



Dear Parents,

Berlin, 16.11.2020

At a meeting with the teaching staff and the GEV (Parents' Representatives Association) we put together the key points of a phased plan for alert level red. This plan will be implemented should our school be designated level red by the School Supervisory Board in accordance with the Berlin Covid Phased Plan.

We want to announce these key points before level red is officially designated. At the moment we are still at level yellow and will remain so for the week of 16 - 20 November. You will be notified if there is a change in the alert level, which is determined every Thursday afternoon and applies for the following week.

The alternative scenario at level red will look like this:

- Every class will be divided into an A and a B group.
- Every class will have two dedicated rooms, the classroom and another room. Lessons will always take place in the classroom, childcare the second room.
- The Europe School groups will correspond to the mother tongue and partner language groups.
- The school's daily timetable (lessons and childcare) is planned with 7 x 45-minute units from 8 am to 1.15 pm or from 8.45 am to 2.00 pm, without integrated break times.
- The children will receive 7 hours of lessons on one day, alternating with 5¼ hours of childcare on the other.
- Meal times are held daily from 10.00 am to 2.00 pm for a period of 20 minutes per group.
- In addition to lunch, every class will have another fixed break in the school yard.
- There will be A and B weeks for lessons and childcare.
- In week A, group A will have lessons on Monday, Wednesday and Friday, and childcare on Tuesday and Thursday.
- In week B, group A will have lessons on Tuesday and Thursday, and childcare on Monday, Wednesday and Friday.
- The converse applies for Group B.
- All pupils from the whole school will always be present during this core time.

- Europe School classes will also have language lessons on childcare days, if included in the timetable, because, under normal circumstances, the teachers only teach half-classes, also during this time.
- Children in years 1 - 4 and the 5eu classes will have lessons and/or childcare from 8 am to 1.15 pm daily. Thereafter, lessons and/or childcare will end for these children.
- Children in classes 5a, 6a, 6 euA and 6 euB will have lessons and/or childcare from 8.45 am to 2.00 pm daily. Thereafter, lessons and/or childcare will end for these children.
- All children who do not have a day-care contract – this concerns the children in the German School and especially the children of 3a, 4a (partially), 5a and 6a – will stay at home on childcare days and have no entitlement to childcare or home schooling. This means that these children are only ever in school on lesson days.
- School-supported learning at home is – as before – only for children who are in quarantine or who are at home anyway because they belong to a risk group. This means that on childcare days the children will not be given extra tasks to do at home (apart from the "normal homework" which is given in the German School anyway). In this phase the children of the Europe School – in contrast to the German School – can also be given homework for the next teaching day.
- The Senate Administration has not yet determined whether the children of parents in systemically important professions will receive emergency childcare during a level red phase. You will be notified immediately we have this information.
- In the event that teachers or educators fall ill, we will try to arrange for a substitute from within the respective class staff. If this is not possible because no substitute staff are available, the parents of the affected classes will be informed. The children will then have to stay at home and will be taught by means of home schooling.

We will inform you immediately if the School Supervisory Board announces on any Thursday that level red will apply to our school for the following week. The plan will then take effect from Monday of the following week. We are currently working on the specific timetables for a level red phase. These timetables will be published when they are complete.

In the hope that we never need to implement the alternative scenario of level red we remain,

Yours faithfully,

School Administrators of the Charles Dickens Primary School

Frank Effenberger and Cornelia Bohlmann