

## For parents of new students at KG

Dear parents,

At the same time as I welcome your son/daughter to Kolding Gymnasium, HF kursus & IB School, popularly known as 'KG', I would also like to welcome you as parents.

To have a child in gymnasium is in many ways different from having a child in elementary school "folkeskole" or "efterskole". Therefore, I will briefly mention a few points that it would be a good idea that you are aware of and can perhaps discuss at home before school begins.

### Information

General information about the school can be found on the school's web-site [www.kolding-gym.dk](http://www.kolding-gym.dk). Under the banner "Om skolen" there is a link to an A-Z on Kolding Gymnasium, with a range of information of interest for parents. (In Danish only currently, but hopefully in English later.)

Information concerned with studies, is available in an IT system called **Lectio**. This includes information about the school timetable, homework, grades and absence.

You can access the system via the school's website. Neutral information such as the timetable can be viewed by anyone; while personal information about grades, etc. can only be viewed if you log in. Students will be supplied with a username and password on one of the first school days. In principle, we would expect that students allow their parents to see all the relevant information, but in special cases, parents whose children are not yet aged 18 years can gain access to information by contacting the school office.

### 18 years - the age of majority

The school is subject to the laws concerning the age of majority. This means that you, as parents, can always get information about your child until the age of 18 years. After that time, we may only disclose information with the student's consent.

### Absences

Students are obviously obliged to attend lessons at KG. Teachers register absences for each lesson in Lectio; we keep a close eye on the new students' attendance, but it is not our normal practice to ring home if your child has not turned up for a lesson.

Once a month, we check all students' absence records in Lectio and students with high absence are called for an interview with a counsellor. If absence decreases after this, you as parents will not be involved. However, if absence continues to rise, the student will receive a written warning, a copy of which will also be sent home to parents if the student is under 18.

### Grades

In 1g (stx) and in 1i/1x (pre-IB) grades are published twice a year: in January (week 4) and May (week 20). Grade sheets will not be sent home for first year students, but each student's grades can be seen in Lectio, if the student logs in. 2i and 3i students do receive printouts of their progress reports and mock examination grades. Copies of these will be automatically sent home to parents until the student reaches the age of 18.

Yours sincerely



Momme Mailund,  
Principal