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DEUTSCHE BOTSCHAFTSSCHULE NEW DELHI

German Embassy School New Delhi
Anerkannte Deutsche Auslandsschule

Legal Status of the School

The DSND is one of more than 140 overseas German schools recognized by the Standing Conference of the Ministers of Education and Cultural Affairs of the States in the Federal Republic of Germany (KMK) and hence authorized to award German school leaving certificates. DSND students can take the final secondary and middle school examinations (*Haupt- und Realschulprüfung*) as well as the German International Abitur Examination (*DIA*).

The *Bund-Länder* Committee for School Education Abroad (*BLASchA*) is responsible for the academic supervision of schools worldwide, whereas financial, personnel and organizational support is provided by the Central Office for the Overseas School System (ZfA) on behalf of the Federal Foreign Office. The school is managed by the Board of the German School Society New Delhi. The society is a non-profit organization registered in Germany and the Board members of the German School Society are elected by the members of the German School Society New Delhi.

History of the School

The DSND, consisting only of a Kindergarten and Primary School, was first set up in a residential house in Delhi in 1961. In the following years the school moved several times. During these moves the school was always housed in redesigned residences until it finally found a more permanent home in 1992. This was in the embassy building of the erstwhile GDR, which had been acquired by the Federal Republic of Germany. Since then the school has been housed on federally owned grounds and also enjoys the protection of the German Embassy in matters relating to security.

The development from Kindergarten and Primary School right up to the *Abitur* level today has taken nearly 50 years. The DSND had always been a so-called Secondary Level I school, going up to grade 10. In 2007 the school first obtained permission to set up a *Oberstufe* (Secondary Level II) thereby allowing it an opportunity to expand further. The first *Abitur* examination took place at the end of the school year 2009/10. In September 2013 an inspection by the Bundländer Inspektion (Federal States inspection) was undertaken. The DSND passed this inspection with distinction thereby achieving the award of "Excellent German Overseas School". In 2016/17 the Standing Conference of the Ministers of Education and Cultural Affairs of the States in the Federal Republic of Germany (KMK) authorized DSND to grant the Abitur-examinations. At the beginning of the term 2018/19 the school relocated to temporary premises on the grounds of the Embassy of Bulgaria. The old school buildings will be completely demolished and a new modern structure will be erected, meeting the specific requirements of modern teaching and local needs (air purifying systems, earthquake safety). The move in the new building is planned for Summer.

School Academic Structure and Programme

The school is divided into 4 sections.

Kindergarten

Baby-Schnuppen	6 months – 18 months
Pre-Nursery (Sternschnuppen)	18 months to 3 years
Kindergarten and Pre-School	3 to 6 years

Primary School

Grades 1 to 4

Secondary level I

Grades 5 to 10

Secondary level II

Grades 11 to 12



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Grade 5 serves as an orientation term. Grade 10 functions as a link: for grammar school students (*Gymnasium*) this is the preparation year of High School (*Oberstufe*) whereas for middle school students (*Realschule*) this is the final year. The Secondary General School (*Hauptschule*) final exams are taken at the end of grade 9, the Middle School final exams after grade 10 and the *Abitur* (*DIA*) on concluding grade 12.

School Curriculum

The curriculum used in grades 1-12 was developed by the DSND and approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the States in the Federal Republic of Germany (KMK). They are matched to the curricula in our region enabling exchanges in the region as well as to Germany, Austria and Switzerland. They also entitle to regional common final exams (Regionalabitur).

Information on Individual Subjects

German

The DSND is a German-medium overseas school and the main language of instruction is German. Therefore proficiency in German is an essential requirement to ensure success in school. Special introductory courses can be arranged for students who do not possess the required level of proficiency in German. Students arriving during the course of both terms from a school system in which German is not the language of instruction, will be tested to establish the level of their language abilities/skills. If these do not meet the grade level requirements, support will be offered.

English

Living in New Delhi we are in an English speaking environment. Many of our students were enrolled in English schools. Therefore English is taught from Kindergarten onwards and continues to play a vital role throughout all the grades. In order to ensure that English language proficiency is at a level acceptable at an overseas school, if possible native English speakers are employed along with German English teachers from Kindergarten onwards. These native speakers instruct English to advanced students at a level nearly comparable to that of native speakers. The grades 5 & 6 and 7 & 8 will be taught together. By dividing the students into different ability groups all the students of the lower secondary level (Sek.I) will be offered the necessary support to enable them to work at a level appropriate to their language skills.

French

French is the compulsory second foreign language at DSND. French is taught from grade 6 onwards through to the *Abitur*. New entrants to the school with a different foreign language are given adequate time to achieve the grade appropriate level. During this time they are not graded in this subject. Students who join DSND in 10th grade with no prior knowledge of French can take "French for Late Beginners". These students must continue French until 12th grade. Even in other subjects a time frame could be granted to catch-up.

Physical Education

All grade levels of secondary level I and II have two periods of physical education a week. In the hot months (from August to autumn break and after spring break to the end of the school year) swimming lessons will be given. As the school does not have its own swimming pool, some of the neighbouring embassies allow us access to their swimming pools.



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In the primary school three periods of physical education a week are conducted. In a double period during summer, the physical education class turns to a swimming class and the remaining single period is conducted on the school's sports ground. You can find regulations concerning the air quality on our webpage: <http://dsnd.de/en/our-school/services/health-and-security.html>

Religious instruction / Ethics Lessons

Religious Instruction as well as Ethics is taught at the Primary School. In grades 5-10 Catholic or Protestant Religious instruction or Ethics lessons are taught. Due to organizational reasons the subject Ethics is taught in grades 11 and 12 exclusively.

Focal Points

Media and method curriculum

The media skills curriculum defines the development of media skills from kindergarten to high school. From kindergarten on, the pupils learn step by step how to deal with media in a reflective manner, e.g. The portfolios ("Methoden- und Medienkompetenzen") on method and media skills, which are distributed to all pupils from elementary school onwards, help pupils to assess their abilities and to track their learning success.

Student Based Learning / Project Work

In grades 5-8 the students work on a cross curricular project. At least two subject teachers together with the students plan a common project. The students engage in independent work, teamwork, learn conflict management, how to accept and give criticism, time management, different presentation forms and much more.

Independent collaboration of students and the presentation of the results is a skill acquired by students to practise the competence and a skill to work independently, research the topics and work on the final presentation.

In grade 9 project learning is extended to compulsory participation in public competitions.

Bilingual and Foreign Language Instruction in Geography and History

One of the leaving certificates issued at DSND is the so called German International Abitur Certificate (DIA). According to the examination regulations up to 50 % of the required subjects can be taken in a foreign language. Therefore, the preparation for this starts at the secondary level I. At DSND History and Geography are taught in English and German.

In grades 5 and 6 Geography is taught in German. Basic required vocabulary is also given in English. The same applies for history lessons in grades 7 and 8.

In grades 7 and 8 Geography is taught in modules, using English and German, sometimes the languages are used during different phases of the same lesson. The core vocabulary is given in both languages.

The Geography lessons are taught in English from grade 9 onwards.

In History, beginning from 9th grade, lessons are taught in modules in a bilingual sequence.

For those students, newly admitted to the school who need to catch-up on the syllabus, time specific transitional rules exist.



Information and Communication skills and Laptop Classes in the secondary level

We support students in their quest to master current information and communication technology.

Primary school students have access to laptops if this is required for their school work.

At the end of the first semester there are at least 2 days of intensive sessions for the students in the secondary level I. IT skills involving word processing with the latest software, spreadsheet processing and presentations are taught.

At the end of the second semester the students of grades 5 to 11 are given workshops on three consecutive days. The topics of the workshop revolve around the current issues related to IT such as the use of social networks, internet research, online security etc.

From 10th grade onwards, the students bring their personal laptops. The school provides them with its own closed network.

Inclusion

DSND has, in its internal inclusion concept, determined the basic right of all students to education in a common frame. In the framework of our possibilities we are striving to offer each single student the best individual support and strengthen them in their personality development. The idea and the concept of conclusion apply to all academic branches and cover all school related activities offered.

Support and Integration

At DSND, support and encouragement are fundamental principles implemented in every class. We aim to support students not only academically (cognitive area) but also in psychomotor, emotional and social aspects. Many students have a migration background, come from different school systems and have different academic levels of achievement. Owing to the size of the school the support program is organised on an individual basis. A time frame is agreed upon in which the student is given systematic support to attain the required level. However there is a time limit in which the expected goals must be met.

In the Primary School the German lessons in grades 1-3 are enforced by a "German as second language (GSL)"-Teacher present for 4 lessons and in grade 4 with 3 lessons per week.

In English, an additional teacher supports the ordinary lessons in grade 3 for 3 lessons and in grade 4 for 2 lessons.

The primary grades 1 and 2 are offered additional German lessons in the frame of our afternoon activities program and the students of grades 3 and 4 can participate in a correct spelling training.

In Mathematics the school offers students in the lower secondary section needing extra support a double period once a week.

Students who require extra German as a foreign language or second language are provided with small support classes teaching.

Students of grades 5-10 who need further help in German (correct spelling and German as a Foreign Language) will receive 1-2 lessons/week special classes. In grades 5-8 as well, in case of lacking German language skills, support by a German as a Foreign Language teacher is possible.

Afternoon Activities

Apart from regular classes the German School New Delhi also offers extra-curricular activities (Arbeitsgemeinschaften). Therefore, the school is in a position to offer an attractive full-day program. A daily lunch service is offered to all students. The activities range from supervised homework (Primary School and lower secondary) to physical education or music courses to other Co-curricular activities like Theater or Parkour. The activity programs are changed and modified each semester. Most activities are free of charge. These activities commence on the first school day.



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Supervised Homework

From Monday to Thursday from 14:00 hrs to 15:30 hrs the school offers supervised homework, for which a fee is charged. Primary and secondary students are in separated groups. Registration is done in conjunction with the extracurricular activities. Primary students have the choice of combining supervised homework with co-curricular activities. Supervised homework starts in the first week of school. Further information can be found in the section "The First School Week".

Career Counselling

Students from grade 9 onwards are offered career advice to help them make informed decisions about their future after graduation. The skills needed in decision making are covered in the subjects German, English, Geography and History. In grade 9 students learn how to write a CV.

In grade 10 the students undergo for two weeks an internal corporate training program giving them the opportunity to experience the working world. In grades 9-12 the school organizes a career information session. Experts give presentations and explain the qualifications required with a subsequent Q&A session. Finally in grade 12 individual counseling for the students with regards to study and work opportunities is conducted.

Different Sections in Detail:

Kindergarten

Baby-Schnuppen (6 months- 18 months)

Teacher / Child ratio: 1:2

Sternschnuppen/Shooting stars (U3 = 1.5 until 3 years)

Teacher/child ratio: 1:6

Open: Mondays to Fridays, 07:30 hrs to 13:30 hrs.

If desired, children may be picked up at 11:25 hrs.

Kindergarten (Ü3)

Pre-School, (children who will start school from the coming academic year)

Teacher/child ratio: 1:8

Open: Mondays to Fridays, 07:30 hrs to 15:30 hrs

- The Kindergarten is bilingual (German/English, total immersion model) The group teams consist of German-speaking and English-speaking teachers.
- If necessary, German language learning is supported by a special German support program "Lernpfad" developed by Dr. Zvi Penner with a GSL/German as a foreign language trained teacher.
- The pedagogical work with the children is laid down by the quality control board for Kindergartens of the German Overseas Schools (ZfA) and regular in-service training seminars are conducted.
- The pre-school children are carefully prepared for school. The Primary school and the Kindergarten coordinate classes together in a school preparation program "*teiloffenen Eingangsbereich*", which involves children from first grade and Kindergarten being taught Physical Education and music together. Primary teachers also teach the pre-school program



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twice a week in the Kindergarten. The language of instruction is German. All this aids the child's transition from Kindergarten to first grade/Primary School. For this program "*teiloffenen Eingangsbereich*" a school curriculum is available for orientation.

Primary School

The Primary School is placed into one segment. Three primary school teachers teach as the class teachers. This small school offers students the opportunity to learn together and to grow in a protected environment.

The academic program from Primary School until Abitur in grade 12 is based on internal curricula approved by the Standing Conference of the Ministers of Education and Cultural Affairs of the States in the Federal Republic of Germany (KMK). These curricula are coordinated in the region South and South East Asia and enable students to change schools in the region itself as well as to schools in Germany, Austria and in Switzerland. In grade 3 we conduct comparative exams in Mathematics and in German based on the federal curricula of the State of Thuringia. The orientation based on these standards guarantee that a change of schools in the region as well as to schools in Germany, Austria and Switzerland can easily be facilitated.

We accept all students in their individuality. We teach the students to act in a caring and tolerant way with one another. The students learn early on to work and think independently with open teaching methods.

In the Primary School special importance is given to enhance the social skills of our students.

The language of instruction in Primary School is German. To accommodate for the different abilities of native speakers and children with German as a second language the class teacher plans and structures the German lessons together with the support teacher for German.

The grades 1 and 2 are taught together.

In grades 1 and 2 English is taught three lessons a week, in grade 3 for four lessons and in grade 4 for 5 lessons.

The Primary School is the link between Kindergarten and Secondary School and hence it prepares for the transitions by working in close cooperation with the pre-school and secondary level I: the pre-school children and grade 1 are taught together in Music and Physical Education, whereas at the end

of grade 4 the students follow some lessons in grade 5 to have a peek at what is ahead of them. For both the transitions, special transitional concepts are available which are evaluated regularly.



Primary School Timetable:

*Classes held with Pre-School

Subjects	Grade E1	Grade3	Grade 4
German	8	8	7
Mathematics	5	5	5
English	3	4	5
Social Studies	2	3	3
Physical Education	3*	3	3
Music	2*	2	2
Art	2	2	2
Religious Instruction/Ethics	1	1	1
Indian Studies	1	1	1
Learning time	3		
Movement lesson		1	1
Total	30	30	30

Secondary Level I

Orientation Stage

Grade 5 at the DSND has been conceived as an orientation phase. Here classes actually take place at the grammar school (*Gymnasium*) level.

At the end of grade 5 recommendations are made by the teaching staff concerning the choice of opting for Secondary General School (*Hauptschule*), Middle School (*Realschule*) or Grammar School (*Gymnasium*). However, ultimately it is the parents' choice that prevails when streaming students in grade 6.

Grades 6-10

All students of grades 6-10 are taught together in a common classroom. However, the lessons are conducted differentiated according to the academic affiliation of the students. French, the second foreign language at DSND, could be replaced by the subject "Science Studies" by students streamed in Real- and Hauptschule.

A switch between the different school streams is then possible up to the end of 8th grade if French as second foreign language was taken and satisfactory subject grades are achieved. The initiative to change school streams can be taken by the parents as well as by the teaching staff (class conference). The final decision rests with the teaching staff and a recommendation is issued.

Upon passing the "Realschule" exams with qualification for the "Gymnasiale Oberstufe", a student can repeat 10th grade and take the Abitur-exam at the end of grade 12.



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Timetable for grades 5 - 10

Subjects	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10
German	5	4	5	5	4	5
English	5	5	4	4	3	3
French	-	4	4	4	4	4
Art	2	2	2	-	2	2
Music	1 [^]	1 [^]	1	2	2	2
Mathematics	5	4	4	5	5	4
Biology	2	2	2	2	2	2
Chemistry	-	-	-	2	2	2
Physics	1 [^]	1 [^]	2	2	2	2
History	-	2	2+	2+	3*	3*
Geography	2+	2+	2#	2#	3°	3°
Indian Studies	2	-	-	-	-	-
Religious instruction Protestant/Roman Catholic	2	2	2	2	2	-
Ethics	2	2	2	2	2	2
Physical Education	2	2	2	2	2	2
Homeroom period	1	-	-	-	-	-
Total	30	31	32	34	36	36

[^] Subjects are taught 2 lessons a week for one semester

+ Lessons are taught in German. For selected topics single lessons or short sequences are taught in English. Basic required vocabulary will also be given in English.

Lessons are taught in modules using English and German, sometimes the languages are used during different phases of the same lesson. The core vocabulary is given in both languages.

*lessons taught bilingually (sequential)

° lessons taught in English

Secondary Level II

At the DSND upper secondary classes in the grammar school are taught a prescribed set of subjects remaining in their homeroom group. The option to choose either an advanced or basic course is not available at German overseas schools. The students must choose subjects between French or Chemistry and between Art or Music.

Completion of the German International Abitur Examination (DIA) is the main focus of the DSND. This exam has been specially developed for German overseas schools with the objective of strengthening the international character of the overseas schools. The examination is basically the same as a normal German *Abitur* from the legal point of view and is also recognized as such worldwide. However, when it comes to the contents, the DIA offers the additional option of completing the course in a foreign language (in our case English). There are three written and two oral examinations.



It is compulsory to take a written German examination, however students are free to choose the others from their set subjects.

Subjects prescribed for grades 11 and 12

	<i>Subjects</i>	<i>11th grade</i>	<i>12th grade</i>
	German	5	4
	English	4	4
Choice on demand	French	4	4
	Chemistry++	4	4
Choice on demand	Art	2	2
	Music	2	2
	Mathematics	4	5
	Biology	3	3
	Physics	3	3
	History	3	3
	Geography	3	3
	Ethics	2	2
	Sport	2	2
	Total	35	35

General Information

Admission

The Principal decides over applications for admission. The main criteria for admission to the school is the ability to follow classes conducted in German.

We are a small school and do our best to accommodate for each individual student. The admission of children with severe learning difficulties requires individual planning and reflections together with the parents, as to enable an integration and support according to the individual needs.

The school and admission fees are regulated by the current table of fees and are payable half-yearly.

Report Cards and Transfer Rules

Students in grades 1 and 2 are given report cards at the end of each school year, whereas students in grades 3 to 12 get their report cards half-yearly and at the end of the school year. Report cards for primary students contain competence based feedback. From grade 3 onwards grades are given additionally.

Report cards at the secondary school level (grades 5 to 12) include a comment on the school stream, i.e. Secondary General School (*Hauptschule*), Middle School (*Realschule*) or Grammar School (*Gymnasium*). The annual report card contains a comment on transfer into the next grade. Transfer rules can be found and read under the transfer regulations for Primary School and grades 5 to 10 on the school's website. Grades 11 and 12 are regarded as one unit. Students who leave school during this period are issued transfer certificates and students who have passed a school leaving exam are given school leaving certificates.



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School Textbooks and Class Materials

The school textbooks being used are ordered from Germany by the school and handed out to the students according to their requirements during the first few days of school. Parents are given a list of the books that have been handed out and a bill for the same together with the school fees of the first term. The DSND website contains the list of school books and stationary/class materials for all grades. Most of the stationary can be bought in New Delhi except for notebooks with special lines which can be purchased from the secretariat.

Primary School students carry their material during the first week at school. Most of it remains in the class room in an individual area kept for this student. We request the parents to label the school material.

School Regulations

With the admission to the school parents and students oblige themselves to acknowledge all school regulations (regulations pertaining to the transfer into the next grade, grade placement rules, school rules etc.). These regulations can be downloaded from the school's homepage.

The School Day

The DSND offers a full-day program. Most of the compulsory subjects are taught during the morning periods so that the children and students are free to choose from a host of programs as part of their extra-curricular activities in the afternoons. During lunch-break students can enjoy a hot lunch at a reasonable rate (prepared by our school cooks).



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Period	Time	Kindergarten, Pre-School	Primary School	Sec. I and Sec. II
1.	07:30 – 08:15	Details in the weekly schedule		
2.	08:20 – 09:05	Open beginning, supervised play, open Kindergarten, activities and individual/small groups support Groups internal morning discussion round	Classes	Classes
	09:05 – 09:35	Breakfast in the groups	First Recess	
3.	09:35 – 10:20	Supervised play, outside playtime or open activities, classes preschool	Classes	Classes
4.	10:25 – 11:10			
	11:10 – 11:40	Change in the core groups, Snack, preparation of group projects	Second Recess	
5.	11:40 - 12:25	Open Kindergarten, Supervision, from 12:00 hrs group-internal activities	Classes	Classes
6.	12:30 - 13:15			
	13:15 - 14:00	End for pre-Kindergarten Lunch with rest for Kindergarten	Lunch Break	
7.	14:00 - 14:45	Supervision or CCA	Homework – supervision/extra-curricular activities	Classes or extra-curricular activities
8.	14:45 - 15:30	Supervision or CCA		
9.	15:30 - 16:15		extra-curricular activities	Extra curricular activities
10.	16:15 - 17:00		extra-curricular activities	

Colleagues

There are 18 dedicated and qualified German speaking teachers with qualifications from Germany. Seven teachers and the Principal are sent and paid by the German government. The school also employs five qualified Kindergarten teachers and one care taker and five staff members in the administration section.



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Location and Building: Temporary Accommodation at the Embassy of Bulgaria

The school building is, until the completion of the new construction, housed at the former chancery office of the Embassy of Bulgaria at EP 16/17 Chandragupta Marg, Chanakyapuri, further offering a central location with an advanced state of security.

You can reach us easily while passing the Austrian Embassy on Chandragupta Marg and turning right at the Primus Hospital (the unnamed alley / road bearing no name...). At the corner to Dr. Jose Rizal Marg you will find the separate entrance to the school.



Bus Service:

The school owns school buses and presently runs 1 bus line. The bus runs 4 times daily: In the mornings to school and at 13:15 hrs, at 15:30 hrs and at 17:00 hrs back home again.

The routes are determined every year at the beginning of the school year according to the respective needs, but may change during the school year. The pick-up point won't necessarily be at the front of

the house. In some cases, a drop-off point must be agreed upon. Apart from the driver there is a bus attendant in the bus. Children from the age of 3 can use the school bus with the consent of the Head of Kindergarten. In cases where your child will not use the bus due to sickness or private transportation we request you to inform us early by sending an e-mail to our bus-coordinator Mrs Laila Tacke: bus@dsnd.de. Should your child want to visit another child after school and take the bus with this student, we need early written information to make sure that we have this seat available at that time on that route.



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Sick Leave and Leave of Absence

If a student is sick and unable to attend school, parents must inform the school office (sekretariat@dsnd.de) and the class teacher/Kindergarten teacher before 07.30 a.m. with an email.

Class teachers can grant leave of absence up to one day. Requests exceeding one day must be made in writing to the Principal at least two weeks prior to the requested date. The student is solely responsible for catching up with any missed work. If a student falls sick during class he/she must inform with the teacher of the following period. The secretariat will then organize a pick up for the student.

Security

Security at the school's entrance gate is carried out by the school's own personnel who are assisted in the task by employees of a professional security agency recommended by the German Embassy. All Students will be issued with an ID card and two pick-up cards with their photographs. Parents as well as private drivers, friends or relatives who pick up students must show the pick-up card.

The school has taken out an accident insurance policy for all its students. The policy covers the time when students are in class and also all school-related activities such as class trips or excursions as long as these risks are not being taken care of by the private and individual insurance policies of the parents (principle of subsidiarity).

Lunch

Lunch is offered to all students of grades 1-12 and Kindergarten-children. We are charging a lump sum for the lunch in our invoice for the school fees.

Primary School students who neither visit the supervised homework nor take part in extra-curricular activities have to be picked-up by 14:00 hrs. as after the end of the lunch break no supervision is possible any longer.



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The First School Week 2023/24

Monday, 07th August 2023 – First day at school for grades 2 to 12

7:30 Uhr Class 2-12

1.-2nd period Class with the Class teacher

Giving away of Time-Table and discussion of the topics from „Checklist for Class teachers“

Wednesday, 9th August 2023

3rd period: Class begin for Class I

New Delhi, August 2023

Martin van Neerven
Principal

Further information with the current dates, schedules and school calendars can be found on our website: <http://www.dsnd.de>