

Lernmittelfonds : Charles-Dickens-Grundschule : School Book Fund

Introduction

The purpose of the school book fund is to provide school books and materials based on a lending system to the participating children of the school.

This is done by the parents working collectively. One order is placed with a wholesaler for all the school books and workbooks for all of the participating children. The school books and workbooks are delivered in one delivery. The hand out takes place for all the children on the same day. The school books are also returned by the children at the end of the school year on the same day. The children keep any of the workbooks that they have worked in.

The school books are then reused for approximately a total of four years over the following years for the next classes. The actual cost of the school books is therefore spread and this saving is passed on to the participating parents.

How does this work in practise?

The school book fund is a parent initiative and is organised and managed by team of parents who take on the work voluntarily in their free time. This team is answerable to the General Parent Representation (GEV) in agreement with the headmaster.

The LMF Team liaise with the headmaster and teachers regarding the book list for the forth coming school year.

The LMF Team then sends out participation forms to the parents. Parents decide each year if they wish to participate or not. They pay the yearly fee, fill out and return the participation form. This must be done punctually as the LMF team makes one order of books for all participants with a wholesaler. Late applications or payments can not be included afterwards. New participants must also pay a one off security deposit.

The LMF Team takes delivery of the school books and workbooks. So that the parents do not have to collect the books and in order that lessons can begin immediately, the LMF team also organises the hand out of the school books at the beginning of the school year directly to the children.

The books and material are for each child's individual educational purposes and can be used as such, including taking the school books home to help with homework and study.

Parents take on the full responsibility for the school books and for their punctual return at the end of the school year. The LMF team organises the return of the school books books at the end of the school year. Any books not returned are noted as lost and the parents are invoiced for the replacement cost.

What are the advantages of the school book fund?

As the books are being lent and re-used over a four year period the yearly cost that parents are requested to spend on school books and material is considerably reduced. In addition advantages can be taken of discounts and the ability to split multi-packs.

The chaos and communication regarding the book lists between teachers and parents is reduced as the teachers communicate with the LMF Team directly.

Parents are alleviated of the stress and time needed to source the books and materials themselves.

An appropriate variety of school books for the optimal coverage of the curriculum can be purchased.

There is less social discrimination between pupils purchasing their own books and those receiving books and material from the school authorities.

Schools with special educational needs (e.g. bi-lingual schools) have the ability to satisfy these needs.

Pupils receive the same edition of books and materials and receive these at the same time at the beginning of the school year, which allows the teachers to begin with teaching immediately.

How do I register my child to take part in the school book fund?

The annual participation and payment procedure usually takes place in April / May for the forthcoming school year. The children take home a participation form, this is also sent via E-Mail, providing parents have provided an E-Mail address.

Parents fill in the participation form and return this either to the class teacher or via E-Mail. before the last day of registration.

Parents make the bank transfer, one per child, for the annual fee to arrive in the school book fund bank account on or before the last day of registration. New participants should also include the one off security deposit payment.

As a parent initiative the LMF Team is solely reliable on participating parents filling out the participation form correctly and returning this along with the bank transfer punctually. The LMF Team does not get any information from the school. Late applications and payments can not be included.

The reference for the bank transfer is: „Your Child's class in the coming school year and your Child's Name“.

The school book fund bank account details are:

BANK ACCOUNT:	CHARLES-DICKENS-GRUNDSCHULE
IBAN:	DE65 1008 0000 0400 3767 01
COMMERZBANK BIC:	DRESDEFF100
REFERENCE:	YOUR CHILD'S NAME AND THE CLASS IN THE COMING SCHOOL YEAR

When does my child receive his / her school books?

The LMF Team organise a small team of volunteer parents to help with the delivery of the books. The LMF Team liaise with the class teachers regarding the hand out of the school books to the children. This usually takes place on the second day of the new school year.

If for any reason your child is not present during the hand out of the books you need to contact the LMF Team and make other arrangements.

When are the school books returned?

At the end of the school year the LMF Team organises a small team of volunteer parents to help with the return of the school books. The LMF Team also arranges with the class teacher the return of the school books from the children. This usually takes place on the last Thursday of the school year.

Prior to this parents are informed of the return date to ensure the children have all the school books with them on this day. Parents are responsible for the complete return of the school books to the LMF Team.

The books will be reused for the following year therefore any books not returned must be replaced. Parents will be sent an invoice and asked to pay for any unreturned books. Failure to pay the invoice will mean the loss of the security deposit.

Books must be returned to the LMF Team and any books left with the teachers, the school secretary or a third party are done so at parents own risk unless otherwise agreed with the LMF Team.

What do I do if I receive state support or am exempt from payment?

If your child is eligible for state support or exempt from payment do not register with the LMF. You must go to the school secretary and show her the relevant documents. You must do this every year.

Your child will receive the school books from the school. These will be handed out at the same time as the books for the participants of the school book fund. Therefore the children do not see any difference between those receiving state support on those participating in the school book fund.

Similarly parents take on the full responsibility for the school books and for their punctual return at the end of the school year. Any books not returned are noted as lost and the parents are invoiced for the replacement cost by the school.

What if my child is in the 6th class and will be leaving the school or I do not wish to continue with the school book fund in the coming school year?

Fill in and return the participation form, sections A, B & E , one per child and including your bank details. Return this to the class teacher before the last day of registration. Providing all books are returned punctually at the end of the year, the security deposit will be refunded as soon as possible. Due to the summer break this maybe after the start of the new school year.

What do I do if my child joins the school mid-term ?

Contact the school book fund organisers via E-Mail at cdgs-lmf@outlook.de to ensure that sufficient books and workbooks are available. The LMF Team send you a participation form. These can also be obtained from the school secretary. Once you have made the payment the LMF Team will bring the books to your child in the classroom.

What do I do if my child leaves the school mid-term ?

Inform the LMF Team your child is leaving the school via e-Mail at cdgs-lmf@outlook.de .The LMF Team will contact you to arrange the return of the books to the LMF Team.

Books left with teachers, the school secretary or a third party are done so at your own risk unless otherwise agreed with the LMF Team.

Fill in a participation form, sections A, B & E , one per child and including your bank details. Return this to the LMF Team. Providing all books are returned to the LMF Team your deposit will be refunded as soon as possible. Failure to return the books will mean the loss of your deposit.

Who organises the school book fund ?

The school book fund is a parent initiative and is organised and managed by team of parents who do the work voluntarily in their free time. This team is answerable to the General Parent Representation (GEV) in agreement with the headmaster.

The current LMF Team members are : Alexandra Kinter, Alexandra Sobke, Phillip Scheller, Mehdi Öztürk, Stefan Gold, Florian Reicke, Stefanie Engel, Katja Russel, Vivien Grätsch, Alexandra Gonzalez-Calatayud, Maeve McQuillan and Melanie Bolik.

The school book fund bank account signatories are the school Headmaster, Frank Effenberger and two parents, Clemens Lammeck and Werner Gilles. A double signature system is used for all pay outs.

Contact Details

To contact the LMF Team please send an e-Mail to :

E-Mail cdgs-lmf@outlook.de

Many thanks from your LMF team,

Werner Gilles, Florian Reicke, Stefanie Engel, Alexandra Kinter, Alexandra Sobke, Phillip Scheller, Mehdi Öztürk, Stefan Gold, Katja Russel, Vivien Grätsch, Alexandra Gonzalez-Calatayud, Maeve McQuillan und Melanie Bolik.

Conditions of the school book fund

The purpose of the school book fund is to provide school books and materials based on a lending system.

The establishment of a school book fund must be agreed with the headmaster and the General Parent Representation (GEV)

Payments in to the school book fund are to be organised and controlled by the General Parent Representation (GEV) or their representatives.

The school book fund is financed through payments from the parents.

Participation in the school book fund is voluntary. Parents must decide each year whether to continue to participate in the school book fund and must submit a yearly registration and payment. Parents may not be asked to pay more than 100€ for books and material within one school year.

An annual fee is paid for which the participating child will receive the school books on loan from the school for the school year. Parents do not take on any ownership of the books or material.

The payments by the parents are considered to be a general donation for a specific purpose. This is not considered to be a donation for tax purposes and therefore a receipt can not be provided.

The school book fund is non-profit making, therefore no discounts can be offered e.g. for siblings, for children leaving mid-term or for children repeating a year or other similar situations.

All new participants must pay a one off security deposit. As soon as the participation is withdrawn or the child leaves the school the deposit will be paid out in full providing the books have been returned punctually.

By filling out and returning the participation form and by making the payment parents agree to the concept and the conditions of the school book fund and take responsibility to ensure all books are returned punctually to the LMF Team.

Any books not returned must be replaced or paid for. Failure to do this will mean the loss of the security deposit.

A bulk order is placed with a supplier for all participants. For this reason all participation forms and payments must be received punctually. Late applications or payments can not be considered.

The teachers conference decides each year which books and material the children need for their lessons in order to fulfil the curriculum. The average life span of the books should be four years and the books should be in a good condition.

Other books and materials not on the school book fund list maybe provided as class sets by Charles Dickens Primary School or parents maybe requested to procure these separately.

The full book list for all classes is on the school website at <http://www.charles-dickens-gs.de> Prices are only shown for orientation purposes and are liable to change. Please be aware some book titles are used for more than one school year.

Additional participation forms are available from the school secretary, from the school website <http://www.charles-dickens-gs.de> and per E-mail at cdgs-lmf@outlook.de

If your child does not participate in the school book fund you are responsible for providing your child with a full set of school books and work books in time for the first school day of the new school year.

The school book fund is not a book dealer and does not buy or sell school books or materials to individuals.

Types of learning materials as specified by the Berlin School Authorities

Learning materials are deemed to be school books, supplementary printed material (for example dictionaries, novels, workbooks, atlas, note sheets) and other learning materials (for example flashcards, digital media) which are intended for each child's individual educational purpose and must be available to the child in order to complete the school work required either at school or at home.