



Information / School Rules / Regulations

Dear pupils,

You have decided to take part in a „Brückenangebot“ – a „bridge-the-gap“ opportunity. You will want to make the most of this year and improve your career chances. If you are prepared to work seriously and diligently you will achieve this goal. We hope that you are happy and successful at our School, the ZBA.

Dear Parents,

You, as parents, also hope that your son / daughter will make progress in his / her personal development as a result of taking part in a „Brückenangebot“. In order to ensure this success, we, from the ZBA, have to rely on your support (regardless of your son's / daughter's age). The following rules and regulations are essential to form the basis of a successful collaboration.

School year

The pupils have registered for a whole school year. Therefore, they have committed themselves to attending the ZBA **for the duration of the entire school year.**

Vacation

If you are unable to attend school due to foreseeable reasons, you have to apply for leave of absence. Special applications for leave forms are available from the class teacher. The application for leave has to be submitted 8 days before the planned leave at the latest.

Pupils at the ZBA have completed their compulsory school education. They are on a par with apprentices. Therefore, leave of absence can only be granted on rare occasions and under very special circumstances.

Permission to extend a holiday or to start a holiday earlier is only granted if a confirmation from the parents' employer states that the holiday cannot be taken at any other time. **Applications for holiday postponement in order to take advantage of cheaper flight prices will be refused!**

School events

Pupils are expected to attend lessons in all subjects of the basic module as well as those pertaining to their chosen additional courses and trimester courses. Moreover, they are required to take part in all excursions and programs which are considered compulsory by the ZBA.

Careers choice preparation

The adolescents themselves, as well as their parents, are considered responsible for preparation regarding their career choices. Obviously they will be actively supported by our teaching staff. Should you have any questions, please address the class teacher in good time. The Careers Advisory Service is also on hand to support you!

Rules regarding absences

Attending a „Brückenangebot“-programme is voluntary. However, with your registration, you commit yourself to fully complete the school programme. Therefore we expect all pupils to attend lessons punctually and without any interruption. The rules (§§ 24 - 37) of the Education Laws (410.100) apply to absences and coming late to school. Pupils with more than 14 unexcused absences (more than 9 unexcused absences in a combined school-programme) during a

school year will be considered as early school leavers by own choice, subject to additional costs (see below "Payment regulations").

Last-minute, justified absences (for example in case of illness)

Please telephone the School on the first day of your absence from 07.30 - 07.45 or 08.30 - 08.40 in the morning. Report your absence to the class teacher or to a subject teacher.

How is lateness or absenteeism recorded in the reports?

- If a pupil is not in the classroom at the beginning of a lesson, he / she is considered to have come late.
- If a pupil is not in class for more than at least one lesson (45 min), then he / she is considered to be absent. The absences are counted per half school day.

Letter of excuse / apology

Letters of excuse must be handed in by the adolescents to the class teacher at the latest 8 days after the absence or coming late has occurred and must contain a reason for the absence and details of its duration. In the case of adolescent minors, the letters of excuse must also be signed by the parents.

Pupils who have come of age: who are older than 18 years old

Pupils who have reached the age of 18 are of full age and are responsible for their dealings regarding Society, the State and the School. The teaching staff will continue to inform the parents of any important issues concerning the „Brückenangebot" as well as the scholastic achievements of their son / daughter. **Should pupils who have reached full age not wish this information to be given to their parents, they can submit a written request to this effect to their class teacher to be then passed on to the School Principle, either at the beginning of the school year or on reaching their 18th birthday.**

Please note: In any event, parents will be notified of important decisions, (such as leaving the ZBA, disciplinary measures, expulsion/suspension, etc.).

Payment regulations when a Pupil leaves the ZBA or is expelled during the school year

If a pupil leaves the ZBA during the school year without the agreement of the School Principle, or if an adolescent is expelled from the School because of his behaviour, his parents, his guardian or the pupil himself (should he be of age) will be expected to pay CHF 800.-- to the Education Authorities.

For your information: Attending the Brückenangebote is free of charge. Nevertheless, the costs amount to up to CHF 18,000.-- per year. If a pupil leaves the ZBA before the end of the school year, the class is not filled to capacity. The running costs remain the same and another pupil is unable to take his / her place in the middle of the school year and make use of this opportunity.

These payment regulations form part of the Terms of Admission and are acknowledged on entry to the ZBA.

Zentrum für Brückenangebote (ZBA)