



Erlenbach School





3	Editorial
4	Mission statement
5	School governing board and administration
6	Principals
7	School ABC
11	Kindergarten
12	Primary school
13	Special education
16	School social work
17	Parents
18	Day nursery
19	Pupils' Club
20	Music school
21	Library
22	Education for parents / domestic education
23	Plan



Editorial

Welcome to the 'integrative' primary school of Erlenbach!

Our school educates for life. It focuses on the child's well-being, as well as his/her natural and available abilities. The child's participation and right of opinion in the pupils' parliament are important to us. Play and sports days for mixed age-groups and regular project weeks teach the entrusted children good social behaviour. On a regular basis, a self-developed and school internal prevention concept against violence, called «Hand in Hand», trains the children in this respect.

Well qualified teachers and specialists (in part with years of experience), therapists, as well as supervisors and class assistants all work together and guarantee a successful education. A school programme developed yearly in collaboration with the school management sets priorities and helps the school advance further in educational, methodical-didactical and social issues. Consequently, a continuous improvement in quality is ensured.

The support programme developed every year, together with the collaboration and teaching of the school, form the day school. For you as parents and guardians, this ensures the compatibility of family life and work.

Furthermore, we offer additional family-complementing services as provided by the music school and the library, both professionally managed.

Dear parents and guardians, for the benefit of your child, a joint commitment is important for us. With the help of select specialists, a wide range of 'parent education courses' on current topics are offered to you by the school. In the parents' council, the opportunity is given to raise important issues and to actively support the school. Regular parents' talks with the teachers promote and assist the collaboration.

I can say with conviction, that we are a modern school that implements and practises the policies and standards as established by the educational authorities, which follow and respond to the development of our society.

The school president and the governing board guide the school strategically and develop it continuously. With full commitment, I shall continue to further the proven strengths as well as to be open to new ideas. In doing so, I can count on the support of a professional administration and school management.

I thank you for your attention and wish you and your child successful and enjoyable school days with us.

Lotti Grubenmann, school president

The focus is on the child



Our mission statement

We are open-minded.

- We build on the basis of what has already been tried and tested, we take notice of changes in society and we incorporate them into our ongoing development.
- We take criticism seriously, and we work together to seek solutions.

We are professional.

- We create conditions to ensure that learning continues to be enjoyable.
- We develop and challenge our pupils according to their needs and abilities.

We set high standards.

- We provide scope for creativity, and we encourage willingness to achieve.
- We make use of the opportunities afforded by self-assessment and assessment by third parties to foster ongoing development.

We all pull in the same direction.

- We value cooperation, and we set store by appreciation and tolerance in our day-to-day work.
- We encourage open dialogue and we provide information on a regular basis.



School governing board and administration

School governing board

The school's governing board is a collegiate body comprising seven members. As the school's senior municipal management body, it takes action at the strategic level. The President and the six members are elected by ballot. The individual elected as President of the school's governing board sits on the municipal council.

Lotti Grubenmann, President

Corinne Boppart
Nicole Flückiger
Tabea Giger
Silvano Matthaei
Katharina Paul-König
Simon Tremp

School administration

The school administration is a service and competence centre tasked with ensuring the school's operation. It acts on behalf of the school's governing board and in close collaboration with the principals. The school administration ensures that the organisation of the school is managed in a professional manner.

School administration

Schulhausstrasse 61
P.O. Box 384
8703 Erlenbach
schulverwaltung@erlenbach.ch
Tel. 044 914 31 00

Head of School Administration

Barbara Rusterholz

Deputy Head of Administration

School Administration/Clerical Support
Yeliz Aslan

Clerical Support

Evrin Kesler

Opening hours

Mon – Thu 8.00 am – 12.30 pm
2.00 pm – 4.30 pm
Fri 8.00 am – 12.30 pm
2.00 pm – 3.00 pm



Principals

Principal

Adam Perry

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Principal

Silvia Mathys

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Oberer Hitzberg
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Principal of the Music School

Thomas Weilbach

Tel. 044 914 31 91
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Turmgut
Schulhausstrasse 60
8703 Erlenbach

Day centre

Principal of the pupils'-club

Sandra Hostettler

Tel. 044 914 31 71
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Schulhausstrasse 68a
8703 Erlenbach

Principal of the creche

Christina Stenz

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8703 Erlenbach

Responsibilities of the principals

The principals are responsible for managing the school's administration, staffing and finances; together with the school council, they are responsible for its educational management and development. They take the curriculum as the basis for their work.

The principals resolve concerns raised by pupils and parents which cannot be settled conclusively with the class teacher.

In particular, the principals' responsibilities include:

- Organising school visits and interviews with employees
- Managing the employee assessment process
- Formation of classes and allocation of pupils to classes
- Promotion and coordination of ongoing teacher education
- Management of the school council
- Administration of the assigned resources
- Internal and external communication

The principals take part in meetings of the school's governing board in an advisory capacity. In collaboration with the school council, the principals are responsible for developing quality, defining special forms of tuition and organisation such as projects, class camps or excursions, and for drawing up the timetables.

Principals are responsible for providing information to parents. At the request of parents or teachers, they act as moderators in discussions with parents.

A photograph of two children in a library or school setting, looking at books. The child in the foreground is a girl with dark hair, and the child in the background is a boy with light hair.

The school ABC

Absences

Parents are responsible for their children's regular attendance at kindergarten and school, and they must excuse every absence from tuition by notifying the relevant teachers and stating the reasons. Dispensation must be requested well in advance for a foreseeable absence. The class teacher will decide on dispensation requests for up to two consecutive days. As a general rule, no extensions to holidays are granted. This also applies to extensions of less than two days. If there are important reasons to do so, the principals may grant a holiday extension or dispensation of more than two days on request. The request must be in writing and must include reasons, and it must be submitted to the principals no later than one month prior to the start of the holiday.



Accident insurance

Parents are basically responsible for their children's accident insurance. Accidents during the journey to and from school, during school hours or at a school event must therefore be notified to the relevant private accident insurance or health insurance scheme.

Class assistants

Since January 2012, class assistants have been playing an active part in our large primary classes and kindergarten. Their participation in teaching covers a diverse range of activities: for instance, individual children or small groups are supported by offering various practice sequences, e.g. for learning vocabulary, mental arithmetic or reading exercises.

Their task area also includes administrative work, correction and preparation of teaching documentation.

We are also glad to have our assistants' support with educational trips, general work activities, handicrafts and painting. High achievers and weaker pupils alike benefit from this varied support.



Class Council

In view of the introduction of «pupil participation» as stipulated by the new Swiss Primary School Act («Volksschulgesetz»), Class Councils (as they are known) are in place in all classes. As a general rule, the children engage in weekly discussions with the teacher about current issues, their needs and wishes, and joint solutions are sought and discussed so that problems of living together can be overcome as well as possible.

Communication matrix

Erlenbach School's communication matrix governs the procedures for dealing with questions, objections, criticism and concerns. Its procedures are applicable to all individuals who are actively involved in Erlenbach School – specifically, these include pupils, parents, teachers, care staff, janitorial staff, principals, the school administration and members of official bodies.

→ schule-erlenbach.ch → School → School ABC → C

Curriculum

The curriculum is used as a key tool for quality assurance and development. It is drawn up by the school council and is based on Erlenbach School's mission statement. As well as the current situation, it takes account of educational and specialist objectives for the next four years. The measures and actions it describes represent partial steps towards achieving the objectives.

→ schule-erlenbach.ch → School → School ABC → S

Day nursery

→ Page 18 / Day nursery





Different generations in the classroom

The idea of enabling active older people to participate in operating schools has been implemented with great success at our school for some years now. This arrangement also helps to eliminate intergenerational prejudices and to strengthen mutual understanding.

Our class senior citizens assist teachers from kindergarten up to class 6 in many different areas.

Email

For teachers and music teachers the rule is as follows: firstname.familyname@schule-erlenbach.ch.

For members of official bodies, principals, school administration the rule is as follows: firstname.familyname@erlenbach.ch.

Erlenbach – an integrative school

As an integrative school, Erlenbach adheres to the principle of educating all pupils in the village of Erlenbach if possible. The teaching aims to encourage individual learning by all pupils. In-school specialists assist and advise participants as necessary. Development goals and measures for pupils with special educational needs are jointly agreed, specified as binding requirements and are subject to regular review. The available resources are utilised effectively. There are regular interchanges of specialist knowledge and experience regarding special educational issues and pupils with special needs.

German as a second language

→ Page 14 / Special education

Hand in Hand

In the context of violence prevention, various workgroups developed the concept 'Hand in Hand' for the school of Erlenbach in cooperation with different institutions.

The concept serves as an orientation and guideline for the pupils, teachers, the school's social workers and management. It focuses on the following five areas:

Action, Respect, Manners, Care and Fairplay Behavioural goals have been defined for all five subject areas. They are to be established during the lessons according to the various levels.

Corresponding activities have been implemented for the whole school supporting each of the subject areas; such activities including the »Grüezi-Week" or Secret Santa at Christmas.

A further important priority of the concept 'Hand in Hand' of the school of Erlenbach is the conflict management. A conflict solving procedure called the 'traffic light system' is introduced. It serve the pupils as an important method to solve their own conflicts as independently as possible with increasing age. The 'traffic light system' is practised systematically and on a regular basis, and is also applied in the class council by all teachers.

All pupils have a »Hand in Hand" folder so that the experiences and insights can be documented. It will be handed out in Kindergarten and should accompany them until the 6th primary class. The implementation and is supervised by a workgroup.

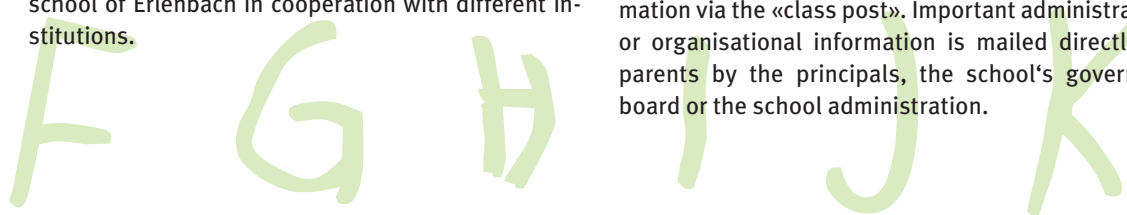
Based on these measures, the school of Erlenbach offers a promising environment for a useful, daily schooling of social skills at all levels of the primary school.

Homepage

→ schule-erlenbach.ch

Information for parents

The children take home information about the school's operation and events as well as class information via the »class post». Important administrative or organisational information is mailed directly to parents by the principals, the school's governing board or the school administration.





Joker days

Two joker days are available to each kindergarten and school pupil during each school year. The joker days can be taken as separate days or as a block. Half school days are counted as whole joker days. A joker day cannot be split into two half days. In regard to these joker days, the class teacher and any other affected teachers/therapists must be informed in advance about any intended absences. For this purpose can be used the joker day form. Affected teachers/therapists must be in receipt of such information before school commences – and no later than the date of the joker day taken. No reasons need be given. The child must catch up with the subject matter taught at school.

Generally speaking, joker days cannot be taken:

- immediately before and after the summer holidays (last day of school on bidding the 6th grade farewell; first day at school on welcoming the 1st class)
- on days when projects, sports or visits are scheduled for the class or school unit
- during school trips and class camps

Unused joker days lapse and cannot be carried forward to the next school year.

You find the form at schule-erlenbach.ch → School → School ABC

Kindergarten

→ Page 11

Meilen Support Centre for Children and Young People

The Support Centre for Children and Young People (kjj Meilen) assists and advises families, children, young people and adults on a varied range of issues. As well as advice on family matters, education and infants and assistance with alimony, it offers personal advice, free of charge, on issues such as conflicts between parents and children and ways out of crisis situations.

→ kjjmeilen.zh.ch

Lice infestations

Parents who find that their children have lice or nits are requested to inform the relevant class teacher(s) immediately. The teacher will inform the nit nurse or request her to attend, as necessary. Lice are transmitted from one person's head to another. Lice infestations have nothing to do with unhygienic conditions and there is no reason to be embarrassed about them. Notifying the teacher quickly, lice inspections and careful treatment will prevent more widespread infestation by lice.

→ schule-erlenbach.ch → School → School ABC → L

Music School

→ Page 20

Open days

Once per year, parents are invited to visit their children's schools on each of three days. The open days take place in the second week after the sports holidays. Kindergartens and primary schools can be visited during the mornings of the days in question. Teaching takes place as per the timetable.

Participation by parents

Parent participation was introduced as of the 2006/07 school year. Parents may participate at two levels: at class level, two elected parent delegates collaborate with the class teacher, maintain the exchange of information between the teacher and the class parents, and raise parents' concerns on the Parents' Council.

schule-erlenbach.ch

elternrat-erlenbach.ch

→ Page 17 / Parents

Promotion of talented and gifted children

→ Page 15 / Special education



Pedagogic ICT support (PICTS)

The role of PICTS is to help teachers to integrate media into their lessons in an appropriate and beneficial way. This is done, for example, through project work, team teaching or ad hoc support. Further training on a wide range of ICT topics is also organised and carried out by PICTS.

Psychomotor therapy

→ Page 14 / Special education

Pupils' Council

The pupils' parliament is a participative body for the pupils in a school. It is based on the delegation system. This council represents the interests of the combined body of pupils. The pupils' parliament fosters the pupils' identification with their school.

In the first fifth of the year, between the summer and autumn holidays, two delegates (one girl and one boy) are elected to the pupils' parliament by each primary class. This parliament convenes four times per year to deal with issues and concerns raised by the individual classes. The pupils' council may also submit motions to the school council.

The presidency of the pupils' council is provided by delegates from the 6th grade classes. The principals assist the presidency with preparing for and holding the assemblies of delegates. Delegates of the 5th grade classes are responsible for taking the minutes. Class teachers plan a regular time slot for the delegates.

Reports

Pupils are assessed and reports are issued at regular intervals. Consideration is given to performance, development of learning and conduct. Parents sign to confirm that they have seen the report.

Samovar

The regional Samovar (German: Samowar) unit in Meilen includes an advisory service and an addiction prevention centre for young people. Its services are available to parents, children and young people. The school also collaborates with Samovar specialists in the field of health promotion.

→ samowar.ch

School lunch

→ Page 19 / Pupils' Club

School Psychological Advisory Service

The Meilen District School Psychological Advisory Service is a public investigative and advisory centre that is available to teachers, therapists, parents, official bodies and children. The specialists who work there are fundamentally committed to the welfare of children and of the primary school. They collaborate closely with all the parties concerned. They aim to offer independent specialist clarification and advice.

→ spdmeilen.ch

Speech therapy

→ Page 14 / Special education

Teaching blocks

Morning tuition in the kindergarten is scheduled in teaching blocks. Drop-off time for the children is from 8.15 to 8.35 am. Morning tuition takes place from 8.35 am to 11.55 am. Children in the second year half-class have tuition on Tuesday and Thursday afternoons. Afternoon tuition takes place from 1.40 to 3.50 pm. The school guarantees that pupils are looked after from 8.15 to 11.55 am on every day when tuition is provided. During hours when no tuition is provided, there is a care service which is free of charge for parents. This service comprises theater and basic musical education.



Kindergarten

Kindergarten level lasts two years, and it prepares children for the requirements of primary level. It develops children's abilities, skills and special talents, and teaches children how to feel at ease in larger social groups.

Erlenbach School runs five kindergarten classes at three locations.

The following block timetable model applies to all classes and locations:

Morning

Drop-off time for children	8.15 – 8.35 am
Tuition time	8.35 – 11.55 am

Afternoon

Drop-off time for children	1.40 – 1.50 pm
Tuesdays and Thursday	1.50 – 3.20 pm
Tuition time for all children in the second year of kindergarten	

Locations

Lerchenberg I	Weinbergstrasse 68, Tel. 044 914 31 66
Lerchenberg II	Weinbergstrasse 68a, Tel. 044 914 31 67
Wallental I	Wallentalstrasse 6, Tel. 044 914 31 64
Wallental II	Weinbergstrasse 6, Tel. 044 914 31 65
Wanne I	Rebstrasse 4, Tel. 044 914 31 68
Wanne II	Rebstrasse 4, Tel. 044 914 31 63

Principal

Adam Perry

Tel. 044 914 31 04
adam.perry@erlenbach.ch

Oberer Hitzberg
Schulhausstrasse 61
8703 Erlenbach





Primary school

The primary level lasts six years, during which children acquire basic knowledge of reading, writing and mathematics in German, English and French. Handwriting, handicrafts, drawing, music, sport, social studies and science are other important subjects.

We operate 15 primary classes in our primary school. After lower level (classes 1 to 3), pupils are transferred to middle level (classes 4 to 6). New classes are generally formed at this point.

Schools offering education after this level offer information evenings for parents about the transfer from middle level to secondary school or to a six-year high school.

Locations

Unterer Hitzberg

Schulhausstrasse 59, Tel. 044 914 31 40

- 7 classrooms
- 6 rooms for special education
- 2 group rooms
- 1 pupils' library for the lower level
- 1 woodwork room
- 1 gymnasium

Oberer Hitzberg

Schulhausstrasse 63, Tel. 044 914 31 16

- 4 classrooms with group room
- 3 handicraft rooms
- 1 music room
- 1 woodwork room
- 1 gymnasium

Pavillon Allmendli

Schulhausstrasse 68, Tel. 044 914 31 80

- 4 classrooms

Principal

Adam Perry

Tel. 044 914 31 04

adam.perry@erlenbach.ch

Oberer Hitzberg

Schulhausstrasse 61

8703 Erlenbach





Special education

For specially talented or gifted children and those with special needs, Erlenbach School offers developmental measures that promote individual development and successful learning from regular school instruction. The basis for internal collaboration is Erlenbach School's special educational concept: in keeping with the cantonal requirements, this concept governs processes and responsibilities, as well as defining the human and financial resources.

Key principles of the special educational concept:

1. Erlenbach School is an integrative school.
2. We base the development of our pupils on their resources.
3. Successful integration is ensured by close collaboration among all parties involved in the school.
4. Integrated schooling is the joint responsibility of teachers and specialists.
5. Ongoing development is actively fostered.

Special education primarily includes these areas:

Educational Progress Review (EPR/SSG)

The Educational Progress Review (EPR/SSG) provides the basis for discussing, planning and assessing all special educational measures. The child's parents and the teachers and specialists working with the child take part in this dialogue. By agreement and as appropriate, the pupil and (depending on the planned measures) the principal and/or school psychologist are also invited.

The review entails a joint discussion of the pupil's current situation, his or her resources, possibilities and options, the next development goals and any develop-

mental measures that may be needed. These discussions are recorded in a brief record which is signed by all the participants. The record is sent to the principal of Special Education, who reviews the proposed measures. In case of approval, the parents are informed of the decision.

Integrated Development (ID/IF)

Integrated Development (ID/IF) is offered to pupils who need support in specific areas such as dealing with requirements, attitude to work, auditory and visual retentiveness or processing speed. The objective is for children to follow class instruction without being overtaxed or insufficiently challenged, and for them to acquire individual learning strategies.

The specialists in this field diagnose the need for development, consult parents and class teachers during the Educational Progress Review and draw up an individual development plan on the basis of the agreed goals. Integrated Development pupils are taught on the basis of the curriculum, closely in step with class teaching. Development work at kindergarten level is generally integrative, and at primary school level it is carried out on an integrative and separative basis.

Integrated Development includes consultation between teachers and parents regarding approaches to pupils' specific problems, team teaching on a joint basis with class teachers, subject-specific projects and targeted development of individual pupils and groups of pupils.



Integrated Special Schooling at Regular School (ISR)

If the Integrated Development resources are not adequate for a child, the option of Integrated Special Schooling at Regular School (ISR) is examined. ISR involves devising an individual developmental setting for pupils with more intensive developmental requirements; the setting comprises remedial education, assistance and/or supplementary measures. Pupils are taught with individual learning goals in some cases, keeping as close as possible to the class curriculum.

The requirement for this measure is a clarification and recommendation by the School Psychological Service and approval from the school's governing board. The ISR setting is reviewed every half year with the principal of Special Education at the Educational Progress Review. Wherever possible, a pupil is reintegrated into regular schooling.

Speech therapy

Like psychomotor therapy, speech therapy comprises prevention, investigation, therapy and advice.

In kindergarten, speech therapy is offered in the form of recreational communicative ability, mouth and tongue motor skills, accurate listening and expansion and recall of the child's vocabulary. Through integrative development, each child's progress is recorded and measures are taken to counteract low-threshold speech abnormalities. Parents are given comprehensive advice.

After clarification, speech therapy is used as a targeted educational/therapeutic measure for primary school pupils, usually in an individual setting. The objective is for pupils with speech abnormalities to improve their skills in the areas of language acquisition and conceptualisation, communication, reading and writing, thereby strengthening their social skills.

Psychomotor training and therapy (PMT)

Psychomotor training and therapy (PMT) is offered in kindergarten in the form of encouraging recreational exercise, focusing on fine motor and graphomotor skills, balance, orientation, emotions, perception and social contacts. Like speech therapy, PMT is provided on an integrative basis in the kindergarten. This makes it possible to diagnose any motor abnormalities promptly so as to deal with them comprehensively.

After clarification, PMT is used as a targeted educational/therapeutic measure for primary school pupils. The pupils improve their gross and fine motor skills as well as their graphomotor abilities. They refine their coordination abilities and movement patterns, giving them greater courage and self-assurance while increasing their sense of security.

German as a second language (GSL)

Our offering of GSL instruction helps pupils whose first language is not German to develop, improve and consolidate their knowledge of German (High German, i.e. «Hochdeutsch»). The objectives are for them to follow tuition as quickly as possible and to assimilate the material taught in class. German as a second language is geared to developing the individual's command of German and to current topics covered in regular lessons.

At kindergarten level, German as a second language (GSL) is part of the integrated development programme; at primary level, it takes the form of intensive introductory tuition for pupils who are new learners of German, and regular «build-up» tuition for those who need further development. The level of linguistic command is ascertained regularly using a standardised test. This assessment of language skills is taken as the basis for allocation, continuation and conclusion of the activity.



Promotion of talented and gifted children

According to cantonal regulations, promotion of talented and gifted children takes place primarily as part of regular teaching. The class teachers and educational therapists provide additional materials, suitable projects and teaching arrangements to ensure that talented children receive individual development and stimulus. For children whose development exceeds the possibilities offered by regular teaching, the canton offers communes the option of providing additional services. The communes are responsible for defining the scope, selection and design of these services.

Erlenbach School offers individual weekly hours of additional development in the «Heureka» for pupils who are significantly ahead of their age group in one or more development areas. Under the direction of a specialist in talent development, these children work in the «Heureka» on their own projects which are individually tailored to each child's achievement potential and talent. Tuition takes place in small groups of mixed ages, during official tuition times. Heureka pupils must independently catch up with material taught in classes they have missed.

The class teachers recommend eligible students to make an application for projects which are newly announced twice a year. An internal panel of experts to determine participants or propose alternatives will evaluate all applications.

Under guidance of a specialist in natural talent advancement, as an alternative to «Heureka», teachers also have the possibility of carrying out projects of an experimental nature for all students in the classroom. Concerning appropriate teaching material and methods, they are able to seek necessary advice from professionals for the individual promotion of gifted children. Experiment kits of scientific nature are also available, which can be used in the classroom under the guidance of keen-eyed professionals.

Homework support

All pupils of the 3th to 6th primary classes in Erlenbach have the opportunity, in return for payment, to attend supervised after-school homework classes. Children who attend either the module 1,2 or 3 in the pupil's club will continue to undertake their homework as usual. These costs are included in the modules.

The supervised homework hour during school weeks is offered on a Monday, Tuesday, Wednesday and Thursday immediately after school lessons by the pupil's club. The support lasts a maximum of 50 minutes and takes place in the 'Allmendli Pavilion' in groups from 10 to 15 children. The monthly costs for two days a week are CHF 31.70 (based on approximately CHF 5.00 per time and day). A school assistant looks after the group, additionally, teachers are present. The registration takes place every year and has to be booked for at least two days a week (unless the module 1, 2 or 3 of the pupil's club of Erlenbach isn't additionally visited).

On a Wednesday the children take a small cold lunch with them to school.

If the homework is finished early, the pupil may go home. From this point onwards, the parents, respectively the legal guardians are responsible for the children. Pupils who fail to appear unexcused or disturb the work of others can be excluded from the offer.

The responsibility for the homework remains with the parents.

The bill will be sent out monthly. The calculation will be made corresponding to the pupil's club. Rate reductions and family discounts are made according to the rate regulations of the pupil's club.

On the last day of school before a public holiday (e.g. Wednesday before Ascension, Thursday before the 'Schulsilvester'), no supervised homework sessions will take place.





School social work

School social work plays a key part in identifying problem situations in schools and their surrounding environment at an early stage so that a targeted approach to them can be adopted. School social workers can have recourse to an extensive network of institutions, associations and specialised points of contact in order to support pupils and parents and to assist teachers. On-site activities mean that more preventive work can now be undertaken, and a contact person for pupils is always present in case any difficulties arise.

Goals of school social work

- To promote the social development of young people and their integration into the school «habitat»; this also includes factors outside of school.
- To improve parents' abilities to bring up their children.
- To improve teachers' expertise in handling difficult social problems in their classes or in finding and implementing appropriate solutions for individual pupils.

Options for school social work activities

- Group and class work, e.g. for training in social skills and conflict management
- Advice and support in individual cases
- Project work, e.g. health promotion
- Crisis intervention
- Mediation, e.g. of discussions with parents
- Motivation
- Networking with the youth welfare service and services offered by municipalities and specialist units
- Triage and referral to other specialists and specialist units

School Social Work Kindergarten and Primary School

Manuela Stimpfl

Tel. 044 914 31 10

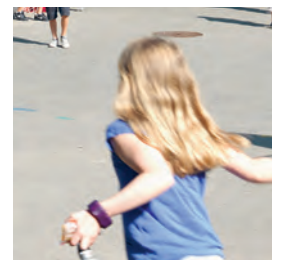
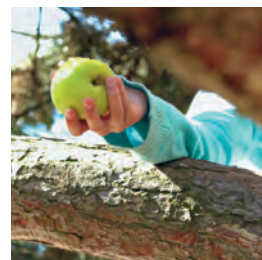
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Oberer Hitzberg

Schulhausstrasse 61

8703 Erlenbach





Parents

Parents

One key prerequisite for children to succeed at school is good collaboration within the triangular relationship between the school, the parents and the pupils.

The first point of contact for parents is their child's class teacher.

Parental duties

Parents and third parties to whom a pupil is entrusted:

- receive regular information about the children's conduct and performance
- for their part, inform teachers or principals about unusual occurrences (e.g. absence of the child due to sickness)
- participate in important decisions that affect their child individually, and take part in preparatory discussions such as the Educational Progress Review
- may be obliged by the principals or the school's governing board to attend individual events for parents
- are responsible for the upbringing and education of their children, for their regular attendance at school and for meeting the requirement for mandatory education.
- parents as well as mothers and fathers who do not have parental custody may be present when their children are being taught, provided that this does not disrupt the operation of the school.

Parents' Council

Regulations are in place to govern parents' participation in Erlenbach School in general. Parents can participate at two levels:

At class level, two class delegates from the body of parents cooperate with the class teacher, maintain the exchange of information and raise parents' concerns about the class in the Erlenbach Parents' Council.

At the level of the school as a whole, the Parents' Council ensures collaboration and the flow of information among all parties involved in the school, and it deals with issues and concerns on the part of the parents and the school. Regular meetings of all class delegates are held for these purposes.

The Parents' Council does not have the right to participate in staffing decisions or to become involved in methodological and didactic issues or problems affecting an individual pupil.

Parents' Council President

Beate Artho
elternrat@erlenbach.ch



A large photograph showing two children playing on a vibrant, multi-colored blanket (red, orange, yellow, and pink) spread on a lush green lawn. One child, wearing a white long-sleeved shirt and light blue pants, is sitting on the blanket. The other child, wearing a striped shirt and blue pants, is lying on their stomach, playing with colorful toys. The scene is bright and sunny, with a tree trunk visible in the background.

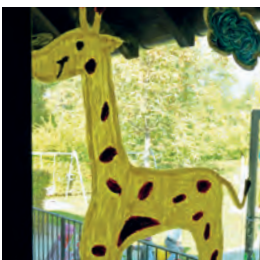
Day nursery

In the day nursery of Erlenbach the children are looked after both affectionately and professionally. The surroundings (house and garden) are age-appropriate and child-friendly with suitable facilities for games, activities and support. Our goal is the well-being of the children entrusted to us. Guided by a well structured and cared for relationship with the children we aim at learning from and with another. Consistency and familiarity in the relationship to the contact persons as well as a good cooperation with the parents are very important to us.

The day nursery has 20 day places, divided into two groups of ten children. Qualified staff ensure good care for children from the age of 6 months until they enter kindergarten.

Other key features

- Focusing on the children's needs and strengthening each child's development
- Fostering individuality and independence
- Giving time and space for children to research and experiment
- Providing structure by means of steady rituals and rules



Our vision

Our emphases

- We give the children a sense of **comfort** by accompanying them through their daily life.
- We build stable relationships with the children based on **trust**.
- We support and accompany the children in their **individuality**, **independence** and **social competence**.

We are open

- We give the children **recognition** by respecting them as individual personalities and treating them cautiously.
- We give the children **care** and attention.
- We give the children **space** and **time** for experiencing and experimenting.

We are professional

- We are **reliable** contact persons who listen to the children and give answers.
- We give the children **security** by providing rules and fixed rituals.
- We approach the children with **ease** and respect their individual development.

We all pull in the same direction

- We highly value the **cooperation** with the parents and inform regularly.
- We pay attention to **appreciation** and **tolerance** in the children's daily life.



Pupils' Club

The Pupils' Club offers supervised care coordinated with the school hours to support the compatibility of family and work. Every family can choose a suitable supervision option from a number of different modules for the school-free time of their kindergarden and school children.

Over lunchtime we focus on healthy food. When the homework is done the children are cared for in a loving and professional environment that is age-appropriate and child-friendly and which offers facilities for games, activities and support. In terms of time, the Pupils' Club further offers a more extensive support during the school holidays, also adapted to the individual needs of the families and children.

The focus is on the child

Our guiding principle

Our emphases

- We support children in their everyday life and make them feel secure.
- We have confidence in the children and develop a stable relationship with them.
- We encourage and help children with their social skills, self-competence and expertise.
- We provide the children with security and direction via clear rules and practices.

We are open-minded

- We appreciate each child for his or her personality and we respect this.
- We make space for creativity and self-initiative so that every child can evolve individually according to his or her needs.

We are professional

- We are skilled educational specialists; we are conscious of being role models and we are aware of our responsibility.
- We create an atmosphere of trust where it is possible for all children to develop.



We all pull in the same direction

- We behave respectfully, considerately and with a calm approach.
- We maintain open discussion and place importance on cooperation between parents and the school.

The Pupils' Club offers places in the daycare centre (modules 1 – 3) and places over lunchtime (module 4) for children from kindergarten age until class 6. Qualified carers and employees with suitable educational abilities run the Pupils' Club and collaborate closely with the primary school.

You will find details of the care provided in the Pupils' Club on the homepage of Erlenbach School.

Sandra Hostettler

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8703 Erlenbach



Music School

Is musical education necessary?

The education of our children is very important to us. Music opens up new horizons and, at the same time, provides both encouragement and a challenge.

The Erlenbach music school has highly qualified and motivated teaching staff, a very good infrastructure and, last but not least, an outstanding ambience that bids ideal conditions for your child to develop a great love of music.

We offer a wide range of classes to suit all ages and levels - and adults are more than welcome.

Erlenbach Music School offers a wide and varied range of musical instruction to children, young people and also adults.

The youngest pupils (aged 3 or more) learn their first songs («music for parents and children») and experiment with various instruments. This group singing and music-making develops perception and encourages linguistic and mental development. In «Musikgarten I and II», kindergarten pupils discover the fascination of music. Music making with percussion instruments encourages creativity. Singing and dancing has a positive impact on body consciousness and perception.

For the further development of collective singing, we offer a children's choir up to Class 6. The youth choir, in cooperation with the Pfannenstiel music school, also enables young people in the senior age group to sing at a high level later on.

Our well-founded instrumental and singing tuition is offered in the form of individual lessons from the first primary class onwards. Playing together is encouraged in various ensembles. The varied range of musical and instrumental education is provided by skilled and motivated teachers.

Musical instruction fosters social skills, because we relate to our fellow human beings when we make music: fellow music makers, listeners, teachers and pupils must «listen to one another», «get in tune with

one another», «cooperate to play a piece» and develop and accept rules of «play» that are applicable to everyone. In these ways, music making is also a «school of life» for everyone involved.

Additional information is available to you on our homepage:

→ schule-erlenbach/musikschule.ch

Music School

Turmgut
Schulhausstrasse 60
8703 Erlenbach
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044 914 31 90

Principal

Thomas Weilbach
Tel. 044 914 31 91
thomas.weilbach@erlenbach.ch

Secretary

Susanne Regli
Tel. 044 914 31 90

Opening hours of the secretarial office

Tuesday 9.00 am – 12.00 noon / 1.30 – 5.00 pm
Thursday 9.00 am – 12.00 noon



Library



The Erlenbach Library is open free of charge to all residents.

The media collection can be viewed from the comfort of your own home in the online catalogue. Media that are not available for the time being can be reserved online using a personal library account, and loan periods for media already borrowed can be extended once. Requests for media are considered as far as possible. Directly next to the entrance door there is a return box for all kinds of borrowed media being brought back outside of the opening hours.

The library is also used regularly by the primary classes 3 to 6 and reading groups (you will find other events on our homepage).

Furthermore, you have access to «Onleihe Dibiost» (the online lending service of the Eastern Switzerland Digital Library) and you can borrow e-books, e-audios, e-videos, e-music and e-papers from home. Media can be downloaded onto a PC, tablet, smart phone or e-reader with the usual access data (customer number and password). Please follow the Help function and the virtual guided tour on dibiost.ch.

Media offer for all ages

- Fiction
- Non-fiction
- Language teaching materials
- Picture books
- Comics
- Games
- Music CDs
- Feature films / documentary films on DVD
- Audio books
- Magazines
- E-readers
- E-media

Team

Joanna Hare Meier (Library Manager)
 Silvia Frei (Deputy head of Library Manager)
 Jutta Weckherlin
 Hanna von Gunten Stucki

Online consultation, lending & information

Online catalogue: bibliotheken-zh.ch/erlenbach
Digital media: dibiost.ch

Information: schule-erlenbach.ch/de/bibliothek

Im Spitzli 1
 8703 Erlenbach

Tel. 044 910 55 18
gemeindebibliothek@erlenbach.ch

Opening hours

Monday	9.00 am – 12.00 pm 5.30 pm – 8.00 pm
Wednesday	9.00 am – 12.00 pm 3.00 pm – 6.30 pm
Thursday	3.00 pm – 6.30 pm
Friday	9.00 am – 12.00 pm 3.00 pm – 6.30 pm
Saturday	9.00 am – 12.00 pm

Opening hours during the School holidays
 According to the details on our homepage.

School library Unterer Hitzberg

A welcoming library in the Unterer Hitzberg school building is available to the primary classes 1 and 2, they visit regularly as classes. This library is also managed by the Communal Library Team.

School Library

Unterer Hitzberg School Building
 Schulhausstrasse 59
 8703 Erlenbach

schulbibliothek@erlenbach.ch



Education for parents and domestic education

Education for parents

As of the school year 2015/2016, the school is entirely responsible for the education of parents.

In addition to the regular parent's evening for a class, between January and March around five additional parent's evenings will take place. These are dedicated to a current school theme. As a parent, you can attend one of these theme evenings based on the age of your child. If parents have already attended a particular theme evening for another of their children, they can then participate in a different theme evening.

This new form has the great advantage of seeing virtually all parents participate in a grade level – and the school has a form of reference.

Domestic education

Erlenbach's Domestic Education courses are intended as further education in domestic skills and family matters for adults and young graduates. They are open to all individuals residing in the canton of Zurich. Our range includes courses on handicrafts and design, cookery, health and wellness, and parent-child courses. These courses are conducted by specialists and they take place on the premises of Erlenbach School. Many of the courses are subsidised, so they are reasonably priced.

The range of courses is published every six months. The latest range of courses is available at: schule-erlenbach.ch → Further education → Domestic education



All the facilities at Erlenbach School are centrally located and close to one another. There is little traffic on the site, and the playgrounds and break areas are also available to the children before and after school hours and at weekends.

- 1 Unterer Hitzberg school building
- 2 Oberer Hitzberg school building
- 3 Allmendli school building
- 4a Daycare and lunch centre, Allmendli
- 4b Daycare and lunch centre, Hitzberg
- 5 Allmendli Sports Hall
- 6 Gymnasium, Oberer Hitzberg
- 7 Gymnasium, Unterer Hitzberg
- 8 Principals / school management
- 9 Music School (Turmgut)
- 10 Creche
- 11 Indoor swimming pool

Campus

