



English

Leaflet: Information / school regulations / agreements

Dear pupils

You have decided to attend a bridge-year course. You hope to benefit a lot from this year and improve your job prospects. You will achieve this goal if you are prepared to apply yourself both seriously and intensively. We wish you a lot of joy and success at our school.

Dear parents

You also hope that your son/daughter will make progress in their personal development by attending a bridge year-course. To ensure their success, as a school (regardless of your son or daughter's age) we are dependent on your support. The following notices and agreements form the foundation of a successful cooperation.

School year

Pupils have registered for a full academic year. This means that they are obliged to attend the school **for the entire academic year**.

Leave

You may request leave if you are unable to attend the school for foreseeable reasons. You can obtain forms to request leave from the class teacher. The requests must be submitted at the latest 8 days before the date of leave.

The pupils in our school have already completed mandatory schooling. They are largely considered to be on an equal footing with apprentices. Therefore, leave is only rarely granted and in very important cases.

Extensions of leave or early starts to leave will only be granted if a confirmation from the parents' employer states that the leave cannot be taken in any other way. **Requests due to cheaper airfares will be rejected.**

School events / extracurricular learning

Pupils shall attend all the basic education subjects, the core subjects and the compulsory elective subjects that they have chosen. They shall take part in all excursions and events declared compulsory by the school.

Photo and video recordings

If pupils or their guardians do not wish to have photos and videos taken for internal school use (presentations, website, etc.), at the start of the academic year they can declare this in writing to the class teacher for the attention of the head teacher.

Career choice preparation

Pupils and their parents bear the main responsibility for career choice preparation though they are of course actively supported by our teachers. If you have any questions or need any help, please contact your class teacher at an early stage. The career guidance service can also offer you support.

Absence policy

Attendance at a bridge-year course is voluntary. By registering, you agree to attend school without any gaps. For this reason, we expect students to be punctual and to attend classes without interruptions. The Ordinance on School Attendance, Absences, Dispensations and Disciplinary Measures (Absences and Disciplinary Ordinance 410.130) applies to tardiness and lateness. If a pupil has more than 14 unexcused absences in one academic year, a procedure for definitive exclusion from the school will be initiated (with the involvement of the school commission).

Short-term, excused absences (e.g., in the event of illness)

Call the school on the first day of absence between 08.20 - 08.30 or 10.00 - 10.30. Make sure you inform your class teacher or a subject teacher.

How are tardiness and absences listed on the report card?

- Tardiness is when the pupil is not in the classroom at the start of the lesson.
- An absence is when the pupil is absent for at least one lesson (45 minutes). One absence is counted per half-day.

Excuse notes

Excuse notes must be submitted by the pupil to the class teacher no later than 8 days after the absence or tardiness. If this is not possible in person, e.g., due to long-term illness, excuse notes must be sent by post or e-mail within 8 days. The letter of excuse must contain a reason and information about the duration of the absence. In the case of minors, parents must also sign the letter of excuse.

Age of majority: Pupils who are over 18 years old

Pupils who have reached the age of 18 are of majority and act on their own responsibility in relation to society, the state and school. Teachers continue to inform parents about important matters concerning the bridge year and the performance of their sons and daughters. **If pupils who have reached the age of majority do not wish this information to be passed onto their parents, they can request this in writing at the beginning of the academic year (or at the time of their coming of age) to the class teacher for the attention of the head teacher.**

Note: Important decisions (e.g., leaving school, disciplinary measures, exclusion from school, etc.) are always brought to the attention of the parents.

Cost regulation in case of withdrawal or expulsion during the academic year

If a pupil withdraws from school during the academic year without the consent of the school managerial board, or if a pupil is expelled from school due to their behaviour, the parents, legal guardians or the pupil of the age of majority will be charged CHF 800.

Note: Attendance of the bridge courses is free of charge. However, the course incurs costs of up to CHF 18 000 per year. In the case of early withdrawal or exclusion, the class will be underfilled and the costs are still incurred without any other pupil being able to benefit from the place.

This cost regulation is part of the admission agreement and is acknowledged upon entry to the school.