

# Student Handbook 2021



(English version edited for IB students)



## Welcome to Kolding Gymnasium

This student handbook contains a wealth of information which you will certainly find useful both when you commence your studies at Kolding Gymnasium, and in the years ahead of your studies here. I hope you get off to a good start and enjoy your time here.

Best wishes

Sune Hother Petersen  
Principal

The school year begins on

**Wednesday 11<sup>th</sup> August 2021**

The programme for the first day of school (first year students) will be different to the normal school days.

### Program for the first day of school:

Kl. 09.15	Welcome by the principal and students
Kl. 09.35	The new classes will meet with their teachers in the classrooms. (presentation and schedules)
Kl. 11.20 – 11.50	Lunch
Kl. 11.50 – 12.20	The new classes meet again with their teachers in the classrooms, to receive books
Kl. 12.20 – 13.20	Activities with student tutors

You will receive many textbooks, so it will be a good idea to have an extra bag with you, in order to carry these home. Bring also writing equipment and paper, computer and charger, packed lunch – or money to buy refreshments from our excellent canteen

### From Thursday 12<sup>th</sup> August:

Normal timetable of lessons.

### Photographing of new students

All new students will be photographed on the 16<sup>th</sup>, 17<sup>th</sup> or 18<sup>th</sup> August. The schedule for photographing will be displayed in Lectio. Beforehand, you will receive a form and must fill in the information required, write your signature and bring this with you to the photographing.

### Intro-tour

There will be an intro-tour for 1.hf- and Pre-IB-classes on 19<sup>th</sup> and 20<sup>th</sup> August.

## **IB Welcome Party**

Thursday 26<sup>th</sup> August we will hold our IB Welcome Party to be attended by old and new IB students.

## **Sports Day**

Sports Day is on Wednesday 1<sup>st</sup> September.

## **Party for all students**

On 3<sup>rd</sup> September we will have a party for all students with DJ Lord Siva.

## **Tutors**

Student tutors from 2g/2i are attached to each new 1g and Pre IB class. Their task is to be with you at the beginning of the school year, to make the adjustment to gymnasium easier for new students, both academically and socially. The tutors will be attached to the classes throughout the first year at the gymnasium.



## Administration

The school's administrative team consists of the Principal, Vice Principal, Finance Manager, Directors of Studies, assistants, the school secretaries and our IT manager.

The Principal's office is in A1, the Vice Principal is in C2, and the Directors of Studies and assistants in A7, A8 , Vg2 and "postkassen".

A2 is the General Office for the school secretaries and Head of Administration; Anja Hersø Kristensen, Jytte Thomassen, Maria Krogh, Margrethe Krafach and Lene Pedersen are able to answer most queries about the school, or they can refer you to the appropriate person who can give you the help you need. The General Office is also where you deliver medical certificates, registration forms, lost property and much more. There is a box by the elevator in K-sektor where forgotten items of clothing can be retrieved.

The General Office can also provide headache pills and plasters should you need them.

The General Office is open at the following times:  
Monday – Friday 07.45 -12.00, and 12.30 – 15.00.

The school's IT Manager is Rifet Begic and he is based in C3.

The Principal can normally be contacted at the school during teaching hours. You are also welcome to contact the Principal or Vice Principal by e-mail or message in Lectio.

## Change of address

It is very important that you inform the school office if you change address or telephone number.

## The School Building

The school building came into use in 1975. At the back of the handbook there is a plan of the school's layout. The school consists of seven sectors:

V-sektor (West) classrooms, IB Coordinator's and student counsellors' offices  
M-sektor (Middle) classrooms and language support counsellors  
Ø-sektor (East) classrooms for language teaching, >Geography and Media studies  
N-sektor (Science) classrooms and laboratories for Physics, Chemistry and Biology  
K-sektor (Arts) specialist classrooms for Music, Art and Design,  
S-sektor (Sports Hall)  
A-sektor (Admin) Offices, Staffroom, General Office

There is also a C-area (Central) where you will find such things as the canteen, auditorium (Rotunden) , teachers' workrooms, and places for students to study.

In Ø, V and N sectors, IT work-station modules have been installed for use in lessons and preparation. The school's Fitness Room is in the basement under N-sektor. See also under "Fitness room".

## Kolding Gymnasium

More familiarly known as KG, consists of a gymnasium section (STX), a HF section and an IB section, with approximately 800 students in total in the coming school year we have five 2g classes, six 3g classes and three 2hf classes, one 2IB and one 3IB class. Ten new classes are joining – five in 1g, four in 1hf, and one pre-IB class. The new classes will be known as follows:

STX	1u, 1v, 1x, 1y, and 1z
Pre-IB	1m
HF	1o, 1p, 1q & 1r

## Lockers

There are lockers in Ø, M and V-sektors, for the use of students. To obtain a locker key you must pay 125 kroner per school year. Payment should be made in the General Office, where you will receive a padlock and key and the locker receipt. If you wish to retain your locker and padlock for the following year, you should pay the fee before the summer holiday, as locks will otherwise be removed during the holiday.



## **Extra-Curricular Activities – The fun things outside of lessons**

### **Sport, music and other school communities.**

In the afternoons it will be possible to participate in various whole school activities. It could be volleyball, football, basketball, boxing, yoga, music, board games or computer games. Let your imagination fly – activities are generated by you and your fellow students' ideas. You will receive more information about how to sign up for these activities.

For music you can get permission to use the music room. For sport activities you can use the Sports Hall or our Fitness Room. The school also takes part in national competitions in some ball games.

### **Musical/School Production**

Each year the students organize a school drama/musical production. Rehearsals in music and drama take place in the autumn, and the production is performed over several days in January. Many students are needed to mount the production – both in performing and behind the scenes with lighting, sound, costumes, make up and much more.



### **Student Council**

The Student Council at KG consists of one representative from each class, elected at the start of each school year. The council represents the students' interests within the school and is therefore represented in all of the relevant school committees and the school's board of governors. In this way, a member of the Student Council has real influence on the daily life of the school. The Student Council has meetings approximately once a month, where current issues are discussed. In addition to exercising influence, the Student Council is a good place to get to know students from all three courses and year groups at KG. So if you're looking for influence and team spirit, the Student Council is the place for you.

Representatives of the Student Council will come round the new classes in the early part of the school year to explain the work of the Student Council and the opportunities that students have to influence what happens in school.

### **Christmas Review**

Each year in December, a group of students stage a Christmas Review with parodies and sketches on everything from local politics to the school's teachers.

If you would like to strut your talents on the boards, here is your chance.

### **Green Group**

If you are interested in the environment and want to help to make KG to a "green" school, then participate in Green Group. Keep an eye on Lectio for meeting days

### **Friday Café - Fredagscafé**

A Friday café is held 4 times a year. Here students from across the school meet up to chat, play and listen to music. The Friday Café is organised by a group of students who plan and run the café. If this might be something for you, keep an eye out for announcements seeking new members in lectio and at morning assemblies.

### **MUN – Model United Nations**

In MUN-meetings, students simulate the work and discussions of the United Nations, ie by discussing global and international political problems and challenges by taking the positions of particular countries. The debates are in English, so this offers the opportunity not only to engage in exciting political debates with other young people, but also to nurture students global awareness and not least their English skills. At least twice a year, students participate in conferences with other schools both in Denmark and abroad.

### **Operation Day's Work**

Every year, thousands of students in Denmark give a day's paid work to raise funds for an educational project in one of the poorer parts of the world. On Operation Day's Work Day in November, they work, for example, in factories, help with stock control, or do cleaning work in companies and private homes. Others sing and play music, sell cakes in the street, look after small children, or tidy up at home for their parents. Everyone taking part must earn at least 300 kroner, to be donated to this year's project. In this way, over 5 million kroner is collected in a single day, to ensure an education for children and young people in other parts of the world – and thus the hope of a brighter future.

### **Student Magazine - Spanskrøret**

KG's school magazine is called "Spanskrøret". Students are responsible for the production, editing and establishment of journalistic coverage. This an opportunity to write about both entertaining and serious issues, always with respect for others who are associated to the school. If the school magazine might be something for you, keep an eye out for announcements seeking new members in lectio and at morning assemblies.

### **So-Me Ambassadors**

If you love social medias, taking pictures, making videos, posting them, tellingl a great story, then the Ambassador corps might be something for you. You will participate in branding the school and tell the great/funny/crazy stories about being a student at KG. Keep an eye on Lectio for further information.

### **SVADA**

SVADA is the name of KG's student association. SVADA arranges three or four student parties at the school each year. If SVADA might be something for you, keep an eye out for announcements seeking new members in lectio and at morning assemblies.

# ABC of KG

(This version is edited for IB students. The Danish version in "Elevhåndbog" contains more information that is specific to stx and hf.)

## Accidents and Injuries

If you are injured during the school day and need to go to the casualty department at the hospital, you should contact your teacher or the General Office. See more under **Insurance**

## Academic Honesty

This is the skill of learning how to use other people's ideas and information and integrating these into your own work so that your assignment can be regarded as both well-researched and authentically your own. This means expressing yourself in your own words while acknowledging the sources you use, whether they are direct quotations or paraphrase.

- Academic honesty is an essential skill; not observing its conventions will get you into trouble.
- Academic dishonesty includes:
  - a: Plagiarism:** To present other people's work as your own.
  - b: Collusion:** To help others to produce work that is not authentically their own.
  - c: Duplication of work:** To present the same work for different assignments.
- Academic dishonesty is regarded as malpractice and students who are guilty of this will not be allowed to gain an IB diploma.

The school is responsible for verifying that your work is your own. To this end, we will ask you to deliver some of your major assignments through **Urkund**.

## Remember:

To use a wide range of sources and acknowledge them properly is an academic skill: to fail to do so is plagiarism and thus dishonest.

## Age of Majority

Students who have reached the age of 18 are considered as adults and from that point all communication from the school is directly with the student.

Parents of students who are under the age of 18 will be kept informed about grades and any sanctions that may be applied for excessive absence from school. Students under the age of 18 are not permitted to decide to withdraw from stx, HF or IB without their parents' written consent.

## Assessment/Grades

Gymnasium students (including Pre-IB) receive grades twice each academic year; mid-term grades in January, together with end of year grades before the summer holidays. Until you are 18, your parents have the right to see your grades in Lectio. They can request access by contacting the school's General Office. IB Diploma students in 2i receive progress report booklets in December and June. The June report also includes the grades for end of year exams. 3i students receive progress report booklets in November and mock exam reports in March. Your parents will also be sent your grades up until the point that you are aged 18.

21/31 Assessment Calendar 2020/22

Second semester 2i		Group 4/6		History	EE	Other	First semester 3i		Second semester 3i		Group 1								
week	Group 1	Group 4/6	History	EE	Other	week	Science	Extended Essay/TOK	Psychology	Other	TOK	Maths	Economics	Languages	Group 1				
6			HI intro			32		2nd draft			1								
7		Winter Holiday						Feedback				2							
8			HI			34	Design phase	Feedback			3								
9			Planning	Intro to EE		35	Design phase	Final delivery		English A HL Essay Final		Final IA's			Danish A HL Essay				
10			Preparation	Library Intro & contracts		36	Design phase	TOK Essay start											
11				Reflection workshop		37	Experimental work									English A oral exams			
12			Reading	1st Reflection meetings		38	Experimental work	TOK Essay outlines											
13			Holiday				39	Experimental work				7	Winter Revision week						
14		VA Comp Study 1st draft	Reading	research		40	Writing day ESS/Chem	Kickstart Session 1/2 day					Mock Exams						
15				research		41	Feedback						Mock Exams						
16			Reading	research		42	Holiday												
17			Start HI	Interim reflection meeting		43	(Writing day Physics)	TOK Essay 1st draft & Feedback	Maths Exploration				Oral Exams	Danish B & Ab Initio	English B	Spanish Ab Initio	Self-Taught Orals		
18				Complete Data collection		44	Excursion	Excursion	Excursion								Last School Day 14.20		
19		VA Comp Study Final		Meeting on Writing Process		45	Feedback Physics	TOK Essay Feedback											
20	Danish A Oral exams			Structuring Essay sections		46	Feedback Physics	TOK Essay Final											
21	English A HL Essay 1st Draft			Writing Day	TOK day Visual Arts Exam	47	Final ESS Chemistry												
22			First Draft	Writing Day First draft	3 exam days	48	Final Physics		Writing										
23		Group 4 ESS field trip			2 exam days	49		TOK Exhibitions		Economics Final Portfolios									
24			Final HI 2 writing days	Supervisor meetings		50		TOK Exhibitions	First drafts										
25			Possible Progress Review meetings				51												Final Examinations Finish Wednesday 18th May

## **Books**

You will receive many books during your time at KG. Many of these you will receive on the first school day, so it is important that you follow the procedures below:

- You must sign for the books you receive in class. So it is important that you check that you have received the book. You should also write your name, class and the school year in the book. This is important as it is the only way we can identify the book as yours.
- If you lose or damage a book, you will have to pay for it.
- In Lectio you can click on BOGDEPOT (when logged-in) and see which books are registered in your name. It's a good idea to check, once in a while, whether you might need to return a book, for example
- You may also be given access to e or i books through various portal, where you should use your UNI- login to gain access.

If you have any questions about books, you're always welcome to ask your teacher or Lene Pedersen in the school office.

## **Calculators**

All students should equip themselves with an appropriate calculator. IB students will be informed about the types of calculators that are approved by IBO. The school offers the possibility for wholesale purchase of calculators at the beginning of the school year.

## **Cancellation of lessons**

From time to time it is necessary to cancel a scheduled lesson, for example if a teacher is sick, has compassionate leave, is taking part in a course, or something similar. Cancellations can be necessary to accommodate other school activities at specific times.

Such cancellations are allowed for in the advance planning of the school year. A surplus of lessons is built-in to the plan; ie, more lessons than will actually be necessary. In this way, cancellations can be accommodated, without being at the expense of teaching, and we can ensure that all classes receive the lessons needed to fulfil the designated annual norms.

## **Canteen**

Rasmus Kibsgaard, Annemette Koch, Mali Samanthika Sørensen and Bente Bahr ensure that you don't need to go hungry when you're at school. The canteen's selection includes sandwiches, filled baguettes, salads, hot dishes, various drinks, fruit and confectionery. You can pay with cash, card or mobile pay.

## **Complaints**

Students who wish to complain about any educational decisions taken by the school should contact the Principal for further guidance.

## **Computers**

There will be some teaching materials that are not available in paper format. It will therefore be necessary to bring your own laptop/pad to take part in lessons. At the school, we have a limited number of stationary computers in the open sectors. You are welcome to use the school's computers, but students who need to use machines in connection with a lesson have priority.

The whole school is covered by a very efficient wireless network. The network is called "SKOLENET". You will be given your own personal **user name** and **password**, which are prerequisites for accessing the school's computers and the wireless network. You will also have access to Office 365 where you can save essays, notes etc.

Any problems with the school's IT equipment or wireless network will be looked after by Rifet Begic. The school does not deal with any problems you may have with your own personal computer.

## **Counselling**

Each class is allocated a counsellor who provides advice to students on both academic and non-academic matters. At the beginning of the school year the counsellors work with subject teachers in providing a course on study skills. Soon after there will be introductory interviews on an individual basis with all students. In the course of the year, counsellors will also introduce the optional subjects available in the second year in gymnasium, HF and IB and explain the process for choosing them, as well as giving information about opportunities in higher education and employment, and talking about examinations. You are welcome to talk to your counsellor at any time. Their offices are in Vg1 and V2.

## **Dictionaries**

Students at KG have access to dictionaries on "ordbogen.com" and "ordbog.gyldendal.dk". You can log in with your UNI-login.

## **Environmental Management - Recycling**

At KG we also place great value on the environment, and expect students to help. Please dispose of your rubbish in the right way, then it can be recycled effectively.

There are receptacles for empty bottles (plastic and glass) in the canteen.

In the sectors there are boxes for paper rubbish near the printers.

If you have old batteries, faulty chargers etc, that you wish to dispose of during the school day, so take them to the caretaker's office.

## Exams

Final IBO diploma written examinations are held in May of 3i. Oral examinations are held earlier (see IB assessment calendar). Pre-IB and 2i have end of year written examinations in June, and 3i have mock examinations in February/March.



## Excursions

Excursions may feature as a supplement to lessons in any subject. All students will be offered the opportunity of a longer excursion. Students will normally be expected to meet all excursion expenses, such as for hotels and meals, entrance tickets and transport. Class teachers will provide more detailed information on excursions.



## Fire

Instructions for what to do in the event of a fire are displayed in all classrooms. On the third Tuesday in September, there will be a fire drill. In the event of a fire, it is important to evacuate the building quickly and go over to the sports field, where all classes should assemble and stand with the teacher they had at the time of the alarm.

## Fitness Room

For an annual fee of 300kr students of the school may use the Fitness Room (at their own risk) at published times. For students joining on 1<sup>st</sup> January, the half-year fee is 150kr. In order to use the Fitness Room you will need to take a users' course with one of the PE teachers and sign an undertaking to observe the rules for use.

## Holiday Plan 2021-2022

Start of school	Wednesday 11 <sup>th</sup> August 2021
Autumn Holiday	Week 42 18 <sup>th</sup> – 22 <sup>nd</sup> October 2021
Christmas Holiday	22 <sup>nd</sup> December 2021 – 31 <sup>st</sup> December 2021
Winter Holiday	Week 7 14 <sup>th</sup> February – 18 <sup>th</sup> February 2022
Easter Holiday	11 <sup>th</sup> April – 18 <sup>th</sup> April 2022
St. Bededag	13 <sup>th</sup> May 2022
Ascension Day	26 <sup>th</sup> – 27 <sup>th</sup> May 2022
Whitsun Holiday	24 <sup>th</sup> May 2022
Translokation	23 <sup>rd</sup> June 2022
Summer Holiday	24 <sup>th</sup> June – 7 <sup>th</sup> August 2022
Start of school 2022	8 <sup>th</sup> August 2022

NB – 3i IB-students can have final examinations during public holidays (ie: Ascension Days).

### **Insurance** (*especially important for parents*)

Students of the school should ensure that they have their own insurance cover for accidental injury, personal effects etc. In the case of theft from a student (for example a cycle or moped) the claim should be made directly to the student's own or parents' insurance company. If you use your own car for an excursion or other purpose, any accidents or damage should be referred to the car's insurers, as the school has no liability in such circumstances.

### **KG's Annual School Party**

Every year in April, we hold a big party for all the school's students and parents.

### **Leave of absence from school**

Should you wish to seek leave of absence, you must apply to the Principal, Sune Hother Petersen, or the IB Coordinator, Mel Malone. Leave of absence will only be granted in exceptional circumstances. This means that you may not seek leave for things like dental appointments, driving lessons, driving tests, paid employment, sports matches or holiday trips outside the normal school holiday periods.

### **Lectio**

Lectio is the programme that the school uses for all information about timetables, changes to timetables, assignments, homework, grades, attendance records and much more. It is important that you check Lectio every day.

## **Lektiecafé/Homework café**

The homework café runs once a week throughout most of the school year. We start at the beginning of September and end in early May. Homework help is available for Mathematics, and for other subjects if there is a demand. The homework club is manned by teachers and elder students. Details about time and place will be published in Lectio.

## **Literacy Workshop**

The Literacy Counsellors' job is to help those students who may have problems (large or small) with reading or writing. Students can choose to contact the Literacy Workshop on their own initiative or on the advice of a teacher.

The Literacy Counsellors have two functions: to advise and to instruct. If you are offered instruction by the literacy counsellor this will normally be on an individual basis or in small groups - wherever possible outside of the normal timetabled lessons. You can contact the literacy counsellor Mette Ulrich (MUL) in Mg1.

## **Morning Assembly**

A morning assembly is held in the canteen every second week or as and when there is a need for one. The students who are members of the morning assembly committee arrange and compere the assemblies together with the school's principal.

## **Parent Consultations 22nd - 23rd February (*especially important for parents*)**

In February (22nd & 23rd) parent consultation meetings will be held for parents of students in 1g and Pre-IB. These provide an opportunity for discussing students' progress in individual subjects with the subject teachers. Students are welcome to take part in these consultations.

## **Payment for materials**

There will be a number of small expenses connected with your studies There will also be additional expenses involved in excursions.

## **Photocopying and Printing**

There are photocopying machines for the use of students in K, M, N, V and Ø sectors. You can copy or print by using the chip you will be given at the start of the year. Everyone receives an allocation of 400 "clips" to cover a year's use for essays, assignments and reports. 1 black & white copy counts for one clip. A colour print/copy costs 4 clips. Once you have used up your 400 "clips", you can purchase further "clips" from the school office. One clip costs 1 krone, with a minimum purchase of 25 clips.

## **Physical Education**

Physical Education lessons are compulsory for Pre-IB classes. It is a requirement that students arrive at lessons appropriately dressed. Students who forget their PE kit or have an injury, will be required to observe the lesson and take notes. Full or partial exemption from participation in physical activities in Physical Education lessons, either in the short term or longer term, requires a

medical certificate from a doctor. The doctor must indicate to what degree the exemption should apply and for how long. The student is responsible for paying the fee for the certificate. However, if the reason for being unable to participate in activities is self-evident, no medical certificate will be necessary.



### **Procedures, Code of Conduct and regulations**

All students have a responsibility to inform themselves fully about the school's Procedures, Code of Conduct and regulations, which can be found on the school's web-site – under "ABC på KG Procedures, Code of Conduct and regulations set the legal parameters for how you must behave in school.

The main points in the Procedures, Code of Conduct and regulations are quite simple and deal with using your common sense: as a student at KG you need to take school seriously, (arrive on time, do your homework, observe academic honesty etc.) and basically behave properly. This is no problem for most students, but if you cannot live up to these expectations, there are various sanctions that the school can employ. All this is detailed in the Procedures, Code of Conduct and regulations.

### **Smoking**

As all other youth-education schools, smoking is not permitted during the school day. You will receive more guidance on these rules..

## **Support to students with special needs**

If you have difficulties with spelling or reading, for example due to dyslexia, you may be entitled to support in the form of an IT-rucksack from the SPS scheme, which includes a laptop computer with special programmes. You can also seek SPS support if you have a physical or psychological condition that limits normal function. You should contact your student counsellor in the first instance, who will refer each individual case to the SPS organisation.

## **Student Card**

All new students will be issued with a Student Card during the course of September. This card is valid for the whole period of your studies at KG.

## **SU (The State Education Grant and Loan Scheme in Denmark)**

Everyone who is following a youth education programme can get a grant from the State Education Grant and Loan Scheme in Denmark (SU), once they are over the age of 18.

The grant is first paid from the beginning of the quarter following the student's 18<sup>th</sup> birthday. If, for example, your birthday is 2<sup>nd</sup> January, you will only first receive support from 1<sup>st</sup> April. If you are 20 years old or more, you can get a higher rate

Those living on their own and under the age of 20, may in certain circumstances receive a dispensation from the age qualification. This dispensation may be given, if

- 1) your parents live a long way from the school (at least 20 kilometres, or 75 minutes' journey by public transport)
- 2) the student has been living independently for a year before he/she qualified for an educational grant in the current course of study, or
- 3) if there is a particularly unusual situation in the home. This may be to do with housing conditions or general social relationships.

The 18-19 years old's minimum grant may be augmented by a supplementary grant, depending on parents' income. This is based on gross income, with adjustments if there are younger brothers or sisters.

If you receive SU, you must also take note that there are limits to how much you can earn from part-time work before your SU will be reduced.

Check the rates in [www.su.dk](http://www.su.dk), or contact the General Office.

## **Tidying up**

Students have a responsibility to tidy up after themselves when they are at school. This applies both to classrooms and the communal areas. Students should put up their chairs at the end of each lesson, unless they will be in the same room again after the break.

## **Travel expenses**

You can get significant discounts by purchasing an "ungdomskort". You should apply for this card through [www.ungdomskort.dk](http://www.ungdomskort.dk). Please note that there is a minimum of two weeks between application and processing of the application.

Some parts of the homepage are also available in English at: [www.su.dk/in\\_english/default.htm](http://www.su.dk/in_english/default.htm)







## Kolding Gymnasium – HF-Kursus-IB School

Kolding Gymnasium  
Skovvangen 10  
6000 Kolding

### Telephone numbers:

Administration ..... 7633 9600  
(also for connections to the Principal, Directors of Studies, student counsellors, canteen etc.)

**School's Bank Account** ..... 0216 4069030866

**E-mail** ..... [kg@kolding-gym.dk](mailto:kg@kolding-gym.dk)

**Web-site**..... [www.kolding-gym.dk](http://www.kolding-gym.dk)

Principal Sune Hother Petersen ([sp@kolding-gym.dk](mailto:sp@kolding-gym.dk))

Vice Principal: Tom Gotthold Jensen ([tgj@kolding-gym.dk](mailto:tgj@kolding-gym.dk))

Director of Studies stx: Una Eriksen ([ue@kolding-gym.dk](mailto:ue@kolding-gym.dk))

Director of Studies hf: Peter Høtbjerg Nielsen ([pn@kolding-gym.dk](mailto:pn@kolding-gym.dk))

Director of Studies/ IB Coordinator: Mel Malone ([mm@kolding-gym.dk](mailto:mm@kolding-gym.dk))

IB assistant: Ritt Sønnichsen ([rs@kolding-gym.dk](mailto:rs@kolding-gym.dk))

Communications : Thomas Schultz ([ts@kolding-gym.dk](mailto:ts@kolding-gym.dk))

Head of Administration: Britta Matthiesen ([bm@kolding-gym.dk](mailto:bm@kolding-gym.dk))

Secretary: Anja Hersø Kristensen ([ak@kolding-gym.dk](mailto:ak@kolding-gym.dk))

Secretary: Jytte Thomassen ([jt@kolding-gym.dk](mailto:jt@kolding-gym.dk))

Secretary: Margrethe Krafach ([mk@kolding-gym.dk](mailto:mk@kolding-gym.dk))

Secretary: Maria Krogh ([mak@kolding-gym.dk](mailto:mak@kolding-gym.dk))

Secretary: Lene Pedersen ([lpe@kolding-gym.dk](mailto:lpe@kolding-gym.dk))

IT: Rifet Begic ([ribe@itcfyn.dk](mailto:ribe@itcfyn.dk))

Canteen: Rasmus Kibsgaard ([rk@kolding-gym.dk](mailto:rk@kolding-gym.dk))



# Plan of Kolding Gymnasium

Key to school plan			
A1	Principal	Kantine	Canteen
A2	General Office	Sportshal	Sports Hall
A5	Staffroom	C2	Vice Principal
A7	Director of Studies stx	C3	Rifet Begic (IT)
A8	Director of Studies hf	Vg2	IB Office
A9	Caretaker	Vg1 & V2	Counsellors
Pæd.Værksted	= Teaching Resources Room	C5	Computer Room
		Mg1	Literacy Workshop



