitag 16.06. Tag der Jugend</p>	<p><b>Term 2</b>                  Tuesday 11.04. - Thursday 15.06.</p> <p><b>Public Holidays/no school:</b>                  Thursday 27.04. Freedom Day                  Friday 28.04. Compensation Day f. Sports Day*                  Monday 01.05. Workers' Day                  Friday 16.06. Youth Day</p>
<p><b>Winterferien</b>                  Montag 19.06. - Freitag 14.07.</p>	<p><b>Winter Holidays</b>                  Monday 19.06. - Friday 14.07.</p>
<p><b>3. Quartal</b>                  Montag 17.07. - Mittwoch 20.09.</p> <p><b>Feiertage/schulfrei:</b>                  Mittwoch 09.08. Nationaler Frauentag                  Donnerstag 21.09. Ausgleichstag f. Basar *</p>	<p><b>Term 3</b>                  Monday 17.07. - Wednesday 20.09.</p> <p><b>Public Holidays/no school:</b>                  Wednesday 09.08. National Women's Day                  Thursday 21.09. compensation day f. Bazaar Day *</p>
<p><b>Frühlingsferien</b>                  Freitag 22.09. - Freitag 06.10.</p>	<p><b>Spring Holidays</b>                  Friday 22.09. - Friday 06.10.</p>
<p><b>4. Quartal</b>                  Montag 09.10. - Freitag 01.12.</p>	<p><b>Term 4</b>                  Monday 09.10. - Friday 01.12.</p>
<p><b>Sommerferien</b>                  Montag 04.12. - <i>wird noch bekannt gegeben</i></p>	<p><b>Summer Holidays</b>                  Monday 04.12. - <i>to be confirmed</i></p>

\* Anwesenheitspflicht am Basartag & Sportfest

\* Compulsory attendance: Bazaar & Sports Day

Published 02.03.2022