

FAQ

General information

What grades are offered at the NIG?

Students in grades 5-13 may enroll at the NIG.

At what time do classes start and end?

Period	Time
1	07.40 - 08.25
2	08.30 - 09.15
3	09.35 - 10.20
4	10.25 - 11.10
5	11.30 - 12.15
6	12.20 - 13.05
Lunch break	13.05 - 14.05
7	14.05 - 15.50
8	14.55 - 15.40
9	15.50 - 16.35
10	16.40 - 17.25

Which classes are offered?

German, English, Mathematics, French, Spanish, Latin, Chemistry, Biology, Computer Science, Physics, Religion, Ethics, P.E., History, Politics, and Music.

Do I have to take a 2nd language?

Yes, from grade 6 to 11 you are required to take spanish, french or latin.

Are bilingual classes offered?

Yes, the NIG offers a bilingual history class that you can select in grade 8 until grade 10.

How does the grading system work?

From grade 5 to grade 10 one gets graded with the numbers 1 (very good) through 6 (failed). From grade 11 to grade 13 the grades reach from points 1 to 15, where 15 is the best.

Where can I see if there's changes in the regular schedule?

One can see it on the WebUntis app (which the student will get access to once they are enrolled).

How do I know what room to go to?

One can ask teachers or classmates, look in the NIG planer or find the roomplans hung in the main hall.

Lunch

How does the registration and payment for lunch work?

The registration for lunch is done through the system sams-on, this system allows you to order lunch (already several days in advance) until the latest of 9:45 a.m. of the desired day. You can order from home via this link

nig-bederkesa.sams-on.de

Where can I find the menu?

The menu plan for the current week can be viewed on the Internet. A printed version is hung in school next to the payment station.

What special meal plans are available?

External students can choose between a dish and a menu (which includes dessert and water). A vegetarian dish is also offered daily. Special meals for food intolerances can unfortunately not be offered to external students.

Lockers

How can my child get a locker?

Upon request in the secretary's office.

What are the costs?

None when applying, however, it is pointed out with the application to the costs incurred for lock replacement in case of loss (approx. 45.00 €).

What do I do if the key is lost?

Report it to the secretary's office, and a declaration of loss will have to be signed by the parents. Following, the parents will receive a bill that has to be paid and the lock will be replaced.

Textbook lending

Does one need to buy school books?

At NIG students have the possibility to either lend the necessary school books from the schools library or buy them on their own.

When is the registration for the school book loan?

Registration for textbook lending takes place at the end of the school year (exact date changes depending on school breaks).

When are the books handed out?

Textbooks are handed out on the first day of school.

What do I do if a book is lost or damaged?

If a textbook is lost or damaged, please contact Mrs. Küttner or Mr. Melzer.

After school programs

Which school clubs are available?

The after school program at the NIG is extensive and offers a wide variety of activities, which are organized according to four major subject areas - "Culture and Creative Activities," "Sports," "Natural Sciences," and "Support and Challenge". Most of the clubs are offered by teachers, but there are also some offers, such as the astronomy club, which are led by an "external" expert. It is also desired that students express their wishes, so that new clubs can be established. Whether a club is carried out or not always depends on the number of registrations.

When does the registration for the after school programs take place?

The registration forms are handed out to the students at the beginning of each school year and before the end of the 2nd school semester. As a rule, registration is for one school semester; continued participation requires renewed registration in the 2nd semester. Registration for a club is binding and must be confirmed by the parents' signature.

Is it possible to switch between clubs?

There are no "changes" between clubs, only registrations and cancellations. Since the implementation of working groups is working time for the leaders, which must be planned and credited by the school management, it is not possible for organizational reasons to switch back and forth between different offers. If a student wants to "join" an existing club during the current school semester, this must be clarified with the leader in each case.

What do I do if my child cannot come to the after school program?

A selected club is a obligatory class. If your child is sick or prevented from attending due to an important appointment, a request for leave of absence or an excuse must be submitted.

iServ

What is iServ and why are students registered there?

iServ is a communication platform for schools. Here, learning groups can exchange information and files via forums and e-mail, manage appointments in a calendar, and much more.

By setting up a user account on the server nigb.de, your child receives its own user account (e.g.: max.mustermann@nigb.de) on the server. This account is also used to log on to the computers in the school's computer room.

In everyday school life (especially in the higher grades), e.g. teaching materials are made available to the learning groups as files or information is exchanged via e-mail. However, this is only done after the students have been instructed in its use.

How do I access the school's iServ site?

You can access the login page via <https://nigb.de/idesk/>

What do I do if I forget my password?

The password can be reset without any problems. Your child can contact the teachers Mr. Godemann or Mr. Färber.

Is the communication on iServ controlled?

Emails are generally not controlled or read. In the forums, the leaders of the learning groups (e.g. class teachers) are registered and can read and comment on the posts. In the chat there is the possibility to report incidents of bullying or inappropriate contributions. In this case, an excerpt of the chat with the clear names of those involved is sent to the administrators and the case is reviewed.

Consulting services

Who do I turn to if my child has problems at school?

Please encourage your child to turn to a teacher, the school counselor or classmates so that they can learn to resolve conflicts independently and successfully. Open and honest interaction with each other is very important to our staff and we are all happy to help. If you do not see a possible solution, please contact the responsible coordinator or the principal.

Smartphone

Is my child allowed to bring their cell phone to school?

The NIG does not prohibit any child from bringing their cell phone to school as long as it remains turned off during class and on the school grounds during breaks.

How can I reach my child during school hours?

In urgent cases, please call the secretary's office, who will then inform your child and ensure that they will get in contact with you.

When are students allowed to use their cell phones at school?

The use of electronics on school grounds is permitted in accordance with the current rules. For example, students in the upper grade levels (from grade 11) are permitted to use their cell phones and their own digital devices (BYOD) in consultation with the teacher.

Bus ticket/times

When do children receive their bus tickets?

Approximately two weeks after the start of the school year, students will receive their bus passes. Until then, bus drivers are instructed to transport children without a valid bus ticket.

When do the buses leave?

Please refer to the timetables on the KVG-Stade website for exact departure times and bus stops:

www.kvg-bus.de/fahrplane-liniennetz/fahrplane/

What are the specifics of the bus schedules?

The school buses only go to school at 1st period. The return trip is only possible by bus after the 5th, 6th and 8th period.

Contact details

How do I reach the teacher Mr./Mrs. ...?

Each teacher has their own e-mail address where they can be contacted in writing: name.surname@nigb.de. Telephone numbers may not be given out by the secretary's office.

How can I reach the principal?

The principal can be reached either by e-mail or through the secretary's office.

What are the main contact details of the school?

Telephone: 04745/9287-0

Fax: 04745/9287-11

[schule\(at\)nigb.de](mailto:schule(at)nigb.de)

Notification of illness/excuse/exemption

Do I have to inform the office if my child is sick?

No. Excused absences must be in writing, and it is sufficient if the student submits the excuse to the class teacher after recovery. However, the school should be notified in case of prolonged illness. Notifiable illnesses (lice, scarlet fever, measles, etc.) must be reported to the office immediately.

When must an excuse or a note be given for a day of absence?

It is sufficient if the student presents the excuse to the class teacher after recovery. However, the school should be notified in case of prolonged illness.

Who do I contact if my child is to be excused from class?

In general, leaves of absence must be requested in writing prior to the intended date. For appointments that are foreseeable (e.g. visits to a specialist), a leave of absence must be submitted. The class teachers are responsible for leaves of absence up to one day (except on days immediately before or after school breaks), the principal from two days or before school breaks or on days immediately before or after vacations.