

## Whole Day Services at Phorms Campus Hamburg

### Frequently Asked Questions

**Where can I find details on the new fee structure?**

Please click <http://www.hamburg.de/contentblob/3831490/data/flyer.pdf>

**To whom does the fee structure apply?**

To all students of the years 1-8 at PHORMS Campus Hamburg.

**Does the reform also apply to the reception class?**

No, at Phorms Campus Hamburg pre-school is run as integral part of the last year of kindergarten. The new fee structure affects students of grades 1 - 8 only

**Is it possible to apply for a reduction of the fees? For whom?**

Yes, it is possible to apply for reductions on the basic fees for daycare and holiday care. The eligibility for reductions depends upon

- The family's net income
- The number of family members
- The number of siblings who are in billable daycare

**NB:** The City of Hamburg only grants the reduced lunch rate for siblings attending Primary School (Year 1-4). Siblings in year 5 or higher pay the full lunch rate.

**How are the reductions calculated?**

Please check the link above for details about reductions based on the net income and number of siblings.

**How high is the sibling's reduction?**

For the youngest child of a family 100% of the fees will be charged. For the second child 1/3 of the fees will be charged and for the third and every other child the fees are 1/5 of the basic fee.

**Does the reduction apply to all siblings (no matter whether the child attends kindergarten or school)?**

Yes. The discount can be granted under the condition that the children are all in billable daycare, also if they attend different daycare facilities or schools.

**For which fees will a reduction be granted?**

Reductions can be granted on all daycare fees and lunch. A lunch reduction can only be granted for children in Primary school.

**Does the reduction also apply to the Phorms School bus?**

No. The school bus is an additional service of the Phorms School and therefore reductions cannot be granted.

**How can I apply for a reduction of the fees?**

You will find the necessary application forms here:

**NOT SELF-EMPLOYED**

German: <http://www.hamburg.de/contentblob/3737746/data/gt-4a.pdf>

English: <http://www.hamburg.de/contentblob/3742894/data/gt-4a.pdf>



## SELF-EMPLOYED

German: <http://www.hamburg.de/contentblob/3737760/data/gt-4b.pdf>

English: <http://www.hamburg.de/contentblob/3742898/data/gt-4b.pdf>

In the help form you will also find information the type of income which needs to be included in the application.

## COMPLETION HELP

German: <http://www.hamburg.de/contentblob/3741204/data/gt-4c.pdf>

English: <http://www.hamburg.de/contentblob/3742904/data/gt-4c.pdf>

Please complete the forms and attach the required proof of your family's monthly net income in the last calendar year and hand it in at the school office by **7 June 2019**.

### **What is considered a holiday week?**

One week are 7 consecutive calendar days in the holidays.

### **What is a „Sockelwoche“ (Base week/flexible days)?**

The base week comprises 6 days of flexible holiday care. These days can for instance be chosen to cover a long bank holiday weekend or holidays starting mid-week without having to use a full holiday week. You can only use one base week (6 flexible days) per year, should you need more days you will have to book an additional full holiday week.

### **Will the days of the base week be sufficient to cover all bank holiday weekends?**

In the school year 2019/2020 we will have bank holidays as well as holidays starting mid-week. If needed the flexible days of the base week can be combined with full holiday weeks. However, a standard holiday week can be booked as a full week only.

### **I am not sure yet how many weeks of holiday care I will need for my child. Will I be able to increase or reduce the number of holiday weeks booked?**

The model forces us as school, to plan the staff needed ahead of time. Therefore we ask you to estimate your daycare requirements as accurately as possible. Of course we will continue to offer you flexibility where possible. Please address Philip Dearborn for individual enquiries. Please note that it is not possible to cancel holiday weeks already booked retrospectively.

### **Will I be able to use holiday weeks in the new school year if I haven't used up my booked holiday care in the current one?**

No, all daycare service bookings will expire automatically at the end of the school year and have to be booked anew for the upcoming school year.

### **Will classes start at 8am in the new school year?**

No, the class time tables will remain unchanged. The only difference will be that there will be no additional daycare charge apart from the school contributions for daycare between 8am and 4pm.



**How will the Clubs be charged? Will the daycare fee be reduced if I book a Club?**

No, the monthly Club fee can be checked in our Extra-Curricular Programme. Should you pick up your child straight after the Club at 5pm and not require any daycare after 4pm on any other day of the week, there will be no further fees except for the Club fee.

**Can I book daycare for half an hour?**

No, you will only be able to book full hours. A started hour will be counted as a full hour, regardless of whether or not your child uses the full hour.

**Are the contributions tax-deductible?**

The contributions for daycare before 8am and after 4pm can be written off against tax as daycare costs according to current tax law.

**Is the contribution for lunch tax-deductible?**

No, fees for lunch are not tax-deductible.

**Do all children have to take part in the school lunch?**

The joint lunch of our students is an integral part of our pedagogic concept. Please refer to the parents' handbook for further details.

**How and when do I book extra daycare?**

Please fill in the enclosed booking form and return it to the Hort or school office by **07 June 2019**.