

Dear Parent(s)!

Your child is in grade 1 - 4 in Dr. Ferenc Mező Elementary School.

In addition to school supplies (pencil case, school bag, notebook, books), your child will need an additional notebook ('message booklet'), an extra pair of shoes, a small towel, a pack of napkins, a pack of tissues (in grades 1 and 2, a change of clothes (underpants, T-shirt) - in case of emergency). This can be stored in the school locker.)

For PE class: a gym bag, a white t-shirt, dark shorts, white socks, sneakers, a warm sweatshirt, and long training pants. 4th graders go to swimming practice, so they need: a gym bag for swimming, a towel, a swim cap, swimsuit/swim trunks, and slippers.

Please write your child's name/monogram on their school supplies!

Please check your child's message booklet every day: this is a booklet in which the parent and teacher correspond about the child, sending short messages in writing. In each class, teachers can ask for different things. In this booklet, the parent can ask the child to leave school early or ask the teacher questions in writing about the school.

Please write the following things on the first page of the booklet:

- the child's name, and address
- the parents' names (both father and mother), address and phone numbers
- the name and phone number of your interpreter
- the name of the person that can come get your child after classes and what time you can usually come pick him/her up
- what allergies, food intolerances your child has and what medications he/she takes

The school has the following rules:

The school is open from 7.00 a.m. and supervision is provided on the ground floor for early comers by a teacher on duty.

At 7.45 a.m. the children are taken up to their classrooms by a teacher and are under supervision until the classes start at 8.15 a.m.

Between 7.30 and 8 a.m. the children can eat, talk and play in their classrooms.

Those who have requested school breakfast can go and eat in the school canteen from 7.45 a.m. until 8 a.m.

All electronic devices (smartphone, tablet etc.) need to be turned off and handed over to the teacher upon arrival.

The first lesson of the day starts at 8.15 a.m. – latecomers are registered in the online logbook (KRÉTA) by the teacher.

Class schedule:

1st lesson - 8:15 - 9:00 a.m.

2nd lesson - 9:10 - 9:55 a.m.

3rd lesson - 10:05 - 10:50 a.m.

4th lesson - 11:10 - 11:55 a.m.

5th lesson - 12:05 - 12:50 a.m.

6th lesson - 13:00 - 13:45 (1 – 1:45 p.m.)

The children stay in their classrooms and play during recess.

Lunch:

- Between 12:05 12:50 a.m. for 1st and 2nd graders
- Between 1 – 1.45 p.m. for 3rd and 4th graders

After lunch, the children are usually taken to the schoolyard for playtime.

Children may only go home after the last lesson or after lunch. In Hungary, afternoon schooling (day care) is compulsory in grades 1-4., however parents can ask their child to go home at any time, but must notify the teacher in writing in the message booklet or in a message in KRÉTA.

The afternoon learning time is between 2:30 and 3:30 p.m.

At 3:30 p.m., afternoon snack is provided for those who have requested and paid for it.

At 4 p.m. the day care is over.

Between 4 p.m. and 6:00 p.m., afternoon supervision is available, but must be requested in writing at the beginning of the year.

IMPORTANT!

If your child is sick and cannot come to school, please write an email or an SMS to the class-teacher (he/she is the head of your child's class) in advance. For family reasons your child can miss 7 days a year with your approval, and the class-teacher can allow 3 extra consecutive days a year. If your child is sick, please acquire a sicknote at your local paediatrician's office.

Please check the online logbook (KRÉTA) every day because the school may post important information there.

Parent – teacher conferences are held twice a year at the school, where the class-teacher (the head of your child's class) explains how the class is and what the tasks are. Twice a year there is a reception where the parent and the teacher can talk (with an interpreter if necessary) about how the child is doing with their studies – you must book a time with each teacher you want to talk to.

There is a parents' focus group in each class to provide help with schoolwork.

Lunch payment is very important!