HEINRICH-HEINE-SCHOOL ENROLMENT DOCUMENTS 2025/26
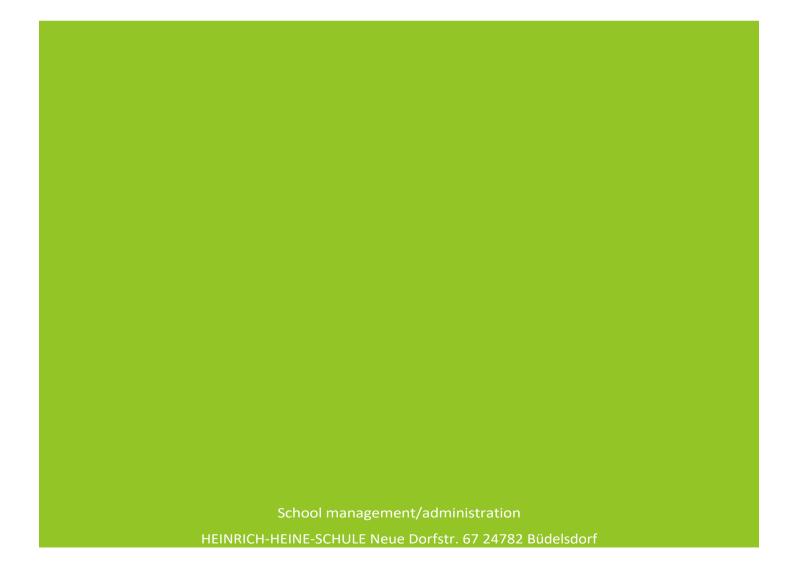
HEINRICH - HEINE - SCHOOL

Community school with upper school in the town of Büdelsdorf

Dear parents,

Thank you for deciding to enrol your child at the Heinrich Heine School.

Unfortunately, data protection requirements have turned the registration process into a very extensive request for a large amount of data and consent.

This booklet you with all the necessary forms. In this way, we avoid losing forms and you are sure to have received all the necessary documents.

Take half an hour of your time. Take your time to read through all the points and then fill in the forms.

Important: Make sure you sign everything!

Tick off this checklist so that all documents are complete and can be handed in to the secretariat:

- o **Registration booklet completed in full**
- o **Primary school enrolment form is available (not applicable from Year 6)**
- o **Copy of the birth certificate is available**
- o **Copy of the last certificate is available**
- o **If applicable, copy of a custody judgement, if relevant**
- o **If applicable, copy of the LRS certificate (dyslexia)**
- o **Proof of measles protection**

And if you have any questions on one or more points, please do not hesitate to contact our secretaries Mrs Hehlert and Mrs Telemann. They will be happy to help.

I wish you and your child a successful time at HHS! With kind regards

Silke Cleve (Headmistress)

HEINRICH - HEINE - SCHOOL

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Admission form for pupils

This admission form contains data that is collected in accordance with § 30 Para. 1 of the Schleswig-Holstein School Act (SchulG). Your consent is not for the collection and further processing of the data for the lawful implementation of the school relationship in accordance with § 11 Para. 1 SchulG. Data processing is governed by the data protection provisions of school law (SchulG, School Data Protection Ordinance, School Ordinance, if applicable) and the supplementary provisions of the State Data Protection Act.

Pupil			
Name	First name	Date of birth	Place of birth
Street		Place of residence	
Telephone		e-mail	
Nationality	What language do you speak at home?	Denomination (religious belief)	Health insurance
Resettlers (If yes: From where? When?)	Year of the Initial training:	Repetition of the Grade level?	Reading and spelling weakness/dyscalculia
From the primary school / location:			Gender
			☐ Female Male ☐ Miscellaneous
Measles protection proven on:	Sibling at the Heinrich Heine School (first name, surname, class)		
Identified disabilities / illnesses that are significant for the school sector			

HEINRICH - HEINE - SCHOOL

Community school with upper school in the town of Büdelsdorf
Please tick the appropriate box:

Consent to the processing of a photograph for school administration purposes

With your consent, the school may collect and process a photograph of your child for administrative purposes. The photograph will be stored in digital form exclusively on the school administration's IT equipment. The teachers teaching your child will receive a copy of your child's photograph in analogue upon request from the school administration. The teachers have received clear instructions from the school management on how to handle the photographs carefully and accordance with data protection laws. This makes it easier for the school management and the teaching staff to identify the individual; this applies in particular to teachers who teach in many different classes for a short period of time. The photograph is not transmitted to any other organisation outside the school.

Consent is voluntary. It is not linked to any other circumstances. Failure to give consent has no significance for the legal and proper schooling of your child. You naturally have the right to withdraw your consent at any time without giving reasons. Your child's photograph will then be deleted immediately. If your child's photograph is also used by teachers, the school management will ensure that it is also deleted there immediately.

If necessary, the school will request a current photograph at regular intervals. The previous photograph and existing copies will then be deleted immediately. Analogue photographs (if available) will be returned to you on request.

	I agree.
	I do not agree.

HEINRICH - HEINE - SCHOOL

Community school with upper school in the town of Büdelsdorf

Consent to the creation of a class list

It would be helpful for school operations if a telephone list could be created in each class in order to pass on certain information between parents/pupils of full age by means of a telephone chain/email distribution list if necessary. We need your consent to create such a list, which contains the surname, first name of the pupil and the telephone number/email address, and which is intended to be passed on to parents of pupils in the class.

Consent is voluntary. It is not linked to any other circumstances. Failure to give consent has no significance for the legal and proper schooling of your child. You naturally have the right to withdraw your consent at any time without reasons.

	I .
	I do not .

Consent to transmission to the school photographer

At our school, we allow a school photography company to take individual and class photos of your children. Participation in these photo sessions is voluntary and dependent on your decision. This is not a school event. If the company wishes to your child's first and last name the class photos, it will need this information from the school administration in advance. However, this data can only be transmitted with your consent. We require your written consent for this.

Consent is voluntary. It is not linked to any other circumstances. Failure to give consent has no significance for the legal and proper schooling of your child. You naturally have the right to
revoke your consent at any time without giving reasons.

	I agree.
	I do not agree.

HEINRICH - HEINE - SCHOOL

Community school with upper school in the town of Büdelsdorf

Consent to the display of images/videos on the school website

Our school has its own homepage, for the design of which the school management is responsible for the pedagogical and didactic content. On this homepage we would like to present the activities of our school. It is also possible that pictures of your child (without attribution) may shown on the homepage. As such images may not be distributed without the consent of the person concerned, we require your consent for this. We would like to point out that information on the Internet can be searched, retrieved and modified worldwide.

Consent is voluntary. It is not linked to any other circumstances. Failure to give consent has no significance for the legal and proper schooling of your child.

You naturally have the right to withdraw your consent at any time. The images/videos will be deleted from the school website immediately after cancellation. However, it cannot be ruled out that the images/videos can be found on search engines, archive pages, etc., even if the school has dutifully fulfilled a "right to be forgotten" for you in this respect in accordance with Article 17 (2) of Regulation (EU) 2016/679.

	I agree.
	I do not agree.

whether your child should take part in religious education or philosophy lessons.
will participate. Please tick the appropriate box.

☐ Religious education	☐ Philosophy lessons

School recommendation

Please state your child's school recommendation.

	Community school recommendation
	Grammar school recommendation
	Not granted (subsidised status)

HEINRICH - HEINE - SCHOOL

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Parents / legal guardians		

Mother Name	First name	Custodial?
		☐ Yes ☐ no

Street, place of residence	Private telephone:
	e-mail:
	Mobile phone:
	Service telephone:

Father Name	First name	Custodial?
		☐ Yes ☐ no

Street, place of residence	Private telephone:
	e-mail:
	Mobile phone:
	Service telephone:

Notifications are sent to (please tick as appropriate)		
☐ Both parents	☐ Mother only	☐ Father only

Other legal guardians (<u>NOT PARENTS!</u>) or persons to be notified in an emergency are			
Name	First name	Telephone number	Mobile phone
1.			
2.			
3.			

This admission form also contains the option for you to give the school your consent to the processing of certain personal data. The legal basis for the respective data processing is then exclusively the consent you have given (Article 6 (1) (a) of Regulation (EU) 2016/679 - General Data Protection Regulation).

HEINRICH - HEINE - SCHOOL

Community school with upper school in the town of Büdelsdorf

Consent to transmission to the class parents' council

The class parents' councils will only receive your name and address data with telephone number and e-mail address from the school to support them in carrying out their tasks if you give your written consent. To simplify the process, we ask for your consent at this point.

Consent is voluntary. It is not linked to any other circumstances. Failure to give consent has no significance for the legal and proper schooling of your child. You naturally have the right to
revoke your consent at any time without giving reasons.

	I .
	I do not .

Consent to the transfer of data to a service provider for the purpose of scheduling appointments for parent-teacher conferences

At our school, we organise appointments for parent-teacher conferences via an online portal based in the Federal Republic of Germany. The transmitted data is processed exclusively for the provision of passwords and the allocation of appointments for parent-teacher conferences. The data will not be transmitted to other organisations.
Consent is voluntary. It is not linked to any other circumstances.
Failure to give consent has no significance for the legal and proper schooling of your child. You naturally have the right to withdraw your consent at any time without giving reasons.

	I agree.
	I do not agree.

HEINRICH - HEINE - SCHOOL

Community school with upper school in the town of Büdelsdorf

Learning village class with portfolio discussions for performance feedback
Consent to participate

The Heinrich Heine School is introducing at least two learning village classes in Year 5 in the coming school year. This pedagogical concept ensures a high level of independence for the children in class in order to better cater to their individual needs. In addition, the portfolio discussion replaces the competency grid report in years five and six. Instead of the paper report, the class teachers will hold a discussion with you and your child to provide performance feedback. The aim of the discussion is to formulate a learning agreement for the next school term, which is recorded in writing in the minutes. With this procedure, we aim to provide your child with the best possible individual support.

	I agree to schooling in a learning village class.
	I **do not** agree with schooling in a learning village class.

If the legal guardians live separately, the signature of both legal guardians is required. To obtain consent, you can obtain a registration consent form from the secretary's office, via the homepage or via the QR code.

I have understood the regulation and will inform the other legal guardian of his/her obligation to sign.

Place, date_____

_____
    Signature of the 1st legal guardian

_____
    Signature of the 2nd legal guardian

HEINRICH - HEINE - SCHOOL

Community school with upper school in the town of Büdelsdorf

Please tick the appropriate box:

School dogs Motte, Poppy and Pepper

Dear parents,

Our school dogs *Motte*, *Poppy and Pepper* have been "working" at Heinrich Heine School since 2020. They support the 5th grade classes in individual subjects and accompany my own lessons.

Motte is a so-called "hybrid dog", a mixture of purebred Dalmatian and purebred King Poodle. A "Doodle" sheds little or not at all and there is therefore a reduced risk of triggering allergies. Poppy and Pepper are her daughters.
Motte is a trained therapy assistance dog, Poppy and Pepper are qualified assistance dogs. All are insured as school dogs.
She is of course vaccinated, regularly wormed and treated against other parasites.

If you have any concerns or questions, or if your child is allergic to dogs or particularly anxious, please let me know (britta.schramm@hhs-buedelsdorf.de).

Best regards

Britta Schramm

I/We agree to the use of school dogs in my child's classroom.

	Agreed
	Do not agree

Buoyancy

My/our child has the following youth swimming badge:

	Seahorse
	Bronze
	silver
	Gold

HEINRICH - HEINE - SCHOOL

Community school with upper school in the town of Büdelsdorf

"Wish children"

We know that your child certainly knows a friend from primary school who is also enrolled with us, or your child is transferring to us from another school and already has contacts with pupils in the same year group at HHS.

We cannot promise you that you will attend a class together. But we will endeavour to comply with your request. Please state **only one name** (multiple answers will not be considered)!

Wish child	

Further information on enrolment at Heinrich-Heine-Schule Büdelsdorf can be found here:

SCAN ME

heinrichheineschulebuedelsdorf.de

HEINRICH - HEINE - SCHOOL

Terms of use for IServ at the Heinrich Heine School

Community grammar and upper school in the town of Büdelsdorf

Preamble

The school provides its students (hereinafter: users) with IServ as a communication and exchange platform.
IServ is used exclusively for school communication and enables all users to store and exchange school-related data. All users to respect the rights of other persons.

Utilisation options

The school decides which IServ modules are to be activated for use within the school. The school informs users in general terms which modules are activated.

Rules of behaviour

Each user receives a user account. The user account must be protected by an unguessable password of at least eight characters (upper/lower case letters, numbers and special characters). It is forbidden to share the password with other users. The data entered in the shared address book is visible to all users. It is therefore advisable to disclose as little personal data as possible.

All users are obliged to respect the filters and blocks in place and not to circumvent them. Users undertake to comply with the statutory provisions of the Criminal Code, the Protection of Young Persons Act and the Copyright Act.

Anyone who uploads files to IServ, sends them via IServ or uses them does so at their own risk. The school accepts no responsibility for the content and type of data stored.

The user is responsible for securing data stored in IServ against loss. Accessing and saving content that is harmful to minors and other criminally relevant content on the school server is prohibited, as is the saving of URLs (web pages) or links to websites that are harmful to minors or websites with criminally relevant content. Because extensive uploads and downloads (>20 MB) impair the server's operating speed, these are not permitted. Exceptions must be agreed with the administrators in advance.
The installation or use of third-party software by users is not permitted; it may only be carried out by the administrators.
The IServ system creates log files (protocols) which can be analysed in justified cases (legal violations) by persons designated by the school management.

Communication e-mail
If the school provides users with a personal email account, this may only be used for school communication (internal use). The school   is therefore   not a   provider   of telecommunications   in the   sense   of   § 3   No. 6

Telecommunications Act. Users therefore have no legal claim against the school for the protection of communication data in the network.

The school is authorised to take note of the content of emails in the event of concrete suspicions of improper or criminally relevant use of the email service. The users concerned will be informed immediately.

Terms of use for IServ Chat

If the school a chat function, the same requirements apply as for e-mail use.

Forum

If the school provides a forum function, the same rules apply as for e-mail use. In addition, the moderators of the forums are authorised to inappropriate posts. Users to the rights of others in forums, chats and e-mails sent from IServ. Mass e-mails, joke e-mails or similar are not permitted. The school e-mail address may not be used for private purposes to register for Internet services of any kind. This applies in particular to all social networks such as Facebook or Google+. Calendar entries for groups are entered to the best of our knowledge and are not manipulated.

Homework

Homework can set via IServ, but must be announced in class. Teachers will ensure that there is a reasonable amount of time to complete the work.

Administrators

Administrators have more extensive rights, but do not use them to gain access to personal accounts or personal data. If a user forgets their password, they are obliged to immediately change the new password assigned by an administrator the next time they log in. Only the user themselves may request a new password for themselves personally from an administrator. Chat logs can only be read by administrators if an offence has been reported by clicking on the corresponding buttons.

Moderators

Moderators can be appointed for the group forums, who can also delete forum posts. Moderators may only moderate in the forum entrusted to them. Violations In the event of violations of the terms of use, the account can be blocked. This means that the use of school computers and the use of IServ on school and private devices is no longer possible.

Source reference: Independent   State Centre   for   Data Protection
                 Schleswig-Holstein   / Data protection and right of use in schools

HEINRICH - HEINE - SCHOOL

Terms of use for the

Community school with upper school in the town of Büdelsdorf

Learning management system "itslearning" (LMS)

Preamble

The Ministry of Education of the State of Schleswig-Holstein provides schools in Schleswig-Holstein with the web-based learning management system "itslearning" (https://sh.itslearning.com/) - hereinafter referred to as "LMS": LMS - available to schools in Schleswig-Holstein. The system enables data protection-compliant communication and cooperation for teaching purposes. Teachers have the opportunity to provide and exchange digital teaching materials, assign tasks and assignments and provide feedback on pupils' work results, among other things. For classroom use, "itslearning" offers a digital exchange platform as well as digital and interactive tools for organising lessons, working together on projects and communicating with each other.

1. Fundamentals

Every interested school in Schleswig-Holstein receives its own "itslearning" access exclusively for communication, collaboration and organisation in connection with teaching purposes. Use of the system for commercial or non-school-related purposes is not permitted.
Pursuant to Section 11 (4) SchulDSVO, only the processing of names, e-mail addresses and the affiliation to a specific class and learning group of pupils is permitted.

For the sake of completeness, reference is made to the obligation to comply with and observe the relevant statutory provisions (including data protection rights, copyright law, the German Criminal Code, the German Civil Code, the German Telemedia Act). Any endangerment or impairment of third parties must be avoided. It is also not permitted to pass on content (including, for example, screenshots of chats) that is accessible to users via the LMS. Recordings of video conferences are generally prohibited. Users are responsible for the content and the type of data and documents stored independently. Pupils are informed of the relevant guidelines in an age-appropriate manner by their class teachers during lessons. Parents also support their child in understanding and complying with the legal requirements.
In the school, the announcement of the rules of use and instructions to all users must be documented (e.g. by an entry in the class register for pupils, handing out the instructions to teachers).

2. Utilisation options

Each school is free to choose the use of individual modules itself via the school policy and to deactivate individual functions if necessary.

The system provides for the following roles, each of which has different rights: Site administrator (nationwide), school administrator, teacher, student, participant and guest.

3. Access to the LMS and password protection

Each user receives a user account for the itslearning portal of the respective school. Access to the user account is protected by a password. The following conditions for a secure password must be observed: The password must be at least 8 characters long and contain at least one special character and one number. The user is for ensuring that only he or she has access to or knowledge of his or her own login data.

In order to participate in teaching activities, the user must ensure that he or she can access and work on his or her user account with a user name and password.

In the event that the password has been forgotten, it can be reset during the provisioning phase via the school's national network e-mail address by sending an e-mail toSchulportal-SH@dataport.de .

In the future, it is planned to make this function available to schools directly in the SH school portal.

Each school has a user account with the rights school administrator for administrative activities. The account is intended for setting up learning management within the school and may not be used for teaching purposes. The head teacher shall ensure that the use of the account is logged. Logging in with this account is only possible with two-factor authentication.

4. Functions and modules

Teachers - Lesson planning

The lesson distribution is the basis for the course and lesson structure. The lesson planner can be used to link materials, topics and standards, dynamically change plans and them with colleagues and students. The skills grid and online comments are also as additional tools.

Courses, tasks, assignments - Forum discussions

Teachers create courses in itslearning for teaching purposes and set up the corresponding group of participating pupils. Tasks and assignments are allocated to individual pupils or groups by the respective teacher. These options include interactive materials in formats such as surveys, discussions, tests or quizzes. When working in groups, students also have the opportunity to set and submit tasks and give feedback to each other, for example. So-called **projects offer** spaces in which pupils can work on joint projects.

Students or teachers can create course-based personal portfolios in an **e-portfolio**.

Learning paths

Within the framework of internal differentiation, it is possible for teachers to
Each pupil is given an individualised path via the so-called "learning paths".
in order to promote the achievement of the desired competences.

Library

Teachers can use the "Library" module to collect materials.
disposal. When posting and using content, the information on the
"Copyright   at   School"
(https://www.schleswigholstein.de/DE/Fachinhalte/L/lehrer_innen/urheberrecht.html) must be
observed.

Messaging, notifications, messages

The instant messaging system in itslearning allows internal communication in real time for
teaching and organisational purposes.
All users undertake to treat each other with respect in forums, group discussions, chats etc. and
in messages sent and to respect the rights of others.
Mass messages and "joke messages" or similar are not permitted.

Calendar

The calendar function of itslearning is used for user-related
Summary   on   all   course calendar,   a   personal   calendar,
                       roomand resource bookings as well as all lesson plans.

Registration & Booking

Appointments can be booked together with rooms and resources and, for example,
conferences, group work and parent-teacher meetings can be scheduled.

File storage - Saving files

Data and documents must be stored directly in the LMS to ensure centralised use of the LMS,
independent of location and end device.

Each user receives their own file storage for this purpose. The system allows users to delete or
change their own files and data at any time or to back them up themselves via download.

Data and documents such as worksheets, presentations, lesson notes, assignments, etc. - "own
files" - are stored centrally on the school's itslearning instance.
The entry and storage of personal data by the students themselves, such as the mention of
their own name or the names of third parties in their own documents, should only take
place to the extent necessary for the fulfilment of the task and in compliance with the rights
of third parties (e.g. in documents for presentations, essays, etc.).

Calling up and saving content that is harmful to minors and other criminally relevant content is prohibited, as is saving URLs (web pages) or links to websites that are harmful to minors or websites with criminally relevant content.

If a user independently saves data and documents or sends them via the system, he or she does so under his or her own responsibility.

Plagiarism Finder

Teachers can use the integrated plagiarism finder to search submitted student work for plagiarism.

5. Homework

Homework can be set, submitted and commented on in digital form via the LMS. Teachers will ensure that there is a reasonable amount of time to complete the work and provide appropriate feedback.

6. Processing of personal and user-related data - Deadlines for deleting data and user accounts - Logging

User-related data is always deleted regularly at the end of the school year. A user account - including all associated data and
Files - will only be deleted at the end of the school or service period or if the user moves out of the federal state of Schleswig-Holstein. Prior to deletion, users must ensure that they save any data and files they have saved from their personal file storage by downloading them for possible further use.

Itslearning with its functions and modules is provided solely for the exchange of information in a school context. The school is therefore not a provider of telecommunications within the meaning of Section 3 No. 6 of the German Telecommunications Act. Users therefore have no legal claim against the school to the protection of communication data on the network. The school is authorised to take note of the content of messages in the event of concrete suspicions of abusive or criminally relevant use of the system - and only in this case. The users concerned will be informed immediately.

Log files (so-called protocols) are temporarily stored by the system and on the basis of existing legal regulations when working with itslearning - in particular for internal school and lesson-related communication. These logs serve to ensure the proper operation of the procedure. Only in justified cases (abuse such as bullying) will this log data be viewed and analysed by the school management and designated persons – as required by law – . If , the police will also be involved.

Data is not transferred to third parties.

See also "Notes and information on data protection itslearning".

HEINRICH - HEINE - SCHOOL

Community school with upper school in the town of Büdelsdorf

7. Offences

If pupil uses the system contrary to the usage regulations or the teacher's instructions in class, this impairs learning success or disrupts lessons, disciplinary measures may be imposed in accordance with § 25 SchulG.

If a user violates these terms of use or if there is reasonable suspicion of misuse, the school administration is authorised to temporarily block the respective user account both independently and after notification by a teacher or the headmaster (e.g. to preserve evidence or take measures in accordance with § 25 SchulG). The so-called site administration is also authorised to do this for
"itslearning" at state level.

The headmaster or headmistress must be immediately of any closures.
The school headmaster decide when the block is to be lifted. Affected users must be informed of the procedure.

8. Violations of the protection of personal data

If there is any suspicion that third parties have gained unauthorised access to data in itslearning or attempted to do so, the head of the school and the
inform the school administration. The head teacher shall inform the central data protection officer for public schools in the ministry responsible for education.

9. Data protection

See explanations in the separate document "Notes and information on data protection". (Homepage of the school)

Consent to the use of IServ and itslearning

I/we have read the Heinrich Heine School's data protection declaration for the use of the communication and exchange platform IServ and the LMS itsslearning and declare that I/we agree to the terms of use contained therein. I/we am/are aware that I/we can revoke this declaration of consent at any time without detrimental consequences.

_____Place, date

_____/_____
Signature of legal guardian(s)

Thank you for completing the registration form so carefully!

☺

☺

Christian Johann Heinrich Heine

"Ein Kluger bemerkt alles, ein Dummer macht zu allem eine Bemerkung."

1797

1856

Schriftsteller
Dichter