

Head of TAB: DI (FH) Guido Esser Dipl.Päd.; Tel: 01/ 3176 197 – 34; e-mail: esser.guido@bg9.at

Registration/ Change of registration details / Cancellation:

- You register for ONE entire school year, i.e. your contract automatically expires at the beginning of the summer holidays.
- Changes which decrease or increase the costs are only possible at the end of term (end of January). The change of registration details (changing the number of days of attendance) or **cancellation** for the summer term has to be submitted in written form 3 weeks before the end of the winter term, which will be January 14th, 2022, at the latest (no special form needed). NB: Blue forms do not replace a written cancellation. If you miss this cancellation deadline you will have to pay the fees till the end of the school year.
- As stated in regulation no.471 (2020), during periods of distance learning you are only charged the exact number of days your child is actually present. The costs are calculated following a 20% grading system.

TAB fees:

- 10 x per school year, due within the first 10 days of the month (except for Sept.: September fees will be collected together with the October fees via direct debit from your bank account)
- A **written confirmation for the tax office** is issued by Bildungsdirektion Wien, 01/52525 77957 (Ref. PräS/2a Budget). This confirmation is only valid for the parent/ legal guardian/ representative stated in the registration form.

Reduced fees:

- If eligible, you can apply for a reduction of fees within the first month of the school year (September) in written form, to be submitted to the head of TAB. This application has to be made every school year.

Attendance forms:

Purple voucher: for single days, until the full timetable (including optional courses) has been issued.

Pink Form: states the exact times of attendance, i.e. how long you want your child to stay (1:40 p.m., 2:30 p.m., 3:20 p.m., 4:10 p.m., 5:00 p.m.).

Blue Form: change of attendance times/ change of weekdays (NB: changes must not exceed the number of days stated in the original registration)

Requirements for leaving earlier than stated in the pink form:

- Written excuse note (giving the date and exact time of leaving) on paper, signed by (custodial) parent (size: at least DIN A5). **E-mail/Fax/Photo/text message is not accepted. Excusing your child by phone is not possible!**
- You are free to pick up your child in person any time except between 2:30 -3:20 p.m., which is study time.
- With your written consent, also other people (whose ID will be checked) are allowed to pick up your child. (→ light pink form).

Staff conferences:

- Please check the calendar at bg9.at/termine for days on which school ends earlier because of staff conferences. There you find information if TAB ends earlier or is cancelled for that day.
- **Should you still need TAB on such a day, please contact me, so that I can organise (at least limited) TAB service.**

Schedule:

- Check in at the office desk immediately after end of the last lesson.
- up to 2:25 p.m.: Lunch/ Free time/ early study time
- 2:30 p.m. - 3:20 p.m.: **Study time** (please refrain from picking up your child during study time in order not to disturb students' concentration)
- 15:20 - 17:00: Extra study time / Tutorials / (guided) free time activities

Lunch:

- As of September 2021, there will be a new catering service. Details will follow asap.
- Your children are welcome to bring lunch from home. There is a microwave oven to heat it up. Leaving the school building to eat out and come back is not possible.

Homework

- All homework assignments are to be done in TAB during study time.
- **School calendar:**
Students enter all assignments in their school calendar on the very day when they are due. Finished assignments are to be shown to the TAB teacher who then signs the entry in the school calendar.
Furthermore, the school calendar serves as a means of communication between the school and the parents. You can support your child, if you – together with your child – check the entries in the school calendar every evening, especially at the beginning of the school year.

Behaviour

- Your child's behaviour in TAB is monitored the same way as your child's behaviour in school and will be considered in your child's general behaviour grade in the school report.
- For security reasons, please instruct your children not to leave the TAB area (signposted: „Hier endet der Freizeitbereich“) on their own, because children outside the TAB area are unsupervised.
- Generally speaking, in TAB, children must not use their mobile phones. They are, however, allowed to make urgent phone calls from the **TAB-phone (01/ 3176 197 – 34)** and can also be reached there if need be or in case of emergency.

Tutorials

- The exact dates and times of the tutorials will be set by mid-September. You can find the schedule on the homepage; additionally, children will also get the schedule in paper form.
- If you want your child to attend a tutorial lesson, make a note in the school calendar on the very day of the tutorial. The tutor will confirm your child's attendance by signing this entry in your child's school calendar.

Useful extras: Table tennis bat & gym shoes (→ gym); can be stored in the lockers.