



Herlufsholm

School Handbook 2011-2012



HERLUFSHOLM
Grundlagt 1565

FOREWORD

Greeting from Head of School:

Herlufsholm School is a private school and therefore, quite naturally, very high academic standards are a very important goal from the 6th grade to 3g.

Moreover, a private school is also different from a public school in its focus on a variety of social contexts. It is our ambition that students gain important values, attitudes, and knowledge that has a positive influence the rest of their lives. The students' education at Herlufsholm intends to give students direction and content so that they develop into vital citizens that serve and contribute to society. We aim to realise the school's values and goals via a structured day, with concrete plans for school development, and not least through membership of the international school association Round Square (www.rsi.org), which ensures that students are challenged academically, as human beings, as well as socially.

It is with great pleasure and high expectations that I bid you welcome to a new school year at Herlufsholm School. I hope that all new students and parents feel at home and at the same accept the challenges and expectations we pose. I hope that all students and parents will experience rewarding collaboration with Herlufsholm.

This handbook provides students and parents an opportunity to learn more about and understand Herlufsholm, its expectations and requirements.

The handbook begins with Herlufsholm's vision, mission and values, which serve as the overall framework for the daily management of the school.

New students and parents should pay particular attention to the chapter "Information for new students", which provides practical information about starting school, and – for boarders – moving into a dorm. In addition, all students should carefully read and stay updated on the other chapters, as the present handbook describes the guidelines for a wide range of conditions at the school, including tuition and regulations.

One chapter is particularly targeted at parents, but I highly recommend all parents to read the entire school handbook, as it describes the framework for students' daily life at the school. For purchasing of clothing parents should read chapter 2: School uniform.

In the back of the handbook you will find a glossary of unique Herlufsholm terminology, contact information, a map over the school premises, and an annual calendar showing school activities in 2010/2011. Should you be left with any unanswered questions after reading the handbook, please do not hesitate to contact us.

Since this is a new edition of the Handbook all the new sections are indicated with a thin line in the margin.

Welcome to Herlufsholm.

Klaus Eusebius Jakobsen
Head

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Herlufsholm's Vision, Mission and Values

Mission Statement

"We will ensure that the founders' ideals of learning and education are borne out in a contemporary way, and that the school as an organisation is healthy and financially strong."

Vision Statement

"Herlufsholm School aims to be a Danish school of world-class quality"

Danish school:

Herlufsholm Skole is a Danish school, since its values and pedagogical principles are rooted in the Danish cultural heritage. Awareness of its basis here, Herlufsholm Skole respects the Danish tradition of being open-minded towards global aspects.

World class:

World class means that Herlufsholm will work continuously and goal-oriented to be able to offer the best possible education and upbringing in a unique framework.

Herlufsholm School - Values

TRADITION

Our point of departure is loyalty towards and affection for the school which the founders established in 1565. Therefore, the school's traditions, which are constantly updated in order to maintain their meaningfulness, are a core value. Out of an historical awareness, the school continues to be based on a Danish and Christian educational and cultural tradition.

OPENNESS

Just as the founders had foresight when they created something completely new in 1565, the school still takes an open attitude. Members of staff and pupils are open to the world around them, to other people, to developments in society and to new ideas and methods.

Openness to the world brings with it an awareness of difference and a tolerance towards these differences. This does not mean that we regard all values as being equally good, but it brings with it a respect for the fact that other people can hold values which are different to our own. This respect is also expressed in social responsibility and active participation in the democratic process.

Respect for the individual and the belief that everyone is equal is expressed in actively showing kindness to other people. In our dealings with other people, showing kindness implies courtesy coupled with good humour.

RESPONSIBILITY

At Herlufsholm we trust each other. We esteem trust in word and deed.

Both words and deeds have consequence, and we strive to be consistent in our reactions. The consequence is always objectively based, but adjusted to the individual situation. This consequence contributes to ensuring the necessary sense of security and happiness in daily life at the school.

Understanding that one's words and deeds have consequence makes one responsible and conscientious. This means that staff and pupils perform to their utmost. This contributes to creating high academic standards. According to Herlufsholm's interpretation, the notion of 'elite' means that everyone strives to do their best.

Responsibility also has other dimensions: An understanding of the importance of physical health dates back to the origins of European culture. Good health applies to individuals and the physical and psychological environment that we as people are so dependant on. An understanding of the importance of health goes along with a strong awareness of the environment.

INVOLVEMENT

Regardless of whether it is a question of traditions or openness, curiosity is essential. This curiosity focuses both on knowledge and methods and on the world of which Herlufsholm is a part, and in which the staff and pupils at the school actively involve themselves.

Herlufsholm's beautiful surroundings contribute to developing the aesthetic senses and inspire creativity. The involvement and curiosity, which is a part of creativity, encompasses all aspects of life. It focuses both on intellectual skills and creation in its broadest sense, as well as 'adventure' and creative challenges found in extra scholastic activities.

UPBRINGING

Collectively, Herlufsholm's core values constitute a coherent, solid foundation from which the staff can move the school forward. Herlufsholm assumes the role of educator in the broadest sense, and this set of values thus offers pupils the best possible foundation and preparation for life beyond school.

ROUND SQUARE

In 2009, Herlufsholm Skole became a full-fledged member of Round Square International (RSI), whose website address is: www.roundsquare.org

At Herlufsholm, we strive to give all students the possibility of developing personally in order that they may, as adults, participate actively in whichever society they live in. Our membership of RSI gives us the chance to engage all students in a large variety of activities. *We believe that RSI is an important and long-term step towards the fulfilment of the school's vision: Aiming to become a Danish school of world-class quality.*

RSI aims at educating young people in order that they may gain a solid academic basis, and develop personally to become responsible human beings. The way to do this is to give the students new experiences. For young people it is essential, when getting ready for life after school, to face challenges that require courage, generosity, imagination, determination, and firmness of principle. At Herlufsholm we involve students as much as possible, and we make them responsible and independent by allowing them to cooperate at all levels – much more so than earlier in our history. Among other things, the students are encouraged to grapple with e.g. the logistics of arranging a sports event, launching a charity appeal, or being responsible for a school festivity. We have set up a Round Square Committee, consisting mainly of students, that will initiate further activities, and students are generally encouraged to participate in this by supporting these activities.

This goal is achieved by working with the 6 IDEALS, the basis of the entire organization: I = Ideals, D = Democracy, E = Environment, A = Adventure, L = Leadership, S = Service

These 6 ideals are the core, from which we develop the ways and means to reach the goal of social involvement, help for others less well off, and personal and academic development. The Round Square IDEALS are currently at work in about 80 excellent schools all over the world, 15 in Europe, and Herlufsholm as the only (so far) member in Denmark and Scandinavia.

RSI should be viewed as an *educational philosophy* that challenges Herlufsholm students in a wide field of activities. Some of the activities have been at Herlufsholm for ages, but our membership of RSI has created a sharper profile in the consciousness of students and staff alike. The idea of *The Whole Human Being* is filtering through our efforts, and increasingly so. Some of our RS-related activities include Duke of Edinburgh, prefectship, student council, RS Committee, extra-scholastic activities, exchanges, conference participation, school democracy, pen pal projects, Green Flag-Green School, charity collections, participation in international service projects, SOS Children Villages, volunteer work, hosting guests from other schools, and lots and lots more.

In other words: We are an RS school, precisely because as a school we work with and believe in these ideals, thus exhorting all students to take active part in the school's life.

1. INFORMATION FOR NEW STUDENTS

YOUR FIRST DAYS AT HERLUFSHOLM

Tuesday, 9 August

On this day all boarders move in at Herlufsholm:

Each student has received a program for the day with a designated arrival time for registration at Herlufsholm. The first place you and your parents should go is the 'French' classroom (see map in the back of this handbook) where you will be greeted by a school secretary, who will ensure that the school has all necessary information and paperwork. At this time you will also find out which dormitory you have been assigned to. If your parents live abroad, Herlufsholm School will see to it that you are registered at the national registration office in Næstved. Once registered with a home address at Herlufsholm School you will also have a doctor appointed.

The first day at school all boarders must visit the linen room. During your stay this is the place where your linen and clothes are laundered. Here you collect your school uniform ordered from MISTER (the school's clothing supplier), and a representative from MISTER will be present during the day.

All new students and parents who arrive early are invited for lunch in the dining hall at 12:00 noon.

Wednesday 10 August

First day of school: Breakfast for all boarders at 7:15 am.

At 8:05 am the following new classes gather at the church: 6.a, 6.b, 8th grade, 9th grade, 10th prep. form, 1.g/pre-IB and 2.IB. During the first two hours the new classes will receive a brief introduction and presentation from their Teacher Team.

At 10:00 am all students gather for a morning assembly in church. Then the ordinary class schedules begin. Special introduction programmes are outlined for the primary school (the first two days) and for 1.g/IB students (the first week).

Dress code: See the chapter on school uniform.

Saturday 13 August

'Fugleskydning'

9:00 am: All parents and guests are welcome from 9:00 am where the celebration is initiated with a festive student procession. Many families bring a picnic basket to enjoy on the lawns of Nyhave. Beer and soft drinks can be purchased on the premises.

10:15 am: Election of parent representatives in the designated class rooms. Parents will have received information on the election in June.

15:00 pm: Chocolate March. The school serves hot chocolate and cake at Klosterbygningen and in Klostergården.

16:30 pm (approx.): Fugleskydning ends with the cheering of the two Fuglekonger.

19:00 – 23:30 pm: The school hosts a dance for all students from the 8th grade to 3g.

Dress code: During the day: semi-gala. In the evening: boys: semi- gala, and girls: gala dress.

Monday 15 August

3g takes a trip to Møn. The rest of the school follows the ordinary schedule.

Monday 15 August – Thursday 18 August

Students and teachers are photographed according to schedule.

Friday 19 August – Monday 22 August

This is the first travel weekend (at home weekend).

In week 35 the school organises an overnight trip for each class in 1.g/IB (see section on introduction programmes).

Please see the school year calendar in the back of this handbook for further information on school activities.

PURCHASING OF CLOTHING

School uniform

The school uniform is supplied by MISTER which is located in Næstved. Parts of the school uniform can only be purchased here, but many other parts can also be purchased elsewhere. In any case, MISTER is worth a visit to get an impression of style and garment quality.

All clothing brought to the school must be labelled with your name. Name labels can be ordered at MISTER, who also offers to sew name labels in clothing purchased at the store. All boarders will have their clothing handed out on their first day at school. Day students will have to collect their uniform directly from MISTER.

NOTE: It is important to order the school uniform and name labels well before school start in order for MISTER to be able to deliver on the first day of school. MISTER recommends that parents make an appointment before visiting the store, as taking of measurements will usually take an hour or two.

For further reference please see chapter 2: School uniform.

MOVING IN

All dorm rooms contain a closet for clothes and other belongings, a work desk, desk lamp, bookcase, and a chair. The rooms at Birgitte Gøvegården, Pernille Gøvegården, Bodilgården, Egmontgården and Vuen are also furnished with a sofa and a small coffee table. At the other dormitories the students may supplement the furnishing with things of their own, e.g. a sofa, an armchair, or a coffee table.

The school recommends that you postpone completing your dorm room until you have seen it and have had the opportunity to talk with the dormitory teacher. If you share a dorm room you should, of course, talk to your roommate in order for both of you to agree on how to decorate the room. Each student should consider bringing things that create a personal atmosphere in the room – things you like, so you feel at home.

INTRODUCTION PROGRAMMES

The primary school has an introductory programme of its own for the first two days at the beginning of the school year. The students do not follow ordinary teaching these days. The new students and classes will get to know one another and gain insight into life at Herlufsholm. All grade levels are presented with the demands, expectations, and tasks they will meet during the year.

The introduction programme for 1.g and pre-IB starts on the first day of school at 8:05 am in Herlufsholm church. The purpose of the introduction days is to create an atmosphere of trust and friendship among students and to get to know their teachers. In addition, knowledge about our school culture and expectations are reviewed, so that students will become integrated into life in the Gymnasium and Pre-IB as quickly as possible. There will be various teambuilding activities during the days as well as classes.

The introduction program is rounded off in week 33 when the school organises an overnight camp for each 1.g/pre-IB class. The main objective of the trip is for the students will get to know their new classmates better.

For 2IB there is a special CAS program introduction on the first day of school.

2. SCHOOL UNIFORM

The use of school uniform at Herlufsholm goes back to the middle of the 19th century. The idea has proved lasting, because the common guidelines for clothing are suitable for both practical and pedagogical reasons:

1. The school laundry and linen room launder and repair most of the boarders' clothing, and it is an advantage that there is continuity in material and quality.
2. Clothing and hygiene are an important part of individual expression and the upbringing emphasised by the school. In particular, Herlufsholm emphasises making students aware of this and influencing them, so they may experience the satisfaction and joy of being well groomed and properly dressed.
3. The uniform is a visible expression of common values and, not least, a common basis for the development of individual abilities and personality.

The school uniform is tailored for the daily routines at Herlufsholm. The following sections provide strict guidelines for students' clothing - with clearly formulated possibilities for variation - and the school expects the students to adhere to these guidelines.

It is a natural assumption that students are careful with their clothing and appearance: During school and extracurricular time the clothing must be clean with ironed shirts, neat slacks and polished shoes. The clothing must fit properly, and hair must be clean and combed - and trimmed regularly. Piercing and other experimental expressions are not allowed at Herlufsholm.

It is the school's desire that the students are well dressed and groomed.

PURCHASING OF CLOTHING

The school uniform can be purchased at

MISTER
Kindhestegade 12 G
DK-4700 Næstved
Phone: (+45) 55 73 79 79 or (+45) 55 73 98 98
Fax: (+45) 55 73 98 15
Email: mr@mister-naestved.dk
Web: www.mister-naestved.dk

Web shop: shop.mister-naestved.dk

In order to ensure delivery school uniforms including name-labels should be ordered well before the start of school, typically in May or June.

It is a rather time-consuming affair to measure the school uniform and extracurricular clothing. MISTER therefore recommends that parents make an appointment prior to visiting the store. Additional clothing can easily be via Mister's web shop.

Skoringen in Torvegade sells children's and adults' footwear and Dahlberg on Axeltorv sells men's and women's footwear. Both shops carry simple, black shoes for use at Herlufsholm.

CLOTHING IN COMMISSION

The school matron receives clothing in commission, and therefore it is often possible to buy and sell slightly used school uniforms by contacting Matron Margot Jensen by phone: (+45) 55 75 35 83 or email: mj@herlufsholm.dk.

Parents, who are interested in buying clothes in commission, and who desire to see the selection, please contact the matron - preferably as early as possible. Any questions concerning clothing can always be made to Matron Margot Jensen.

HERLUFSHOLM'S SCHOOL UNIFORM

Students at Herlufsholm must acquire a school uniform according to the information provided on the following pages. For day students, however, the number of pieces of clothing is indicative and should be considered guidelines in assessing individual needs.

All students and their parents must see it to that the specified pieces of school clothing are updated throughout their school years.

BLUE always refers to dark blue.

GREY always refers to dark grey.

It is an imperative that both boarders and day students' clothing is labelled with the student's full name. For the sake of timely delivery, new students should order their name labels as early as possible so that all clothing can be marked with your name before starting at Herlufsholm. Name labels can be ordered from MISTER, who also offers to sew them in your school uniform if purchased at the store.

In the following tables two symbols are used:

() indicates that clothing can only be purchased from MISTER.

(-) information for boarders: indicates that the clothing should be registered with the matron, and can be handed in for laundry.

A comprehensive assortment and shopping list can be downloaded from the school website: www.herlufsholm.dk/forms

COMPOSITION OF SCHOOL UNIFORM - GIRLS	
CLOTHING IN EVERYDAY LIFE	
In everyday life the Herlovianer shirt is used along with grey or blue skirt/trousers - possibly combined with a sweater or blazer.	
Whole gala consists of	Semi gala consists of
Single-breasted navy blazer	Single-breasted navy blazer
Dark blue skirt (quality: wool-wool/polyester)	Dark grey skirt (quality: wool-wool/polyester) 3.g may choose a long white skirt
White shirt	Herlovianer shirt
Gøye tie	Herlovianer tie
Black leather shoes	Black leather shoes
<i>Gala uniform is used on Trollemorgen, but at the school's celebrations girls usually prefer gala dress.</i>	<i>Semi gala uniform is used on many occasions – even in everyday life. At some celebrations where semi gala is prescribed, girls can choose gala dress. See the table for dress code at school celebrations.</i>

The secondary school includes all students at upper secondary level. Therefore, the term applies both to secondary school students and IB students.

COMPOSITION OF SCHOOL UNIFORM - BOYS	
CLOTHING IN EVERYDAY LIFE	
In everyday use Herlovianer shirt with grey or blue trousers - possibly combined with a sweater or blazer/gala jacket.	
Whole gala consists of	Semi gala consists of
Dark blue two-breasted gala suit	Gala jacket Students in the secondary school and 10.præp often replace gala jacket with: Single-breasted blue blazer
	Grey trousers with creases (quality: wool-wool/polyester) 3.g can choose white trousers
White shirt	Herlovianer shirt
Gøye tie/bow tie	Herlovianer tie
Black socks	Black socks
Black leather shoes	Black leather shoes
<i>Gøye tie is used on Trollemorgen, but at the school's celebrations bow tie is used.</i>	<i>Semi gala is used on many occasions, but also frequently in everyday life.</i>

SCHOOL UNIFORM – GIRLS		
	BOARDER	DAY PUPIL <i>(suggested)</i>
Single-breasted navy blazer (quality: wool-wool/polyester) Primary school 6 th – 9 th grade: Herlovianer buttons and without shield Secondary school and 10.præp: Herlovianer buttons <u>and</u> shield	1 pcs. buttons ◊ emblem ◊	1 pcs. buttons ◊ emblem ◊
Skirt - plain grey or blue (quality: wool-wool/polyester) - long or short, max. 10 cm. above the knee	2-3pcs. at least one blue and one grey skirt	2-3 pcs. at least one blue and one grey skirt
Trousers - plain grey or blue (quality: wool-wool/polyester)	as required	as required
Herlovianer shirt ■ - light blue, shaped shirt with Gøye shield	10 pcs. ◊	4 pcs. ◊
<i>Shirts must be tucked In and be buttoned, except for possibly open flip with max. top two buttons unbuttoned. Remember to button a button-down collar!</i>		
Shirt - white collar (for gala)	1 pcs.	1 pcs.
Cardigan or pullover with round neck, turtleneck, V-neck or polo collar - plain blue or grey (quality: wool-wool/polyester, possibly cotton, but not faded) - school shirt is mandatory, also when you wear turtleneck sweater	2 pcs.	as needed
Herlovianer-tie - striped	2 pcs. ◊	1 pcs. ◊
Gøye-tie - blue with IB-shells	1 pcs. ◊	1 pcs. ◊
Herlovianer scarf " or other scarf in grey/blue	voluntary	voluntary
<i>Necktie or scarf should always be worn when you wear blazer in school!</i>		
Socks - plain black, blue or grey ■ <i>and / or</i> Nylon stockings	10 pairs of socks <i>or</i> socks and nylon stockings as needed	4 pairs of socks <i>or</i> socks and nylon stockings as needed
Underwear – white in own composition ■ - panties, vests etc.	10 sets <i>or</i> as needed	as needed
All underwear laundered at the school go into a hot laundering programme. You can choose to have part of your underwear registered, or you may wash all your underwear yourself.		
Shoes –black - Simple, plain	2 pairs - min. 1 pair of black leather shoes	2 pairs - min. 1 pair of black leather shoes
<i>For the sake of the girls' health, no heels in everyday life should be higher than 2-3 cm. This is a requirement for girls in the primary school, and it is recommended that girls in the secondary school follow the same guidelines. At celebrations and other special events at school, there are no restrictions on girls' high heels.</i>		

SCHOOL UNIFORM - GIRLS		
Belt - plain black leather - discreet, possibly with a small label	as needed	as needed
In everyday life it is possible to add:		
Canvas skirt - plain blue or grey long or short, max. 10 cm. above the knee not faded - no jeans fabric can not be used for half gala	voluntary	voluntary
Canvas-/corduroy trousers - plain blue or grey - not faded - no jeans fabric		
Spencer - classical, plain blue or grey - can only be used in combination with Herlovianer shirt		
SPORTSWEAR		
Sportswear (Herlufsholm) ■ - white polo/T-shirt (cotton or other sweat absorbing fabric) and black shorts. - all parts with school emblem!	6 polo/T-shirts ◇ and 4 pairs of shorts ◇	2 sets ◇
Sports set/windbreaker (Herlufsholm) ■ <i>or</i> Running clothing (Herlufsholm)	1 set ◇	1 set ◇
Sports socks - white ■	6 pairs	as needed
<i>Pupils who have acquired sportswear before the new collection in August 2008, may of course continue to use this until replacement is required.</i>		
Sports shoes - outdoor sports and indoor sports shoes with soles that do not come off	min. 1 pair of outdoor and 1 pair of indoor shoes	min. 1 pair of outdoor and 1 pair of indoor shoes
SEASON		
Outerwear –blue, grey or black coat/windbreaker - leather clothing and jeans jacket may not be used!	as needed	as needed
Scarf and hat - blue, grey, black - possibly Herlovianer scarf with IB-shells ◇		
Leather or suede boots - black		
City shorts - classic, blue or gray		
Herlovianer shirt - short sleeved ■ – possible to shorten used shirt; contact the matron	voluntary ◇	voluntary ◇
3.g MAY CHOOSE TO WEAR:		
Long white skirt - model to be agreed with the matron 3.g hat - blue with white bands - both parts are ordered through the school Long, white canvas trousers - no jeans	voluntary	voluntary

SCHOOL UNIFORM - BOYS		
	Boarder	DAGELEV suggested
Dark blue two-breasted gala suit - with three herlovianer buttons in each row and no buttons on the sleeves	1 pcs. ◊	1 pcs. ◊
Only secondary school and 10.præp: Single-breasted navy blazer (quality: wool/ polyester) - with Herlovianer buttons and shield	voluntary, but widely used - buttons and emblem ◊	voluntary, but widely used - buttons and emblem ◊
Trousers - plain grey or blue with creases (quality: uld-uld/polyester)	2 to 3 pairs - at least 2 pairs of grey	as needed - at least 1 pair of grey
Herlovianer shirt ■ - light blue shirt with Gøye shield	10 pcs. ◊	4 pcs. ◊
<i>Shirts must be tucked in and be buttoned, except for possibly open collar with max. top two buttons unbuttoned. Remember to button button-down collar!</i>		
White shirt - not with wing collar (for gala)	1 pcs.	1 pcs.
Cardigan or pullover with round neck, turtleneck, V-neck or polo collar - Plain blue or gray /polyester; (quality: wool-wool/polyester, possibly cotton, but not faded) - school shirt is mandatory, also when you wear turtleneck sweater	2 pcs.	as needed
Herlovianer-tie - striped	2 pcs. ◊	1 pcs. ◊
Gøye-tie - blue with IB-shells	1 pcs. ◊	1 pcs. ◊
Bow tie (in gala)	1 pcs.	1 pcs.
<i>Ties should always be worn when wearing gala jacket/blazer in school!</i>		
Socks - plain black, blue or grey ■	10 pairs - at least 1 pair of black	4 pairs - at least 1 pair of black
Boxers - white and boiling genuine ■	10 pairs	as needed
Vests - white and boiling genuine ■	as needed	as needed
Shoes - black - simple, plain	2 pairs - at least 1 pair of black leather shoes	2 pairs - at least 1 pair of black leather shoes
Belt - plain black leather - discreet, possibly with small label	as needed	as needed

SCHOOL UNIFORM – BOYS

In everyday life it is possible to add:

Canvas-/corduroy trousers - plain blue or grey - not faded - no jeans fabric - can not be used for semi gala	voluntary	voluntary
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SPORTSWEAR

Sportswear (Herlufsholm) ■ - white polo/T-shirts (cotton or other sweat absorbing fabric) and black shorts - all parts with school emblem!	6 polo/T-shirt ◊ and at least 4 pairs of shorts ◊	2 sets ◊
Sports set/windbreaker (Herlufsholm) ■ <i>or</i> Running clothing (Herlufsholm)	1 set ◊	1 set
Sports socks - white ■	6 pairs	as needed

*Pupils who have acquired sportswear before the new collection in August 2008,
may of course continue to use this until replacement is required.*

Sports shoes - outdoor and indoor sports shoes with soles that do not come off	min. 1 pair of outdoor and 1 pair of indoor shoes	min. 1 pair of outdoor and 1 pair of indoor shoes
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SEASON

Outerwear - blue, grey or black coat/windbreaker - leather clothing and jeans jacket may not be used!	as needed	as needed
Scarf and hat - in blue, grey, black – possibly Herlovianer scarf with IB-shells ◊		
Leather or suede boots - black		
Bermuda shorts - classic, blue or grey		
Herlovianer shirt - short sleeved ■ – possible to shorten used shirt; contact the matron	voluntary ◊	voluntary ◊

3.g MAY CHOOSE TO WEAR:

Long white canvas trousers 3.g cap - both parts ordered through the school	voluntary ◊	voluntary ◊
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LEISURE WEAR	
GIRLS AND BOYS	
Leisure clothing consists only of a few parts, but is a practical supplement. Acquisition is optional according to your needs.	
After school hours - but not before dinner - is it possible to supplement the school uniform with a pair of jeans and sweatshirt/polo shirt, but please note: HERLOVIANER SHIRT IS MANDATORY AT ALL MEALS ALSO AT DINNER TABLE In your free time, there is no requirement to wear tie/scarf along with your blazer/gala.	
<i>Day pupils, circulating at the school during their free time, are expected to comply with the rules that apply for boarders.</i>	
Jeans, - skirt -dark blue - not faded and not worn	<i>Hip hop-, wide leg- and baggy pants, models with straps, pockets on trouser legs and other specialties are not allowed!</i>
Herlovianer sweatshirt ◊	Polo Shirt - with the school emblem ◊ <i>and / or</i> corresponding colored dark blue or red polo shirt - discreet label acceptable.
Study trip-sweatshirt ◊ - only in agreement with the Principal	
Casual shoes -black or blue - possibly a little heavier shoes	<i>Only simple casual shoes allowed. Sports shoes are used only for sports!</i>
Leather boots, heavy - may not be used for the table during summer season.	
Rainwear	Wellingtons
The school sportswear are also used for sport during free time, incl. leisure activities. Sportswear may not be used during breaks downtown Næstved - nor at the meals!	
INTERMEDIATE WEEKEND	
The additional leisure wear can also be used on Sundays, however, Herlovianer shirt is mandatory at the Sunday morning and evening table.	
TRAVEL WEEKEND	
You may travel to and from Herlufsholm in travel weekends wearing school uniform and additional leisure clothing. This applies to all pupils who either travel on school busses or who arrange transportation themselves.	
FIELD TRIPS	
During field trips school uniform is mandatory, possibly supplemented by a pair of jeans or other parts of leisure clothing in agreement with the teacher, depending on the academic content and context of the excursion. If visiting theater and other cultural evening events school uniform or leisure clothing, possibly semi gala, should be worn in agreement with the teacher.	
During reading periods and exam periods the school uniform is mandatory for breakfast and dinner tables, as well as for written and oral tests and exams. The additional clothing for leisure can be used after lunch, unless you need to attend a test or exam.	

ASSORTMENT FOR BOARDERS		
GIRLS AND BOYS		
Duvet , length: 200/220 cm - with synthetic fiber fill	1 pcs.	Nightwear - your choice, also re colour
Pillow - with synthetic fiber fill	1 pcs.	Bathrobe and thongs - your choice, also re colour
Towels , white terry - max. 70 x 140 cm	6 pcs.	Toilet bag incl. toiletries
Name tape w/ full name - woven in red on a white background	200 pcs.	Sock Bag w/ name - 2 pcs. ♦ - for coloured socks
Dormitory blanket with school emblem - Order forms are available at www.herlufsholm.dk/forms and should be sent to the school office before start of school. The acquisition is not compulsory, but note that other blankets are not used in the dorm.		Skopudsegrej
		Swimwear
		Satchel

CLOTHING AT SCHOOL CELEBRATIONS					
		SEMI GALA		GALA	
		girls	boys	girls	boys
Fugleskydning - day	August	X	X		
Fugleskydning – evening	August	X / B	X		
Blebal	October			X / B	X
Vildtaften	November	X	X		
Komediebal	November			X / B	X
Julebal	December	X	X		
Trolledag – morning	January			X	X
Trolledag - evening	January			X / B	X
Gøyebal	March			X / B	X
Koncertbal	April			X / B	X
Confirmation	April			X / K	X
Graduation	June			X / S	X

X = pupils should wear semi gala or whole gala. Where specified, the following alternatives can be used in girls' clothing: B = gala dress, K = confirmation dress, S = student's dress

MERCHANDISE

In cooperation with Mister we have developed a selection of products especially suited for gifts and souvenirs; including, cufflinks with the school logo, cups, pens, and scarves. These items can be bought at Mister's store as well as the web shop. The items are also displayed in Hylen. The proceeds go to the Student Travel Fund.

LAUNDRY AND DRY-CLEANING

Registration

On the first school day all school clothing is registered by the matron, who is responsible for laundry and repairs. All students must register their school clothes with the matron, as the boarders bring their clothes home during the summer break. The registration is necessary for the school to manage the laundry/dry-cleaning, but also to ensure that the students have the required number of shirts etc. to cope with everyday life in order to be able to maintain a clean and proper school uniform.

Laundry

The school offers laundry of all school uniform pieces, unless particular gentle wash or dry-clean is required. The linen room receives laundry in a weekly cycle, in other words: Dirty clothes are handed in, and clean sets of clothes are handed out every week.

Dry-cleaning

Part of the school uniform cannot be laundered, but should be dry-cleaned when necessary. The linen room handles dry-cleaning in co-operation with the local dry-cleaning shop. The laundry is handed in Tuesday before a travel weekend and can be collected Friday before a travel weekend. The cost is added to the student's account quarterly.

Bundles

Bundles of clean clothes can be collected from the linen room every Thursday morning after breakfast. Bundles of dirty clothes are to be prepared in your dorm room every Thursday evening and should be brought to the linen room before breakfast on the following Friday morning.

Bedding - linen change

At the dormitories bedding is changed every other Thursday. In the morning the boarders take all dirty linen off the bed, and bag it in a sack in the dormitory. When the bundles are collected at the linen room, a clean set of bedding is handed out. The beds must be made immediately after breakfast.

Laundry at the dormitories

All dormitories have a washer and a dryer, where students can launder their clothing, e.g. sportswear. The use of the machines is at your own risk, and they should only be used according to the dormitory teacher's instructions.

3. EDUCATION

The PRIMARY SCHOOL

6th - 9th grade: the junior programme

Herlufsholm has created its own educational model for the 6th-9th grades, called the Junior Programme. The programme follows the requirements and criteria set by the Danish Ministry of Education.

In completing the 6th – 9th grade programme, students at Herlufsholm will acquire a broad knowledge of a number of subject areas, as well as skills that qualify and prepare them for the future. Students should not only have factual knowledge within specific areas, but also develop an understanding of the principles and methods of the subject areas, and an ability to apply them to new learning. We want the students to learn how to explore areas progressively, and to realise how areas relate to each other and thereby constitute a whole. This focus on the subject context adds a further dimension, which should raise the level of the students' learning.

The 9th grade is completed with the national final examination.

IGCSE: The English Language program in upper-primary school

Herlufsholm offers the IGCSE (International General Certificate of Secondary Education). This program is intended for 14-16 year olds, equivalent to 8th and 9th grades. The language of instruction is English in all the exam subjects: English, Mathematics, History, Science, and Foreign Language. In order to integrate the international and national students they will be taught together in Art and Physical Education. Danish is obligatory and will be taught at the student's level.

The IGCSE exam, which completes the 9th grade, will naturally lead to the Pre-IB and IB, or another international educational program.

10th PREP FORM

At Herlufsholm we call the 10th school year 'præparandklasse' (10th prep form). The purpose of this optional school year is for students to develop their study skills and improve their subject area knowledge significantly, to make them eligible to continue an upper secondary education. The 10th prep form targets students who are not yet ready to enter secondary school. Students who have lived abroad can, in addition to subject area challenges, use the year to improve their Danish language skills.

The curriculum features a subject area called "study forum". Here the student is able to improve skills or to pursue specific areas. Together with a teacher each student sets realistic goals in each subject area, and afterwards the student works intensively, either alone or with

his/hers classmates, in order to achieve these goals. The level of the tasks is tailored for each student.

The student is assigned a mentor who – throughout the school year - will observe individual development, and the mentor will advise on educational matters.

The 10th prep form ends with the extended National school leaving examination.

A field trip is also organised with a number of subject area elements and the content will be included in the curriculum in several subjects.

SECONDARY SCHOOL

The secondary school is a 3-year university liberal arts preparatory programme. The teaching is divided into a ½-year basis course followed by a 2½-year specialised study programme. At Herlufsholm the secondary school is normally organised in four classes of ca. 24 students in each, and likewise a pre-IB class. The number of students in each class is based on the desire to create a network before the students specialise after the first semester.

The various specialised study programmes start January 18, 2012. It is the school's goal to fulfil as many of the students' preferences as possible. Therefore we often establish five specialised study programmes formed out of the four basis courses.

The academic calendar :

Each class has a comprehensive academic calendar, showing how teaching is continuously planned, implemented and evaluated. The aim of the calendar is to provide information about students' and teachers' work to support the development of the students' academic, general and personal skills throughout the three years of secondary school. The calendar covers all courses, and the students can also find a plan for their written assignments.

The information on the academic calendar is of such a detailed character that everyone, including the Ministry of Education and parents, can benefit from the information. The calendar is updated continuously.

The academic calendar is published on the school website and in Lectio (see section on Lectio) in co-operation between students, teachers and the school management. The teacher team for the class is responsible for preparing the study calendar.

Study programmes

The general idea behind the study programmes is that the main subjects and compulsory A-level subjects (Danish, History) cooperate in order to create content synergy.

Study programme 1: Arts and Culture – Language and Identity

Music A, English A, Social Science B or Mathematics B:

In this study programme, English, music and social science are the primary subjects, the students will explore in depth social and cultural issues. The students will acquire linguistic, literary, and musical competences combined with analyses of social issues and cultural patterns; mass media and Mathematics are incorporated.

Thematic units may include:

- The American Dream
- The Golden Ratio
- Language and Identity
- Illusions and Reality

The 2g field trip will go to a foreign (European) centre of music and culture

Below you will find a summary of the subjects in this study programme. Please be aware that if you choose beginner language as your foreign language, you will not have an elective at C-level.

STUDY PROGRAMMES 2010/2011				
Study programme 1, English A, Music A and Social Sciences/Mat B				
Danish A	Music A	2. Language (exp. B or beg. A) Social Sciences/ Mat B	Religion C Classic Civ. C Physics C Biology C Chemistry C Sport C	Maths C Elective C
History A	English A	Science B		

Study programme 2: Mathematics and Natural Sciences

Mathematics A, Physics B, Chemistry B

This Study programme focuses on mathematics and natural science, and a completed programme will allow students to move on to professional educations, among others technical educations and medicine.

The natural/scientific approach to thinking has had an enormous impact on modern society. The study programme will give a number of examples of this, stressing the importance of the interactions between theory and experimental work.

Thematic units may include:

- The Renaissance
- Global Warming
- The Universe's development
- Sustainable energy

Students will get the chance to visit or work on projects in cooperation with firms and/or universities.

Below you will find a summary of the subjects in this study programme. Possible electives at A-level are: Physics, Chemistry, Advanced Foreign language or English. Please be aware that if you choose beginner language as your foreign language, and take Physics at A-level, you are permitted to restrict your beginner to B-level.

Study programme project 2, Natural sciences: Mathematics A, Physics B, Chemistry B				
		2. Language	Religion C	Social Sciences C
Danish A	Mathematics A	(exp. B or beg. A)	Classic Civ. C	
		English B	Elective C	
History A	Elective A	Physics B	Biology C	Chemistry B
			Arts C	
			Sport C	

Study project 3: Social Science and Mathematics

Social Science A, Mathematics B, one science subject B

Social Science A is the key subject in this study course that addresses economics, politics, and social issues.

Students will get the chance to visit or work on projects in cooperation with social or government agencies and/or universities. The international dimension is attained through the 2g field trip in cooperation with foreign schools.

These activities should qualify students to make relevant career choices, particularly in social science.

Below you will find a summary of the subjects in this study programme. Please be aware that all students in this programme must choose at least one of the following subjects at A-level: Mathematics, English, intermediate foreign language.

As a consequence, students who take beginner language as their second foreign language must choose English A or Mathematics A (in 3g) in stead of an elective at C-level, giving the student 5 A-level subjects.

Study programme project 3, Social Sciences: Social Sciences A, Mathematics B, Science B

Danish A	Social A	2. Language (exp. B or beg. A) English B	Religion C	Elective C
			Classic Civ. C	Arts C
A history	Elective A	Science B	Physics C	Mathematics B
			Biology C	
			Chemistry C	

Study programme 4: Pre-IB

Social Science A, Mathematics B, one science subject B

For details, see the section “Pre-IB” below

Study programme 5: Language, Creative Arts and Culture

English A combined with a beginner language, intermediate foreign language, and one creative subject.

This study programme, where the languages and a creative subject are the core, will qualify the students by concentrating on developing essential linguistic, communicative and cultural issues/ skills. This is achieved by working with virtual media, literature, film, theatre, music and visual arts.

Thematic units may include

- Youth culture
- Historical Periods
- Migration and Socialization
- Language and identity
- Illusions and Reality

The 2g field trip will go to a (European) country where at least one of the elective languages is the mother tongue. It may be possible, in 3g, to go on a language trip concentrating on one language; this may be on a student exchange basis.

Below you will find an example where the student has chosen English A, Spanish beginner A, intermediate German B, and Visual Arts B.

Please note that from 2010 there is a choice between Mathematics B or a science subject B.

Example of study programme 5:				
		Arts B	Religion C	Maths C
Danish A	English A		Classic Civ. C	Social Sciences C
		German intermediate B	Physics C	
			Biology C	
History A	Spanish A	Science B	Chemistry C	
			Sport C	

PRE-IB

Herlufsholm School offers one year of pre-IB for all students wishing to take an IB diploma, to facilitate the crucial transition between primary and secondary school. Tuition is legally bound to follow the Ministry of Education's rules and regulations for the Danish 1g Gymnasium. However, instruction is in English, and strong emphasis is put on the skills required in the IB Diploma Programme.

It is possible to enter directly in the two-year IB Diploma Programme if desired, as long as the student possesses the necessary academic level, willingness to learn, and the maturity required to cope with the challenges ahead.

However, the school recommends that students start the IB programme at pre-IB level and thus have a three-year course of study to best prepare them for challenges of IB Diploma programme.

Since our IB students come from a wide range of countries and school cultures, pre-IB is an important year that provides the basis for an academically sound and mature effort. For many students the pre-IB also provides an opportunity to learn Danish and/or to improve their English skills. During this preparatory year the classes are divided into two levels in mathematics and English, and into three levels in Danish. The pre-IB also gives access to 2g, if the student wants to transfer to the national Danish secondary school (STX), however the school recommends that the transfer takes place in January at the end of the basis semester and the beginning of the specialised courses.

Pre-IB applicants will have to – in addition to the normal admission process – take an aptitude test in English and Mathematics, each of these lasting 45 minutes.

During the Pre-IB class, the student is expected to demonstrate maturity and independence as well as academic ambitions and good results, if they are to continue to the IB programme proper. Grades are very important, especially for mocks and end-of-the-year results.

IB

The IB Diploma Programme is an international university preparatory programme taught in English. At the same time the Danish language is prioritised, both as a communication language in everyday life and as a language course in IB. The IB programme is a combination of six subjects and three core requirements. For specific combinations, check out our website (go to 'Education → IB → Subjects).

IB applicants will have to – in addition to the normal admission process – take an aptitude test in English and Mathematics, each of these lasting 45 minutes. Moreover, the student is expected to demonstrate maturity and independence as well as academic ambitions and good results, if they are to continue to the IB programme proper. Grades are very important, especially for mocks and end-of-the-year results from earlier schools. In order to move on to the final class of the IB programme, the student must meet the IBO requirements for passing. The headmaster will have the final decision, if a student does not meet these requirements.

CAS

CAS is an abbreviation for Creativity, Action and Service and is a mandatory part of the IB programme, which runs continuously over at least 18 months:

Creativity: artistic and other activities involving creative thinking.

Action: physical activities contributing to a healthy lifestyle.

Services: unpaid and voluntary work, which gives the student a learning experiences.

A satisfactory implementation of the CAS programme is a prerequisite for students to complete the IB Diploma Programme. This requires that students via a dedicated online system substantiate that they have achieved an increased awareness of their own strengths and development potential, pursued new challenges, organised and implemented projects, entered teamwork, demonstrated commitment and endurance, dealt with global topics, considered the ethical significance of their actions, and developed new skills through their activities.

Many of the CAS programme activities can be implemented within Herlufsholm’s extracurricular programme, but some of the service activities are established through collaboration with various institutions in the local area, e.g. Futura Centre in Næstved, voluntary organisations and after school care at Lille Næstved School. The Danish authorities require that the student does not have a criminal record in order to do volunteer work. Therefore the school must have the parental power of attorney to obtain a criminal record from the Danish police. A power of attorney form can be found at www.herlufsholm.dk/forms

MENTORING

All 1g and Pre-IB students and 2g/2 IB will be assigned a mentor who will follow them throughout the year. The purpose is to develop both academic and personal proficiencies with particular focus on study habits, planning, and follow through.

Mentors and students will plan their meeting frequency and content based on the students’ needs. Both the student and mentor can initiate a meeting. The mentor’s role is intended to be supportive and inspiring.

TIMETABLE

TIMETABLE			
	PRIMARY SCHOOL		SECONDARY SCHOOL
08:05-09:05	1. Lesson - 60 min.		
09:05-09:20	Morning assembly - 15 min. (Church/Helenhallen)		
09:20-10:20	2. Lesson - 60 min.		
10:20-10:35	Break/snack - 15 min.		
10:35-11:35	3. Lesson - 60 min.		
11:35-12:25	MAUSE - 50 min.	11:35-11:40	Break - 5 min.
	<u>Lunch table: 11:40</u>	11:40-12:40	4. Lesson - 60 min.
12:25-13:25	4. Lesson - 60 min.	12:40-13:30	MAUSE - 50 min.
13:25-13:30	Break - 5 min.		<u>Lunch table: 12:45</u>
13:30-14:30	5. Lesson - 60 min.		
14:30-14:35	Break - 5 min.		
14:35-15:35	6. Lesson - 60 min.		
15:35-15:40	Break - 5 min.		
15:40-16:40	7. Lesson - 60 min.		

A AND B WEEKS

The school organises classes on a timetable with 10 teaching days in a two-week schedule:

A weeks: teaching starts Tuesday

B weeks: teaching starts Monday

The allocation of A and B weeks appears in the annual calendar in the back of this book. During the school year, there will also be periods with interdisciplinary themes and units, as well as field trips.

LECTIO

At Herlufsholm we use a schedule management programme called Lectio. The programme is web-based (<http://www.lectio.dk> and select "Herlufsholm School") and can therefore be used where there is a computer with Internet access. This means that it is not only students and teachers who can use Lectio; also parents have the opportunity to follow their son's or daughter's schedule. In everyday life the students have easy access to the all necessary information from the system via the school's interactive info monitors.

To use all Lectio facilities, it is necessary to have a username and password. All school students receive a username and a password, and the school recommends that parents get this information from their child.

In Lectio you can access timetables and absence registration. In the secondary school it is possible to see student's grades, to print report cards and comments, and to see individual examination schedules.

The STX examination plan is published in Lectio in connection with 3g's last school day. During the exam period it is essential that the students stay updated on the exam schedule.

Changes

The school makes an effort to communicate schedule changes as early as possible, but it is important to keep yourself updated. E.g. an early cancellation of hours the day before may be replaced by other teaching in the period 08.05 am - 14.30 pm the following day. All students are obliged to keep informed of any schedule change in Lectio. NOTE: absences must be registered in Lectio - both illness and absence from teaching approved by the office. Students in the secondary school are required to indicate the reason for their absences in Lectio. Please see details in the section "Academic Code".

Homework

In order to produce a satisfactory academic result, students must at all times make sure that they do their homework. This means that students can not expect that travel weekends and holidays (excepting the summer holiday) equal holiday.

The school will do its best to make sure that students are aware of their workload within a reasonable deadline: this will enable the students to bring homework with them home for travel weekends and shorter holidays.

EDUCATIONAL RESOURCES

It is a good idea to acquire a number of tools that will be both handy and which are highly recommended for the instruction. In the following section you will find a list of special requirements:

Calculators

Students in secondary school and IB should not buy a calculator until they have been advised by their teacher at school start.

Students in primary schools all need a calculator. There is no requirement for a particular model. In primary school you should only invest in a regular pocket calculator. It is not until the secondary school you will need a calculator with more capacity. Cell phone calculators do not have enough features to be used as a school calculator.

Dictionaries

At school there is access to a wide range of electronic dictionaries, but the school recommends that students purchase hard copy dictionaries. For most students, it would be appropriate to have an English-Danish, Danish-English dictionary along with a Danish spelling dictionary. In addition, other dictionaries can be useful depending of the student's choice of second language.

Library – DEK

DEK (the disciple's library) is the school library with book lending, study hall and IT facilities. You will find the opening hours on posters in Hylen, Vylen and at the dormitories.

Naturally, it is important that to return borrowed books by the deadline given by the librarian. In May/June all students will receive an e-mail (the student's school e-mail address) containing information about books that have not been returned. If the books have not been return by the beginning of the summer holiday, students will be billed for the missing book(s). Such an e-mail may also be sent during the school year. A student is welcome to see the librarian about extending the loan period.

The book depository

For the instruction, students borrow books from the book depository. Each student has to sign a loan receipt, and normally these books will have to be returned by the end of the school year. In some cases, however, the student borrows the book(s) for more than one year. The book inspector will issue a plan for returning books for each class; the student receives a complete manco list as well as at deadline for returning books. The student will receive a receipt for returned books. In case that the student does not return missing books by a 2-week deadline, he will be billed.

IT

Information technology is an indispensable learning tool. At Herlufsholm, the students get their own email address and access to the Internet and Disciple Net (intranet). It is expected that all students check their email on a regular basis and use the online resources that are available on the intranet (office messages, conference facilities, dictionaries, encyclopaedias, etc.).

Students are taught the use of these resources in the primary school and during 1g. All students are required to familiarise themselves thoroughly with the school's IT policy and to contact the IT department when in doubt.

Rules:

Rules have been set up to protect the school's network and servers, and also help to protect individual PCs.

You are not anonymous when surfing the Internet - traffic can be monitored and tracked. Breaches of the IT ethics may result in sanctions in accordance with school policies in other areas.

All dormitories have their own IT centre, and around the school you can find a number of IT centres and classrooms, where you can go online using the school's computers via the cabled net – and their own computers via the unwired net.. In addition, there is wireless network access in all dorm rooms. The school's wired and wireless network are two different networks, and there are different requirements to them.

Wired network:

Students may only use the school computers; they may not use their own computers on the wired network.

Wireless network:

The wireless network is not subject to the same restrictions as the wired network. Here students can for example play games (in their free time) - but all students still have to respect the IT rules of ethics.

For a student PC to get on the wireless network, the student needs a code for the wireless network. This code is given by the IT Office. This code may be subject to change for each school year. Students using the wireless network must login with the same Herlufsholm username and password which they use on the school's stationary computers. The student may use any kind of PC/Mac, including a Mac or a Smartphone. Please note that only one unit can be logged on to the wireless network.

Using IT in the instruction:

In class, the computers may only be used for relevant school work, i.e. taking notes, doing calculations etc. The teacher may ask any student to shut down the computer, if the teacher

finds it right.

IT – Exam (except IB):

The Ministry of Education's regulations allow the use your own PC and printer at written exams, or parts of written exams, in most subjects.

The detailed rules for use of computer at exams will be distributed to the students, but the school emphasises that students are responsible for their own equipment, and that they must always be prepared to finish a written exam with paper and pen, if their computer and printer fail.

IT - Ethics:

In the field of IT, it is also necessary with common rules of conduct, when many people operate simultaneously. The following ethical rules govern the students' use of IT at Herlufsholm. The premise is that this is a school net.

1. Legal requirements

According to Copyright laws it is illegal to download and transmit certain files and texts. If you are unsure whether a file/text is copyrighted, you must ask the IT department. Of course, it is also illegal to obtain access to others' PCs, passwords and network (hacking).

2. Safety requirements

The school's IT rules protect Herlufsholm's networks against hacking and abuse of your personal rights. It is therefore very important that you protect your password and pin code and change them frequently. Your password is just as private as passwords to credit cards, and you must never lend it to others. If you suspect that others are using your password, you must change it immediately and inform the IT department.

3. Contracts/Licences

The school has contracts with external IT providers and consultants to ensure the operation of Herlufsholm's networks. You must never install programmes on school computers, and you must not change any setups. If you need a new application, please contact the IT department, who, if possible, will normally ensure that the programme is installed. You may only connect your PC to the school's wired network, if it is approved and configured by the IT department, and you may only have the programmes on your computer present on the school's positive list.

It is *not* allowed to use the school network (both wired and wireless) when participating in file sharing networks such as Bearshare, Emule, KaZaa, LimeWire, etc., nor is it allowed to create subnets and work groups on the school network.

It is also not allowed to create wireless networks at Herlufsholm unless approved by the IT department. Alien wireless networks may interfere with the school's wireless network and may be regarded as cheating in connection with tests and exams.

4. Code of conduct:

When surfing the web, both the Internet and the local net, you should remind yourself, that

you represent Herlufsholm. Therefore you must not produce, download or distribute material contrary to the school spirit, when using the school IT systems, i.e. material with racist, sexist, pornographic or defamatory content. Herlufsholm's rules on common courtesy and mutual respect are also valid in IT contexts. In case of suspicion of a student abusing the school's IT systems – or criminal activities – it can be necessary for the school to access the student's school mail and net files.

5. Practical rules:

IT can be used for both knowledge and entertainment. Since Herlufsholm is a school, the primary use of IT is for educational purposes more than for entertainment usage.

Always make sure your IT equipment works when you are finished using it. If errors occur, immediately contact the IT department.

IT – Facts & requirements:

Today, the school uses Microsoft Office programs for instructional purposes. The school also supplies academic programs (CD or download from the Intranet).

These school programs (IT backpack, TI-Nspire CAS, T.I. Interactive, Math Type) have been developed for the Microsoft Windows platform.

Herlufsholm solely uses Microsoft Office Package And Microsoft Windows operative system. For the 2011-12 school year we use Microsoft Windows 7 and Microsoft Office 2010 on the school's computers.

Playing games is NOT allowed on the wired network; plying games is reserved for private computers. Do NOT download games illegally.

Questions regarding IT can always be directed to IT Manager Pierre Damgaard Rømer at the IT department, phone: (+45 55 75 35 52), or email: pdr@herlufsholm.dk.

REPORT CARDS

In the primary school reports are written 3-4 times a year – at different times for different forms. In the secondary school and IB grades are given three times a year: in November, March and May/June. Scores in the secondary school are published in Lectio (accessible with the student's password), but by the end of the school year a transcript of the end-of-year grades is sent to the parents in order for them to get an impression of their child's academic achievements throughout the school year. Secondary school parents may at all times require a transcript by letter. The grades for the primary school are not published in Lectio, but will be sent to parents directly.

7-point scale

The Danish Seven levels, goal achievement and passing requirements

Like the international conversion scale ECTS (European Credit Transfer and Accumulation System) the 7-point scale has seven levels:

7-POINT SCALE			
Grade	Denomination	Description	ECTS
12	The excellent performance	The grade 12 is given for the excellent performance displaying a high level of command of all aspects of the relevant material, with no or only a few minor weaknesses.	A
10	The very good performance	The grade 10 is given for a very good performance displaying a high level of command of most aspects of the relevant material, with only minor weaknesses.	B
7	The good performance	The grade 7 is given for a good performance displaying good command of the relevant material but also some weaknesses.	C
4	The average performance	The grade 4 is given for a fair performance displaying some command of the relevant material, but also some major weaknesses.	D
02	The adequate performance	The grade 02 is given for a performance meeting only the minimum requirements for acceptance.	E
00	The inadequate performance	The grade 00 is given for a performance which does not meet the minimum requirements for acceptance.	Fx
-3	The poor performance	The grade -3 is given for a performance which is unacceptable in all respects.	F

The IB grading scale is as follows:

Grade

- 7 Excellent performance
- 6 Very good performance
- 5 Good performance
- 4 Satisfactory performance
- 3 Mediocre performance
- 2 Poor performance
- 1 Very poor performance

IB grades for TOK (Theory of Knowledge) and the Extended Essay is as follows:

Grade

- A Excellent performance
- B Good performance
- C Satisfactory performance
- D Mediocre performance
- E Elementary performance

IB grades are not directly translatable to the Danish grade system.

Talent development

Since 2001, Herlufsholm has participated in the national "Forsker-spire" project. This project has been developed by the Ministry of Education and the Research Ministry together and is

applied to 2g/2IB students. To participate, the student must display a special interest in a subject related to the instruction on STX/IB, a subject that the student wishes to examine in depth.

The idea is to call up the young researcher and inspire him/her to a future research career, based on the logic that the future needs more qualified scientists/researchers, supplemented by the wish to launch such a career before students move on to further education.

Guest professor(s)

Inspired by the above, Herlufsholm aims to hire – at intervals - a scientific capacity, picked from universities or similar colleges of further education (in Denmark and abroad) to challenge the best students in a given field. The instruction is given in master classes containing such students; selected groups of students will be given seminars, lectures etc. – and a side bonus is a supervision of the teachers.

HOMEWORK ASSISTANCE AND EXTRA SUPPORT

Study Café

The school's study café, which addresses both Middle School and the Secondary school, gives the students the opportunity to seek staff assistance with their homework. The study café is open Tuesday- Thursday (A weeks), and Monday-Thursday (B weeks). Time, place and staffing will be announced at the appropriate time on the notice boards.

Extra Support:

While students with difficulties are always invited to appear in the study café, the school can, under certain circumstances, try to find a teacher who (for a defined period of time) can assist a student with certain difficulties. This happens e.g. if the student's teacher in a given subject has ascertained that the student lacks certain competences in this particular subject.

This extra support is a private measure. The current rate is Dkr. 200,00 per 30 minutes, if there is one student only. If there are two students, the price is 125,00 for either student per 30 minutes, and if three or more students participate in these tutorials, the price is 100,00 per student per 30 minutes.

If school does not succeed in finding a teacher who offer these classes, the school will try to find an older student who is suitable for the job. The school suggest a rate of 85,00 per lesson of 30 minutes.

HELP FOR STUDENTS WITH SPECIFIC LEARNING DISABILITIES

In the event of suspected dyslexia or other learning disabilities the student is tested in co-operation with the Centre for Specialised Pedagogy in Næstved. (All testing is in Danish.)

Students diagnosed with specific learning disabilities are offered an 'IT backpack' containing the programmes VITAL and Wise Words, if the school considers that a help. When using VITAL a scan pen is supplied by the guidance counselor. The school also offers the scan programme Vitex, as part of the IT backpack. The programme Wise Words is also found on several of the school's computers for general use in connection with teaching,

extra help and homework.

Students with learning disabilities may be allowed extra time and/or other kinds of help to complete a written or oral examination. Further information is provided by the school office or at the guidance counselor. It requires formal documentation to obtain exam support.

Students with learning disabilities and other special needs may agree on tutoring according to the general rules of the school. Tutoring is usually agreed upon with the school office. Parents will usually be charged for such tutoring, unless the expenses are publicly supported or covered by the authorities. The school does not fund these measures.

The Centre for Specialised Pedagogy and other public institutions may offer additional instruction and help. Detailed information can be obtained from the Guidance Counsellors.

Parents will be billed for screening/testing, tutoring, PC hardware, and scan pen. The IT backpack is provided by the school and is free of charge.

More information can be obtained either from the primary school Department Inspector, or the STX/IB Guidance Counsellors.

Support in written and spoken Danish (the Witt programme)

Every year Herlufsholm admits students who, due to schooling abroad, the parents' mother tongue, or other reasons, have difficulties in managing Danish.

On the basis of a donation made to the school such students may enrol in an intensive course in Danish. This course takes place in the fall semester, i.e. normally in connection with the student's admittance to the school.

Herlufsholm has gone into partnership with Næstved Sprog- og Integrationscenter (NSI) who will screen these students' Danish proficiencies, subsequently setting up the proper course in Danish. The goal is for these students to be able to cope in Danish as soon as possible. This means, among other things, that IB students will be able to take Danish B, and that the students will be able to understand spoken Danish, e.g. general information.

On the basis of the NSI screenings the school decides whether a student must take this course (The Witt Programme). If parents receive information that their child has been accepted for the Witt programme, they – and the student – must realize that this is a compulsory thing; absenteeism will be registered as if it was a completely normal class.

Participation in the Witt programme is basically free; however, if the school deems it necessary, the student may have to continue also after the October holiday, and if circumstances say so, there will be some degree of parent payment.

Please observe that the Witt Programme is offered to students from all student groups at Herlufsholm.

The programme is NOT offered to students with a normal, Danish schooling behind them. It is strictly for students from abroad who need a lift in Danish.

FIELD TRIPS

The plan is for all 2g/2IB students to go on a field trip; for STX students, the trip is bound up with the instruction I AT, while IB students go on a TOK trip. 20 lessons are set aside for these field trips.

The Primary school operates with a field trip for the 8th form, and a field trip for the 10th formers is also arranged.

Other types of field trips:

STX/IB students may – in 3g – go on a field trip; for language classes also 2g students may go. These trips have a duration of 3 school days at most.

FOREIGN EXCHANGE PROGRAMMES

Herlufsholm has an extensive exchange program, since we believe that exchanges are beneficial for any student's personal life and experience, including an open view of the world around them. The students from abroad, who come to visit us, give our own students a unique chance to get to know foreign cultures, as well as a chance to develop a global understanding.

The exchange programme is an important part of our profile and are bound up with our values of "Openness" and "Commitment".

The program, however, also poses some challenges for students and teachers alike. Students will have to apply to the school for participation, followed by a selection. In this context we wish to make absolutely sure that the student will be able to meet the extra demands of the exchange programme.

The programme offers individual and group exchanges – whole classes may come later – as well as participation in Round Square conferences. The programme varies by the year; future 1g students are invited to apply for Round Square exchanges all over the world.

The students pay travel expenses, pocket money, and insurance themselves, whereas their stay abroad is free – and it is possible to apply for financial aid through the Students' Travel Fund.

1+2g exchanges:

Herlufsholm has an extended and individual programme with other Round Square school students. See www.roundsquare.org for further information on these schools. You might wish to speak to our exchange coordinator about the matter, since possibilities vary from year to year.

The application form can be found on our website (Uddannelser-Udvekslingsprogrammer); deadline for applying in 2011 is August, 24. When the applications have been examined, some of the applicants will be invited to an interview with the coordinator, whereupon the school will attempt to arrange the exchanges.

Primary school:

There are exchanges every year with European schools. Parents and students will be notified in due course as to the application procedure. We expect – for 2011 – to arrange exchanges with 2 schools in England, and 1 in Scotland.

Scotland

Herlufsholm School has a special exchange agreement with Glasgow Academy, Glasgow, Scotland. Each year there are 3-4 openings to be applied for by next year's 2g; they last for a week. The students will go together to join Glasgow Academy, one of Scotland's most prestigious day schools. The students will stay in private homes with Glasgow Academy students and their parents. Our students join both school and family life; it takes place in September. A week later the Glasgow students will pay Herlufsholm a return visit (or vice versa). They will stay either in our dorms or with day student families. Our own students are expected to offer help/hosting for the Scottish visitors.
Application date: some time in May.

France

Every 3rd or 4th year a little group of students, who have French as their language elective, go to St. Lattier in France for one week.

The stay takes place at a farm, and during the visit tours and visits in the surrounding area are arranged, while the students accustom themselves to French culture and everyday life. French will be the only spoken language throughout the whole week.

Students make their own travel arrangements and will have to pay for flight, insurance, half the cost of the stay and bring their own pocket money.

The trip usually takes place in the autumn and is mostly aimed at 2.g students. The exchange coordinators are the French teachers, who also select the students.

Being an exchange student means that you represent Herlufsholm School and one of the conditions for applying is that you are enrolled at the school during the exchange period. This means that tuition fees are paid to Herlufsholm and not to the receiving school abroad. Some school may ask for a deposit to cover special activities during the stay.

The exchange students who visit us need a place to spend their weekends at home. Therefore, when applying for an exchange, the applicant's family must be willing to host an exchange student from abroad. Being a host includes the collecting and bringing of the exchange student from/to the airport as well as accommodation in weekends at home and/or holiday periods during the exchange.

Absence and curricula in the context of exchange programmes

Exchange students will follow the instruction at the exchange school, and therefore do not have to do the written assignments at Herlufsholm for the duration of their exchange. There may exceptions, e.g. the 2g Study Line assignment, but in this case, arrangements will be made between the student and the school office.

In order to maintain the student's focus on matters at home, they may be asked to write an article for "Kontakt" (Danish), write a short article on the political situation in the exchange country (Social Science), - or something else.

However, students must at all times make sure that they are aware of what has happened academically at Herlufsholm, while they were abroad. This applies especially if the given

subject is to be finished in the same academic year. The student and the teacher will have to meet to arrange details.

The students will not be registered as absent (in Lectio) during the exchange. Written assignments that are due while they are away will be registered in Lectio as "Not to be handed in", also in Lectio. As for grades and report cards, these depend on for how long the student has been away. This is always subject to an arrangement with the office.

4. LIFE AT HERLUFSHOLM

The following description is based on Herlufsholm's values (see introduction).

ATTITUDE

It is important for everyone's well-being that Herlufsholm's students understand and respect the common framework for life at the school. This enables the teachers and dormitory teachers to focus their energy, so that every day will be characterised by individual attention, openness and mutual respect. It is a common responsibility to create harmonious relations between human values and academic challenges that form the basis for each student to develop his/hers individual abilities and shape his/hers personality.

The school's greatest desire and endeavour is that you thrive and feel comfortable with teachers and peers. At the same time we want to commit you to the values that you encounter in everyday life at Herlufsholm, and we expect you to develop your personal qualities - both academically and personally. You should be able to take up academic challenges, and it must be clear that you help shape the lives of your friends: Your personality is an important feature in Herlufsholm's long tradition. We expect you to engage in school life and to be interested in developing your personal resources and a willingness to understand and engage yourself with other people.

Friends and academic development

It is a challenge to be a student at Herlufsholm with its social life, fellowship and friendship. At the same time the school requires that you perform academically and work hard. It is important that you - both as boarder and day student - understand the distinction between social life and the responsibility to acquire knowledge and academic skills. When it comes to exams and life after your time at Herlufsholm, you must be able to solve problems independently. In addition you should also be able to work in teams, contributing with your own ideas and opinions.

Therefore it is important to find a balance: On the one hand, being able to engage in a social system, at on the other hand, being able to take care of yourself - both emotionally and academically.

Being compassionate and responsible

It is important that you always treat other people with respect. This applies first of all to your classmates and your friends at the dormitory: Think about what it means to be a good friend – how you talk to and about others.

At the boarding school we strive to create a home-like environment where education, extracurricular activities and life at the dormitories represent the framework of the students' everyday life. For new students Herlufsholm represents a whole new life in many ways, and one of the dormitory teacher's main tasks is to get the new and youngest students to fit into the school life and to feel at home. Students themselves have created a tradition for older students to mentor their younger peers, and the school expects you to continue this tradition.

Kindness and courtesy is a natural part of everyday life at Herlufsholm – including your interactions with the many people who serve you on a daily basis; kitchen staff, cleaning staff and maintenance staff. It is an important human ability to be open-minded and helpful.

Your responsibility towards other people should also be reflected in an understanding of the environment: You have ownership for our common surroundings indoors and outdoors. Therefore, do not litter and make sure you clean up after yourself. Do not leave things lying around in class rooms and public areas – in other words, take responsibility for your books, clothing and other belongings.

No room for indifference

Maybe you think that this school handbook is characterised by a 'firm' set of rules, but the rules are not restrictive, as they evolve quite naturally from everyday life and allow individuals to develop. Being a student at Herlufsholm requires that you understand the rules stated in the handbook and that you loyally comply with the school's expectations. It requires that you are willing to participate in school life and thus ensure that you and others thrive and have the opportunity to develop personal qualities.

There is always room for dialogue and critical questions, but it must be done in a constructive process, demonstrating that you want to adapt to life at Herlufsholm and contribute to a positive atmosphere. If the school determines that a student does not benefit from or contribute to the common conditions and community at Herlufsholm, the result may be that the student is asked to opt out of the school.

HEALTH AND NUTRITION

Diet policy at Herlufsholm

The aim of the school diet policy is..

- to provide a good and healthy diet by serving nutritious and exciting food
- to support the students' concentration and to optimise learning
- to teach the students healthy eating habits to strengthen their health and well-being
- to prevent diet-related diseases in the long run

Herlufsholm's diet matches the 8 diet recommendations outlined by the Ministry of Food, Agriculture and Fisheries:

The 8 dietary recommendations are:

1 - Eat fruit and vegetables

Vegetables are part of all dishes. On a daily basis we serve mixed salads with lots of flavour. Salad bar: Mix four kinds of vegetables and a dressing of your own choosing. There is always fresh fruit at the buffet.

2 - Eat fish

Fish dishes are part of the buffet's selection of hot and cold dishes.

3 - Eat wholegrain bread, potatoes, pasta or rice on a daily basis.

One of these ingredients will always be part of the hot meal. Wholegrain bread (mostly homemade) is part of the daily selection. In addition, a wide range of wholegrain products are included.

4 – Minimise sugar

Sweet and sour gives good taste in the proper context. We always consider how much sugar we use.

5 – Cut down on fat, especially from dairy products and meat. We use low-fat dairy products, low-fat meat and moderate the quantity of meat in our dishes. We are aware that vegetable fats are generally healthier and mainly make use of these. Dressings and cold cut and fish salads are homemade. When we fry, it is done with a minimum of vegetable fat. We serve cheeses with low fat content.

6 – Fresh ingredients

We ensure variation in the diet by choosing seasonal ingredients. The food is composed in a way where the "Y-plate" is composed mainly of vegetables, fruit and bread - less meat, cheese and dairy products.

7 - Drink water

Drink water several times daily. Water quenches thirst - without calories from sugar. 1.5 litres per day is recommended as a minimum depending on weight and activity level. We serve fresh, cold water at all daily meals.

8 - Exercise

It is recommended to exercise at least 60 minutes a day.

Make use of the school's many facilities and exercise activities.

Meals

A healthy lifestyle means having energy, feeling good and general wellbeing. Hence, the school sees it as its obligation to teach the students good eating habits and an increased awareness about a nutritious, healthy and balanced diet. In addition, the atmosphere around

the table is an important part of the social life at Herlufsholm. Therefore, attendance at all meals is mandatory.

Breakfast and supper

The meals are self-service buffets, and you arrive at the table within a period of 10 minutes. Everybody has an assigned table, according to the seating plan provided by the school.

Thursdays before travel weekends the boarders gather for a family style dinner at 17:50 p.m. and the meal begins and ends with a short prayer:

Before the meal

Bless this our house, bless this our food, bless every person on this earth,
and teach us with a humble spirit to take everything from your hand.

After the meal

We thank Thee, Heavenly Father, for all Your gifts and acts of kindness.

Meal times:

Breakfast on school days: 7:15 to 7:40 a.m.

Breakfast/brunch on Sundays: 9:30 to 10:30 a.m.

Morning snack: in Hylen at 10:20 a.m.

Lunch: primary school at 11:40 a.m. to 12:20 p.m.

Lunch: secondary school at 12:45 a.m. to 13:25 p.m.

Afternoon snack: at the dormitories

Supper: at 17:50 to 18:20 p.m.

Supplementary meals:

Supplementary meals, e.g. pizza from Næstved, may only be ordered between 8:15 and 10:00 p.m. However, on weekend Sundays, pizzas may be ordered also between 12:00 and 4:00 p.m.

Absence from tables

Only rarely is it possible to be excused from meals, but there may be situations where you cannot participate in the meals due to e.g. appointments with a doctor or dentist, driving license lessons. It is very important that you always remember to register your absence or else food will be wasted. You do so online via the application on the school website – and only on the stationary school computers.

You should unregister as early as possible, and no later than the day before the meal in which you cannot participate. If an unexpected situation arises, and you cannot respect the deadline for cancellation, please contact the school office or your dormitory teacher.

Primary school students are not allowed to make the registration themselves; they need to contact the school office.

Secondary school, boarders: If you want to unregister a meal, you should inform the school office or your dormitory teacher – and then you make the registration yourself. However, you are not allowed to unregister from breakfast; the dormitory teacher will do it for you.

Secondary school, day students: It may be reasonable to unregister from lunch, if you do not have classes after mausem (12:40-13:25), if you need to catch a bus, but cancellation will have to be approved by your parents.

Please note that the school office will automatically unregister students who participate in school sporting events and field trips etc.

Table manners

It is the responsibility of each student to create a pleasant atmosphere characterised by mutual consideration and good manners. Natural cheerfulness is a good thing, but it is important to be aware of the noise level – and to be aware of friends who are still eating when you leave the dining hall. In addition, the following standards and guidelines apply:

1. Be properly dressed and groomed upon arrival.
2. Good table manners include proper use of cutlery and a calm eating pace; sit neatly on the chair and do not place your elbows on the table.
3. You select your food at the buffet, but do not take more than you can eat: It is better to take several, so food is not wasted, and the staff can easily fill up the buffet.
4. Good eating habits means that you enjoy the varied composition of the meal - think of the dietary recommendations.
5. At breakfast and supper boarders have an assigned table. When the inspection teacher has registered absences, you may sit at other tables if you like.
6. Remember to bus your place at the table before you leave.
7. It is not allowed to move between dining halls.
8. It is not allowed to bring food in or out of the dining halls.

Table Head

There is a table head at breakfast and supper. He/she helps ensure that there is a good atmosphere, and that table manners are respected. Any request or reprimand from the head must be respected.

FESTIVITIES

Herlufsholm is characterised by many traditions and festivities, and the school aims at providing good and memorable experiences for the students in this respect.

Remember:

a)

- to be groomed and properly dressed, see chapter 2: School uniform,
- enjoying beer and wine requires a sensible and responsible conduct,
- beverages are not allowed in Festsalen and Helenhallen,
- not to leave waste, and show willingness to assist with the common cleanup after the event.

b) during school festivities you are not allowed to invite students from other dormitories, day students or other people into your dorm room. Beer can be purchased in the bar, but can only be enjoyed on the festivity premises.

c) all student events, e.g. Fugleskydning and its related events, Hueprøve and last school day for 3.g. and 10th prep. form – are arranged with the Headmaster

d) it is important that we are all good hosts. Visitors and guests should always be treated politely and openly. Show our guests respect – they are people who take an interest in the school, and they may give us experiences that we should not otherwise have had, e.g. at common arrangements during the school day..

Annual Festivities:

The purpose of school festivities is to give parents and students the opportunity to be together in relaxing and festive events; at the same time parents will have the opportunity meet with other parents and talk to some of the teachers. Before each dance the parents receive an invitation with the event programme. The dress code for these festivities is always dinner jacket or dark suit, or for ladies long or short dresses or skirts. At each dance the school hosts a small buffet for parents and students. After dinner, coffee is served - and later on a beer or soft drink.

NB! In the context of festivities the Secondary school includes 10th prep form:

August

Fugleskydning: All parents, alumni, and guests are welcome starting 9.00 am, where the bird shooting is initiated with a procession march. The shooting goes on until the two Fuglekonger (bird kings) are declared at approx. 17.00 pm. In the evening there is a dance for all students.

October

Blebal is a ball for the youngest students in 6th, 7th, and 8th grade.

November

Vildtaften is a dinner with entertainment.

Komediebal is the 2g play with a dance (secondary school only).

December

Christmas service and Holiday festivities
Christmas dance

January

Trolle-morning /service, Trolle-day, and Trolle-dance. The dance is held in two parts: one for primary school and one for secondary school.

February

Masquerade dance

March

Gøye-ball is a school play and dance for the primary school students in the 6th – 9th grades.

April

Koncert-ball is for the secondary school.
Last day of school for 3g

May

Confirmation for 8th grade, 'Store Bededag' (bank holiday)

June

Graduation of primary school classes
Cap Ceremony for 3.IB
Graduation and party for 3g/3IB

School festivities are divided according to grade levels. The parents of each grade level are invited at least once a year.

Some info on school festivities

We often get positive responses from parents and students after a dance where everyone have experienced a relaxed atmosphere as well as enjoyed solemn moments depending on the character of the event. To 'new' parents Fugleskydning is often the first opportunity to meet their child's classmates and their parents. It is a good experience to arrive at school early, preferably at 9 a.m., where procession and Fugleskydning march take place; later this morning there are elections for parent class representatives. Many parents bring a picnic basket to enjoy in Nyhave together with the students and other parents.

Fugleskydning ends at 17.00 pm and parents return home, as the evening dance is for students only.

At Blebal and Trollebal parents are welcomed in Festsalen where the evening's programme starts with, respectively, the 6th and 3.g students marching in, followed by students performing the school's version of the Lancers dance.

At Komediabal, Koncertbal, and Gøyebal the parents are welcomed in Helenhallen to attend school plays and the spring concert. Afterwards the festivities continue at Klosterbygningen.

Graduation for 3.g students starts with a photography shoot in front of the Headmaster's residence followed by a ceremony in the church where the students receive their diplomas. Afterwards the celebration continues with dinner in Helenhallen. The 3.g parents will receive an invitation with the time and place.

All school festivities are non-smoking when indoors.

LOVSANG (Morning Assembly)

Every morning at 09.05 am there is song and prayer in church. Students should always remember their songbook and attendance is compulsory as it is part of our community. It is also the place where the Headmaster communicates messages important for all students. Sometimes morning assemblies are held in Helenhallen.

HOLIDAYS and BEING ABSENT

Compulsory attendance and absence

At a school like Herlufsholm there is compulsory attendance for a wide range of daily activities. We expect that students participate in morning assembly, all assemblies, and other activities organised by the school. Of course it is also mandatory to attend classes, and all students are expected to actively contribute. All absences from classes are registered.

In the event of doctor appointments, driving lessons, or other legitimate excuses that necessitate your absence from class should always be reported to the school office - and remember to register the reason for your absence in Lectio.

Students who are away on exchange programmes will not be registered as absent from classes.

It is essential to take the duty of informing the office of irregular absence seriously, since irregular absences are unacceptable and may have serious consequences.

Written assignments

In the secondary school there are a number of written assignments in which the students are allotted work-time for the writing process. Day students are of course welcome to work at home, but school policy for boarders is that assignments must be written at school. This decision is based on respect for the boarding school daily routines, and for students to be able to easily access their teacher's guidance during the writing process. The only exception is the specialised study programme project in 3.g where two weeks are allocated for writing assignments. Here the boarders will have the opportunity to spend the last week at home.

Holidays

Each year an annual calendar is published highlighting holidays and home-weekends. Here are the main vacation dates in the school year 2011-2012:

Summer vacation:	- 9.08.2011 = arrival of boarders
Autumn:	15.10.2011 - 24.10.2011
Christmas Holidays:	16.12.2011 - 04.01.2011
Winter Break:	11.02.2012 - 20.02.2012
Easter:	31.03.2012 – 10.04.2012

Departure from school takes place after classes end for the day before the holiday starts. The only exception is Christmas, where departure is on the 16.12 in the morning. Boarders return to school on the last date mentioned in the evening.

The start of summer vacation varies for each grade level, but no later than 3g graduation on 27.06.2012.

It is important that vacation dates are respected, and we urge parents and students to make travel arrangements in ample time before each holiday.

The work with the study programme project and Extended Essay in 3.g/IB and the midterm tests in 1. and 2 IB is completed in the days leading up to Christmas and therefore it is not possible to leave before the holiday starts. There may be other assignments or processes for other students too that require their presence - and therefore it is important, both for the student and the class as a whole, that everyone attends classes right up to start of a holiday.

Students' absence from classes interferes with students' preparation and experience of curricular coherence, and is also annoying for the class work patterns and social life in school. In situations where specific circumstances exist, parents should contact the school office in due time before a planned absence, preferably via e-mail to: rektorkontor@herlufsholm.dk.

ILLNESS, DOCTOR AND DENTIST

Illness - Sus

If a day student cannot attend classes due to illness, the school office needs to be informed as early as possible via email: Rektorkontor@herlufsholm.dk or by phone: (+45) 55 75 35 00. If a boarder gets sick during a travel weekend and does not return to school as planned, the dormitory teacher needs to be informed.

The school has its own hospital (Sus) with a resident nurse and frequently a doctor. Students can come here when needed, and boarders are also hospitalised here when ill. When starting school, all medical papers on diseases, vaccinations, and regular medical treatment should be filled out. If diseases occur during the course of the school year requiring treatment or change in medical treatment, the school must be informed. The school also asks for permission to obtain health information from previous schools - this request applies only to primary school students with residence in Denmark. All students who have a registered address at Herlufsholm School will have a doctor appointed in Næstved. All other students retain their current doctor.

If you feel sick, please contact Sus, where the nurse will evaluate your condition and decide whether you should be hospitalised (boarders) or go home (day students). Sus has consultation hours after each meal. As a boarder you may also consult Sus: a) during school hours, in agreement with the inspectors, b) outside school hours, in agreement with the dormitory teachers. c) If the event of severe injury you can go directly to Sus. Ward rounds will be arranged according to needs, and the doctor will attend to the hospitalised patients. To make an appointment with the doctor please contact the nurse.

In principle, boarders are not allowed to keep medication in their rooms or in the dorm. All medication is dispensed by Sus. However, if a student uses medication every day, e.g. asthma medication, an arrangement between the student and the Sus nurse is possible, so that the student may take his/her medication without going to Sus every day.

Dental care - boarders

Students under the age of 18, who wish to participate in the municipal school dentistry program in Næstved, must complete the enclosed dental care form. If the student is a resident in Denmark, but not in Næstved, the municipality also requires a written guarantee from the student's home municipality to reimburse the expenditures for dentistry in Næstved. This guarantee can be issued at the municipal office.

After the age of 18 the student can arrange dental treatment with private dentists. The school office will assist you with this.

Students participating in the school dental care scheme, receive a dental card with appointments. REMEMBER:

- a) to hand in new dental cards to the secretaries at the school office, and they will help you remember your new appointment.
- b) to inform the inspectors about your absence if your appointment is within school hours. Also remember to register your absence in Lectio (secondary school only).
- c) to contact the secretaries, if you are unable to attend the next appointment on the card. They will make a new appointment for you.

ACADEMIC CODE

Students at Herlufsholm School must demonstrate a behaviour characterised by mutual consideration, helpfulness and respect for peers, staff and school. It is also expected that students participate actively in the classroom. The school uses the internet-based Lectio programme (see section on Lectio) to register a variety of school related activities.

Classes

- Class attendance, excursions and field trips, common school assemblies, and other alternative instruction, exams and tests are all mandatory.

- Teachers record student absences in Lectio every day. All types of absences are recorded.
- Absence registration in Lectio is entirely objective; all absence is registered as such, irrespective of the cause – except in connection with exchange programmes.
- Planned absence, e.g. a visit to the doctor's during school hours, must be communicated to the school office by the student (or the parents), prior to the absence. Secondary school students must state the reason for their absence in Lectio immediately.
- Secondary school students may be recorded with 50 % absence in certain cases, e.g. when a student appears late for class several times. The teacher makes this decision.
- If a student has been selected for an activity that takes place during the school day, this will not entail consequences for the student.

Written Work

- All written assignments must be handed in by the given deadline.
- Secondary school teachers record (in Lectio) that assignments have been handed in on time; this is done on the deadline day.
- If a secondary school student, by prior agreement with the teacher, has been allowed to hand in an assignment later than originally stated, the teacher records this in Lectio.
- If a secondary school student does not hand in assignments, the teacher fills in a form (Yellow Slip) and hands it in to the office, who will arrange for the student to hand in the assignment to the office at a given date/time.
- When the assignment has been handed in, the office will record this in Lectio with a note on the fact that the student has been late.

Please note that if a student hands in assignments either late or not at all, the office may step in and decide when and where a boarder must do his/her duty. Both boarders and day students risk being taken out of classes to sit the assignment according to the instructions by the office.

Sanctions:

Sanctions following breaches of the above are always decided upon by the office. The decisions take absences due to e.g. illness, or participation in school related activities, e.g. a ball game, into account.

Please note that the school may step in and deny a student participation in a given arrangement, if the student's absence record and activities in general warrant this measure. In the secondary school the following procedures are followed (as laid down in the national secondary school laws):

- Problems are solved by personal contact
- An oral warning is the next step, if the student does not improve his/her ways.
- All students with an oral warning will be monitored by The Leading Inspector with a view to possible future measures:
 1. Loss of the right to participate in the school's social arrangements
 2. A written warning

3. The student must sit all written and oral exams for the year in question (STX students only)
4. Loss of the right to State Aid (SU)
5. Loss of the right to sit exams
6. Expulsion

Warnings and other comments are always communicated to the dorm teacher and/or the parents. Warnings etc. are accessible in the Lectio absence record ('Varsel')

Coordinating activities

- All activities at the school (dorm arrangements, meetings, MUN trips, sports activities, weekend activities and so on) may be viewed via the 'Månedskalender' in Lectio with the exception of the daily leisure time activities, or in the weekly newsletter "Det sker".
- Staff activities are also stated in the 'Månedskalender'.

Examinations and tests

In connection with examinations and tests in the primary school, secondary, and the pre-IB the regulations are based on "Declaration on tests and exams in primary schools and in general preparatory studies for youth and adults". At Herlufsholm these rules also apply when it comes to internal tests such as project assignments in primary school, the Danish-history project in 1g, the specialisation project in 2g, end of year examinations, and end of term tests.

For students in IB the regulations for exams are found in the "General Regulations: Diploma Programme" and "Handbook of Procedures for the Diploma Programme". At Herlufsholm these rules also apply on the internal mock exams in 3IB and on the midterm tests for 2 IB..

Academic Misconduct:

Regulations for tests and exams in the middle and secondary Danish school are based on the national "Declaration on tests and exams in primary school and in general preparatory educations/studies for youth and adults". If you are caught cheating, you will be expelled from the test, and it is not possible to complete the test until the next exam period. For further information, check out www.uvm.dk

For IB students, the regulations are stated in "General regulations: Diploma Programme" and in "Handbook of procedures for the Diploma Programme". If a student is caught cheating, he/she cannot complete the test until the next exam period. In extreme cases, the student risks expulsion. Check out www.ibo.org

At Herlufsholm these rules also apply when it comes to internal tests such as project assignments in primary school, the Danish-history project in 1.g, the study programme project in 2.g, yearly based examinations and end of term tests, and mock exams (3 IB term tests), and 2 IB midterm tests.

If a student cheats on a daily assignment for example by handing-in someone else's work as his/her own, the student - depending on the nature of the offense - will be called to a meeting with senior inspector (secondary school), the department inspector (primary school),

or the IB coordinator or may be given a warning, see the section on sanctions. This means that cheating may result – in its utmost consequence – in expulsion.

POLICIES OF CONDUCT

Smoking policy

Smoking is not allowed for Middle school students = 6th - 9th form. In co-operation with the Tobacco Council and the Heart Foundation the school and the student council establish informative events on the adverse health effects of smoking.

Smoking is only allowed for students in STX/IB and 10th form. Herlufsholm has continued focus on smoking and encourages students to reduce and preferably to quit smoking.

As a step towards a complete ban on smoking, there will be – as of August 1, 2011 – a ban on smoking between 10:15 pm and 3:00 pm the following day. Thus, the school does not allow smoking during the school day and during study hours – nor in the morning before school begins. Sundays, the smoking area may be used 10:30 am – 10:15 am.

At Herlufsholm smoking is only allowed in the designated smoking area outdoors at the end of Galen – nowhere else! The student council and school administration make the rules for use for the smoking area.

The school requires written permission from parents of students in 10th prep and STX/IB students. This procedure will continue subsequent years up through the 3g.

1. At school festivities in Klosterbygningen smoking is permitted outdoors in Klostergården.
2. At parties and events in Helenhallen and Hysten smoking is only permitted according to school instructions.
3. During bus transport arranged by the school smoking is prohibited.

Alcohol policy

Students at Herlufsholm School are not allowed to buy, keep, or consume alcoholic beverages, when at school or outside the school premises. This general prohibition applies in the periods between weekends at home and during transport to and from Herlufsholm. It is not allowed to be under the influence of alcohol upon arrival at school.

Any deviation from these rules requires the school's explicit permission. When alcoholic beverages are allowed it is expected that students drink with moderation and maintain reasonable conduct.

1. When the school gives special permission to consume beer and wine, it is solely for secondary school and 10th prep form students.

2. At school festivities and major events only beer or wine served or sold by the school is allowed.
3. At other events permission to consume beer or wine is sometimes granted, but it depends on the nature of the event and requires an explicit agreement with the school or the teacher responsible.
4. Day students are not allowed to bring any alcohol to school.
5. Students in 3g:
Students in 3g may - with the dormitory teacher's permission – drink beer or wine while visiting a restaurant or a pizzeria for birthdays or cinema trips. Return time must be agreed with the dormitory teacher - but not later than 23:15 pm.

The dormitory teacher may allow 3g students to consume beer or wine when visiting Næstved a Saturday night during an intermediate weekend. It is the student's own responsibility to make an individual agreement with the dormitory teacher before going out. It is not allowed to consume alcohol without a prior agreement with the dormitory teacher, and it is emphasised that such an agreement does not include consuming alcohol at the dormitories.

Other areas with special attention

Car - Motorcycle - Scooter

The school does not allow boarders to drive cars, motorcycles or scooters while under the responsibility of the school. It is therefore not allowed to rent/borrow a car or motorcycle in Næstved – not on weekdays nor during intermediate- and weekends at home - and the students cannot have a car/motorcycle parked on the school premises or near the school.

Boarders

It is only allowed for boarders to go by car to/from school – and to leave the car parked on campus, if you and your parents have received the headmaster's permission. This will only happen in special cases, e.g. other kinds of transport are impossible or indeed very impractical. The car may not be used between travel weekends.

Naturally, the student must hold a valid driver's licence. A written request (letter or e-mail stating the reason(s) for wanting to go by car) from both student and parents to the Head is necessary to obtain driving permission. Permission may be given either for a period of time or for just one occasion. If the Head gives a special, signed permit, the permit (stating the student's name, registration number and type/brand of car) is given to the student who places the permit in the windshield when the car is parked at the school.

When the student arrives Monday evening after a travel weekend, the car must be parked in the designated area behind Galen, and the keys must be deposited with dormitory teacher immediately upon arrival. The student car park is cordoned off by a padlocked chain which will remain in position from Monday night (10:30 pm) to Friday before a travel weekend at noon. The headmaster's office will notify the dorm teachers as to which students hold a permit. The permit is only valid for the driver of the car. Driving with friends as passengers home and back to school must be agreed to by the headmaster or the dorm teacher. This means that both the parents of the student who has a car at the school, as well as the parents

of the student passenger/passengers must send a letter or a mail to the dorm teacher or the headmaster by Thursday at noon (= the day before a travel weekend).

In this way, the parents take full responsibility for the driving to/from school.

Day students

Day students are allowed to drive to and from school, but the car must not be used during school hours.

Driving with others

Boarders are not allowed to go by car driven by day students, and day students must not accept boarders as passengers – not even for a brief drive to town.

Any kind of driving with others, e.g. students, former students, guests etc. requires the headmaster's permission, and he must have been asked permission by a parental request prior to the occasion, permitting the student to drive with others.

Why this policy?

Everyone should understand that it would be extremely irresponsible for the school to allow students to drive with students. Even the best driver risks accidents without being responsible himself/herself. The school is responsible for you while you are enrolled at the school. We care about you and try to prevent accidents from happening to you – and naturally we have a huge responsibility with respect to your parents.

Social websites

Students should use Facebook, YouTube, Arto etc. with great caution, since it is often very difficult to remove stuff from these websites. See the section on School Values and the ethical rules on IT.

Photography

Digital camera and mobile phones provide easy access to take pictures, but we all know examples where the person being photographed is not aware of it and feels infringed upon. Therefore, you should respect your fellow human beings and never take pictures without asking first. The school does not allow photography in classrooms, dining halls, dormitories or Valen – on the whole, never take pictures in situations where it may seem annoying to others.

Friendship/companionship

It is important that students are respectful, courteous, friendly, sympathetic, and true to others. Herlufsholm does not tolerate bullying, psychological or physical harassment, racist and sexist language, any kind of condescending and unacceptable behaviour. Furthermore, it is important to involve friends or teachers, if you feel aggrieved or see that others do. Students who do not understand this, will face a consistent and strong reaction from the school, and the outcome may well be a suspended for a period or expelled without prior warning.

Mobile phones

Students are allowed to have mobile phones. However, it must only be used out of classes,

and it is in everyone's interest that everyday life at Herlufsholm is not dominated by telephone calls. Therefore, the school has defined the following recommendations: Show respect and discretion during mobile conversations - and do not make them in public school areas inside or outdoors. Boarders: Use your mobile phone mainly in your dorm room. Mobile phones must not be used during school and may only be carried in school and in the dormitory, if allowed by the dormitory teacher. Mobile phones should never be brought for any kinds of tests and exams.

Theft

The school takes every inquiry about theft very seriously. Often a report is proved wrong, due to forgetfulness, carelessness or misguided lending among students - and it is unfortunate, because rumours of theft spread rapidly. Please be aware that certain rules apply, when many people live together, and that you should take precautions, so you do not tempt weak personalities in school and at the dormitories.

School hours

1. Always bring your bag with you during school and extracurricular activities – do not leave it behind for too long.
2. Day students: You should keep valuable things like cash and credit cards in your locker unless you have them on you.

Dormitories

3. You should organise your things and keep your dorm room tidy, which signals that you really do care about your belongings.
4. Cash, credit cards etc. must be stored in your lockers. Larger amounts of cash must be deposited with the dormitory teacher.
5. Write your name on all your belongings.
6. Never borrow things without asking for permission. If you lend something out always make sure to hand it over in person - and be careful to get your things back.

Theft:

7. In case of theft of items that can be identified as belonging to the owner the dormitory teacher will always pursue the matter.
8. If the student has neglected to keep cash etc. securely stored, the dormitory teacher examines the circumstances, but can only act if there is a lead to go after.
9. No matter the type of theft, students should always fill out a form clarifying the circumstances of the theft. This form is available at the school office. Such a notification rarely leads to the return of the stolen item, but the purpose is that the school has a record of the extent of theft, and may be able to uncover a pattern that can lead to the offender, if a student is apprehended for stealing later.

Weapons and hunting

Bringing weapons to school is not permitted. The school is very restrictive concerning weapons, but a student interested in hunting may gain permission from the headmaster to bring along hunting weapons to the school in the season for hunting or skeet shooting.

The school wants to have a clear and updated list of which students have permission to keep hunting weapons at the school. Parents are required to notify the headmaster in good time before the hunting season (mail to: rektorkontor@herlufsholm.dk), before a student holding a valid hunting license brings a weapon to the school. The headmaster's permit will be valid for the entire hunting season.

The school's gamekeeper, John Hansen, will supervise the reception and delivery of hunting weapons, which will be stored in weapons lockers in a locked room.

John Hansen will receive weapons when students return to school after a travel weekend or holiday 8:30 – 9:00 pm. Students who do not travel to school using the regular bus service MUST plan their arrival during this half hour, since the school cannot under any circumstances allow guns in the dorms.

When leaving for a travel weekend, the students will be delivered their guns by John Hansen (2:30 – 3:00 pm). Students who wish to hand in or have delivered their gun(s) MUST notify John Hansen (mail to: jh@herlufsholm.dk). John Hansen will notify the students about the rules and practical matters, but a general guideline is this:

- Students who practice skeet shooting will be handed the weapons at the shooting range. John Hansen will take care of everything.
- The school reserves the right to demand a fee for keeping weapons.
- The school respectfully asks parents not to invite students to hunting parties during school hours; this also applies to weekends spent at the school.

DISCIPLINARY POLICY

It is the school's clear expectation that students at Herlufsholm read the school handbook and fully comply with the expectations set by the school. If a student does not meet the school's expectations, it will usually lead to binding discussions, which aim to influence and change the student's behaviour, before the school starts to practice harsher sanctions.

Violation of school rules may lead to a number of reactions and sanctions according to the Head's assessment, such as a reprimand, an interview with the student and his/her parents, a letter to parents, and discharge from the school for a period.

If the offense is of such a nature that the school has reservations about the student's continued enrolment at Herlufsholm, the reaction will be a written warning which is always issued by the Head. A written warning may be accompanied by discharge from the school for a period.

If a student receives a second written warning, it is usually grounds for expulsion from the school. The offense needs not to be similar to the first, and it is the Head that makes the final decision.

In cases of particular serious violations the school may proceed to expulsion without prior warning.

Please observe that a first time violation of the school's alcohol rules automatically results in an interview with the Headmaster. Sanctions may be the outcome, e.g. the student may be

sent home for some time, there may be restrictions in the student's everyday life, exclusions from school arrangements, loss of the possibility of representing the school (e.g. in sports activities), or a written warning – depending on the circumstances of the offense.

The school always informs the parents of the offense and the school's reaction, if a student violates the alcohol rules.

Taking, possession of, or dealing drugs while enrolled as a student at Herlufsholm School, i.e. also during weekends and holidays, is prohibited. Violation of this prohibition leads to immediate expulsion. The school reserves the right to test students for illegal narcotics.

Warnings from inspectors for absences or cheating usually do not lead to written warnings or sanctions, but in exceptional circumstances they may be included in the school's overall assessment of the student.

With all sanctions the school assesses whether parents should be informed. Parental involvement is an option when appropriate – and always in case of a written warning.

STUDENT DEMOCRACY

Student council, committees, and 'pillars'

The primary and secondary schools have their own student council. Each class is represented in the student council by two representatives. The student council elects every year an executive committee consisting of president, vice-president, and secretary (in the secondary school the foreperson is a student from 2g. The council president and vice president attend meetings in the Pedagogical Council, and other student representatives also have a presence in the Joint Committee. In addition, representatives participate in 'pillars' associated with the Pedagogical Council.

Finally, the president participates in school board meetings as an observer.

Round Square Committee

A new Round Square Committee is established each year and works from January to January. There are 12 members on the committee, including at least 2 from the primary school. The committee's main task is to create and make visible initiatives that reinforce our commitment to students' personal development – within the 6 IDEALS: Internationalization, Democracy, Environment, Adventure, Leadership, and Service. Representatives from the RS committee participate in the Gymnasium FU committee (fællesudvalg).

The Joint Committee (FU)

The secondary school's joint committee consists of representatives from students, teachers, 2 Round Square representatives, and the Round Square Coordinator, and management. The committee meets regularly and decides upon a wide range of practical affairs, including the planning of school events (festivities, joint hours, etc.).

The primary school's joint committee consists of 3 student council representatives, the primary school principal, the headmaster, and the coordinating teacher.

COUNSELORS

Guidance Counseling

The primary school has one guidance counselor, while the secondary school has three counsellors. They all have fixed office hours. Every school year several information events are held. In primary school the students are informed about the various secondary educational options. In secondary school the students are informed about higher education after graduation; these initiatives are aimed at students in 2.g and 3.g/IB. In addition, a supervisor from the local 'Studievalg Sjælland' has one office hour at the school per week for further educational guidance of secondary school students.

It may be useful to complement these information sessions with open-house visits, but to ensure continuity of learning the school's policy is that students in 3.g/IB are allowed the opportunity to participate one day in such events, while students in 1.g and 2.g/IB will have to wait until their final year of study.

On the website www.uddannelsesguiden.dk you can find the most relevant information on specific courses of study. In addition, students may always consult the school's guidance counselor.

Psychologist

Students in secondary school are able to contact the school psychologist. Any conversation with the psychologist is confidential. On the guidance counsellor's bulletin board you will find the opening hours for the school psychologist, and information on how to make an appointment. Primary school students are only allowed to contact the school psychologist after approval from the Head.

HERLUFSHOLM ALUMNI

In 2007 Herlufsholm School established a Herlufsholm Alumni association in order to support and strengthen the community among 'Gammelherlovianere' (old students), as well as maintaining their contact with Herlufsholm. As of August, 2010, Alumni will be an electronic network, supplemented by physical network arrangements. The idea is to keep up the network and make it more useful for individual Gammelherlovianere.

The physical network arrangements will take place primarily in Copenhagen, and are for Gammelherlovianere only. The arrangements will be e.g. lectures, seminars, or events that at the same time will offer the chance of networking among the participants. Every year there will be 3-4 arrangements in Copenhagen, and 3-4 arrangements at the school. All 3g students are automatically enrolled in Herlufsholm Alumni prior to their leaving school.

The Alumni network offers an easy way to keep in touch with former students, both from one's own class and with other classes. There will be information on old students, birthdays, and also on the development at the school. Invitations to the arrangements will be published, especially the jubilee reunions.

Web: <http://alumni.herlufsholm.dk>

HERLOVIANERSAMFUNDET (HERLOVIANER COMMUNITY)

Herloviansamfundet is an association of former students who among other things organise parties and gatherings, and publish the member magazine 'Herlovianeren'. The school co-operates with Herloviansamfundet in a wide range of areas, including anniversary events and alumni. Web: <http://herloviansamfundet.dk>

5. BOARDING SCHOOL

DORMITORIES

The dormitories have common rooms for everybody, but you should also be able to retire in peace when needed. Therefore, everyone must pay respect to each other: This is done by quiet behaviour in the hallway and by turning down the music to avoid bothering others. The common facilities (lounge, kitchen, val, etc.) are for everybody, and therefore, it is your responsibility to tidy up after yourself, leaving the place neat and clean. It is everyone's responsibility to create a pleasant environment in the dormitory, so it is important that you talk nicely to each other and demonstrate empathy.

Dormitory and val

The dormitory bedrooms and val are private areas, and therefore it is only the dormitory's own students, who are allowed to stay here. Girls and boys should be able to be left private when sleeping and bathing, for instance. That is why students of opposite sex never access boys' or girls' dormitories and val, respectively.

Prefects

Prefects are 3.g students who are appointed by the school to assist the dormitory teacher in coordinating work and providing guidance in the daily life at the dormitory. Prefects can be asked for advice on both school work and personal matters, and prefects are present to ensure a pleasant environment in each dormitory. In spring new prefects for the upcoming semester are appointed among the 2.g students. In co-operation with the dormitory teachers the Head will decide who will become prefects.

Job rotation

The dormitories have different types of job rotations, where students take on practical jobs. It is considered natural for everyone to carry out practical tasks at the dormitory.

Mail

Student's postal address is: student's name + dormitory, Herlufsholm School, Herlufsholm Allé 170, DK-4700 Næstved. Mail is not distributed to the students on Saturdays. If it is important for a student to receive mail on Saturdays it can be mailed to: c/o dormitory teacher's name and address. *See the addresses (Contact Information) at the back of the School Handbook.*

DORM ROOM

A dorm room is a private space. **You do not enter another student's dorm room without knocking and receiving an answer first.** You are only allowed to have visitors in your dorm room if you are present yourself.

Every student is responsible for keeping his/her dorm room neat, clean, and tidy. Every morning before school, the dorm room is to be tidied up, so the cleaning staff is able to access it - and for you to enjoy coming home to a nice room!

At your own risk you may set up a radio and stereo in the dorm room, but you need to be respectful to the rest of the residents in the dormitory when listening to music. A media licence fee is paid according to local regulations (see Media License section in Parental information). Similarly, students may bring computers to their dorm room, but at own risk. For the sake of cleaning, cables connectors must be arranged systematically under the table. Remember to turn off your computer before bedtime - and when not in use.

It is not allowed to have animals in your dorm room, or coffee makers, refrigerators, toasters, electric kettles, etc. due to the risk of fire. Instead, use the dormitory kitchen and bring a thermos to your dorm room. It is also forbidden to have chemicals, toxic, and flammable liquids in dorm rooms.

Students are not allowed to keep any kind of medication in the dorms or in their rooms. Medication is dispensed by Sus. If a student needs medication every day (e.g. asthma medication), the student may arrange with the school nurse that he/she may store and administer this kind of medication in the dorm room.

Each dormitory subscribes to two newspapers, and you can also read today's newspapers in Hylen café. The school library has access to a wide range of Danish and foreign magazines. All dormitories are also equipped with television, video and DVD-player available for students. Students are not allowed to have televisions in their rooms, but students in the secondary school can have TV screens for video or computer games. Students should consult with their dorm teacher prior to buying screens and the screen must not exceed 26 inches.

Key and electronic key tags

Students can lock their dorm rooms and dorm locker, but should be aware the following guidelines:

a) Use of keys in everyday life:

- Dorm rooms must be locked when leaving it in the daytime.
- The door can be locked while in your dorm room, but should always be opened if the dormitory teacher or prefect knocks on the door.
- During the day the door should not be locked.
- The school watchman locks the outer doors to all student dormitories in the evening.
- Prefect keys work for common areas and exterior doors of the dormitory.
- The dormitory teacher and the school management have a universal key to all rooms and lockers, which may be used in an emergency.

b) Weekends at home and vacations: All disciples leave their dorm room locked upon departure. Before departure: Take care to close windows, turn down the heat, and turn off lights, computer, stereo, etc.

Key or key tag for dorm rooms and lockers are handed out at the beginning of the (first) school year. If you lose a key/key tag you will be charged a replacement fee:

Room/Locker key/key tag: DKK 200,00

Prefect key: DKK 500,00

For other keys the fee is DKK 350 which covers the replacement of a key-system lock. Damaged keys not requiring a system change cost DKK 200,00. It is strictly forbidden to possess or use keys/key tags to the school without permission. Violation of this may lead to expulsion. Be aware that unauthorised possession of keys/key tags means that you are exposed to suspicion in relation to possible theft at the school.

Dorm room report and inspection

Students are responsible for their dorm rooms. When moving in each student prepares a list of possible defects and minor damages. At his/her departure the dorm room is inspected by the maintenance manager or the dormitory teacher. Any damage not caused by normal wear and tear, must be compensated. All rooms must be vacated for summer vacation for thorough cleaning, and because many students move to other dormitories. Furniture and other belongings can to some extent be stored at the school at own risk.

Life as a boarder

6:55	Wake up call + shower	Everybody up – at no later than 7:05
7:15	Breakfast. Appearance in the dining hall 7:15-7:25. End 7:40. Making bed and tidy room	School uniform is worn at breakfast and lunch
8:00	First bell: Go to school	Leave the dorm
8:05	Second bell: Teaching	Be on time

	begins	
9:05	Assembly (Church or Helenhallen)	Bring your songbook along
9:20	Second period	The dorm from 10:20 Due to the cleaning staff's work in the dorms you cannot go to the dorm in this period. The dorm teacher/the Inspector may, however allow students to go to their rooms in free periods. Respect the request for quiet in such cases. Other students may only visit after the 3 rd period (primary school) or the 4 th period (secondary school).
10:20	Snack (bread or fruit)	
10:35	Third period, followed by the rest of the periods	
11:35	Lunch break for the primary school	
12:40	Lunch break for the secondary school	
	After school periods: Extracurricular activities	
16:40	First bell for study period	It is possible to participate in extracurricular activities, provided that the dorm teacher approves. The study period is time set aside for personal academic homework. There must be quiet in the dorms during both study periods. Work begins right away, and everybody is requested to respect these rules loyally.
16:45-17:45	Study period	
17:50	Supper. Appear 17:50-18:00. Time for joint eating. You may leave at 18:10, and must leave by 18:20	
18:25	First bell for 2 nd study period	
18:30-20:00	Study period	Obligatory, individual homework time
22:00	Bedtime (6.-8. formers)	All boarders must be in their own dorm at no later than 15 minutes before bedtime. The 10 th form, 1g + 2g may obtain extra study time (= 1 hour), but only for a reason. This must be arranged with the dorm teacher, and the student must be in his own room doing his homework, unless otherwise is agreed. No noise is allowed after 22:30.
22:30	Bedtime for the rest of the school except 3g	
23:30	Bedtime for 3g	3g must be in their own dorm by 22:15, and the time is set aside for study. On special occasions, the student may arrange with the dormteacher for postponement of bedtime, provided that serious work is going on, and that the student has shown ability to schedule his day reasonably.

Lal

At a boarding school like Herlufsholm it is necessary to regulate the homework time. Therefore, everybody at the dormitory is responsible for establishing periods for quiet work, lal, and generally for creating an atmosphere that makes it possible to study both in the

afternoon and the evening, to make dorm room for an individual organisation of school work. All students must be present at lal, and quiet is required which means no talking or unnecessary traffic in the hallway.

1st lal: 16:45 – 17:45 p.m.: Used for schoolwork or for extracurricular activities. In addition, you can arrange samlal (group work) with peers in agreement with the dormitory teacher.

2nd lal: 18:30 – 20:00 p.m.: Mandatory time for individual studying.

Guests are welcome at the school until 22:15, however, not during lal. If your guests are not students at the school, please inform the dormitory teacher that you have visitors.

Lal on Saturday 16:45 – 17:45 p.m.: Any deviation from these rules must be explicitly agreed upon with the dormitory teacher.

Reading period and exam-lal

After each grade level's last day of classes a reading period begins. This is communicated on the dormitory's notice board:

Exam-lal provides the best possible conditions for exam and advancement test and gives the student the opportunity for a coherent academic performance. The conditions for the exam reading period is communicated by announcements and agreed on at the dormitory. During the exam period school uniform is mandatory at morning-lal (including breakfast and dinner) and at written and oral exams or end of term tests.

3g reading period:

The school urges disciples in 3g to spend the reading period at Herlufsholm, as it is a time with common struggle, extracurricular activities, and good memories. To spend your reading period at the school requires maintaining school regulations including the instructions for school uniforms, attendance at meals, and compliance with exam-lal and bed times.

3g students can get permission to spend part of the reading period at home, but it is obviously very important to note your exam dates.

If you plan to spend your reading period – or part of it - at home, you need to fill out a timetable with your expected whereabouts. Before each trip home you must confirm your residence address with the dormitory teacher and inspector; at the same time the exact time for return to the school is agreed upon. The school recommends that you arrive at Herlufsholm one day prior to your scheduled exam.

Please note that 3IB students return home shortly after their last exam and are not present at school from late May to late June. The students return to Herlufsholm for the Student's Cap Ceremony where IB students get their student cap, and graduation the following day.

Bed times

All students must be in their dormitory 15 minutes before bedtime, and no later than 22.15 pm. By this hour students of the opposite sex are not allowed to visit. And, it is only allowed to visit other dormitories after breakfast before start of 1st module.

Please note that the school considers it an extremely serious offense to leave your dormitory after bedtime.

The bedtimes below indicate the time where the students are expected to be in the bed:

22:00 p.m. – 6th, 7th, 8th grade

22:30 p.m. – 9th grade

22:30 p.m. – 10th prep form, 1g, 2g

Disciple in 10th prep form, 1g and 2g can have a “late bedtime” arranged if he/she takes care of his/her duties otherwise. A late bedtime lasts until 23.30 pm.

23:30 pm – 3g

If the older students’ school work calls for more study time, it can be agreed with the dormitory teacher.

Bicycles

It is a good idea to have a bicycle at the school. You bring it at own risk. The school recommends that you mark the bike with your name. Bicycles may only be placed in the bicycle racks, and when not in use it should be placed in the designated bicycle shed.

Drivers license

Students may take their drivers license while enrolled at Herlufsholm. It is parents who decide whether their son/daughter can take driving lessons, but it is important that the school office is notified as soon as the instruction begins. Be aware that driving instruction requires a total absenteeism of 15-20 hours for hours at a driving centre, motorway practice, slippery runway test, theory test, and the practical test. These hours are usually scheduled during school hours and will be recorded as absences. It must therefore be carefully weighed whether driving lessons should be taken outside school hours, e.g. during holidays. Standard driving lessons must not be planned to take place during school hours.

Money

Credit cards are strictly personal and should be kept locked away. It is not allowed to leave or lend your credit card to friends, and you should NEVER inform others of your PIN code.

Gambling is prohibited. This also involves the purchase, sale, or indirect money exchange. Borrowing and lending of money is not allowed. The school does not recommend that you lend your stuff out, but if you do borrow or lend e.g. clothes, CDs, etc. from or to a friend, you must be careful that it is returned. Trade between students is generally not allowed. If you want to sell your property at the end of the school year, e.g. a sofa, or chair, it can be agreed beforehand with your parents, who will inform the dormitory teacher that they consent to the sale/purchase.

WEEKENDS AT HOME

Weekends at home are when you return home every other weekend from Friday to Monday. By the start of the school year an agreement between the boarder's parents and the dormitory teacher is made where weekends these weekends are normally spent, so the school is updated with the residence address and phone number: It is important for all parties that the dormitory teacher is always able to reach his/her students. Before each travel weekend the dormitory teacher should be informed of any changes to the usual weekend address.

The school is responsible for student activities as long as they are enrolled at school. But it is important to emphasise that the student's activities during a travel weekend is the parents' responsibility; this includes time to complete the school work.

Boarders departure for weekends on Fridays at 14:45 p.m. and return on Mondays between 20:00 – 21:00 pm. Necessary deviations from these times are to be agreed with the dormitory teacher before a travel weekend, and can be arranged for no later than 10:15 p.m. When returning from a travel weekend, go immediately to your dormitory to announce your arrival and start unpacking. For day students weekends at home last from Friday after school until the first lesson Tuesday morning.

Dress code: For travel to and from Herlufsholm all students should wear the school uniform including extracurricular clothing.

The school organises roundtrip by bus transport to Copenhagen and Slagelse. Order your bus ticket with the dormitory teacher.

Due to space and safety reasons luggage should be placed in the luggage compartment of the bus - and everyone must remain seated. Beverages are not allowed on board, and obviously smoking is prohibited. The bus ride should be pleasant, and the driver's instructions must always be followed. Remember to be vigilant and respect traffic rules upon exiting and moving around the bus.

Departure from Herlufsholm:

School busses to Copenhagen depart from Herlufsholm at 14:45 p.m. and arrive at Polititorvet on the corner of Bernstorffsgade and Hambrosgade at approx. 16:10 p.m. It is a 5 minutes walk to the central station.

School busses to Slagelse depart from Herlufsholm at 14:45 p.m. arriving at Slagelse at 15:00 p.m.

Arrival to Herlufsholm:

Busses depart from Polititorvet in Copenhagen at 19:30 p.m. and from Slagelse at 19:35 p.m.

Fares: Slagelse roundtrip approx. DKK 100 / Copenhagen roundtrip approx. DKK 130. The bus fares are subject to regulation during the school year, and booked tickets will not be reimbursed.

WEEKENDS AT SCHOOL

Saturday is a normal school day, and the reading period is from 16:45 – 17:45 p.m. Saturday evening is spent on school premises, unless other arrangements are made with the dormitory teacher or the school office. Students in 6th – 9th grades must return to their dormitory at 22:15, and students in secondary school and 10th prep form at 23:45 p.m. Bedtime for 6th – 8th grade is at 23:30 p.m., all other students at 24:00 a.m.

Weekends at school offer opportunities to do school work that require a sustained effort, and there is time to relax and be together with classmates and friends without everyday routines.

Throughout the school year the school organises a series of weekend activities including sports, cultural, and entertainment, directed at primary school or secondary school – and often at all students.

These activities range from various forms of sports tournaments, films, lectures, debates, Saturday night café, field trips to the theatre, and concerts.

The school's many festivities are important for the cohesion between boarders and day students, but also the activities held in the weekends at school are planned accordingly to make day students' participation possible.

Day students are welcome at the boarding school – it is expected that they respect school rules and in their clothing show respect for boarders' extracurricular clothing. When day students visit friends and participate in events at the dormitories, the dormitory teacher should be informed.

Boarders may also get permission to visit and participate in arrangements with day students, but it is a prerequisite that the entire Saturday evening is spent at the day student's home.

School authorisation is conditional and will be based on an evaluation of the activities planned during the intermediate weekend, so parents should contact the school office in due time before a weekend event is planned: at the latest Thursday at 12:00 p.m. before an intermediate weekend.

3g Boarders

On Saturday nights, in weekends at school, 3g students may go to a disco and bedtime is extended to 02:00 a.m. Staying out late requires that you attend to your duties on an everyday basis, and the agreement for extended bedtime will be agreed individually with the dormitory teacher before going out.

Upon return, go directly to your dormitory and slip into bed quietly - this also applies for students who return before 02:00 p.m. For 3g students who spend Saturday night at the dormitory, bedtime is set at 24:00 am. All students are required to attend Sunday breakfast table.

Home trip

Basically the school expects that boarders stay at Herlufsholm during weekends at school for both social and academic reasons. On the other hand, the school will not stand in the way of a boarder going home during an intermediate weekend in connection with major events in the family or network like birthdays, anniversaries or religious ceremonies. There may also be personal reasons why a student wants to spend weekends at school with their family. In any case, home trips should be motivated and must always be approved by parents.

Requests to go home should be sent to the school office no later than Thursday at 12:00 pm before an intermediate weekend, and it must contain precise information on time of departure and return to school. Send your request in an email to the school office (rektorkontor@herlufsholm.dk). The dormitory teacher and the Head may reject such a request if the student faces problems with everyday tasks or neglects his/her schoolwork duties – but also for reasons of school events or the boarding school cycle.

6. EXTRACURRICULAR LIFE

EXTRACURRICULAR ACTIVITIES

When the school day is over – and your homework is done - there is still plenty of time for other activities. The extracurricular and weekend programmes offer a wide range of organised opportunities to pursue. There is also room for new initiatives, and the close surroundings and downtown Næstved have countless offers. The following paragraphs will provide answers to frequently asked questions. In addition, they contain descriptions of the most utilised facilities on and away from the school premises.

If you have any questions about your free time options, you can always contact the extracurricular office in Hylen. The Leisure time Inspector will answer all questions regarding extracurricular activities. Phone: (+45) 21 75 66 06 or by email jno@herlufsholm.dk.

The aim of extracurricular activities is to offer such a varied programme that you can choose at least one weekly activity that interests you. You will find activities in the fields of music, creativity, and sports. In addition to the weekly activities a series of short termed courses based on students' wishes, tradition and seasonal opportunities are offered. It is mandatory for all boarders to participate in at least one extracurricular activity in each activity period, but the students may sign up for whatever activity they have interest in. Once you have signed up, attendance is compulsory.

In all activities, you must set yourself a goal to work towards. Participation in extracurricular activities is registered. Students from graduating classes receive a comprehensive description of their extracurricular life in a kind of diploma. You can register for extracurricular activities two times a year: August-December, January-May.

Most activities are covered by the school fees, but some require payment.

INTERMEDIATE WEEKEND PROGRAMME

After the summer break and Christmas holiday a programme with all activities in weekends at school is issued along with the extracurricular programme. On the basis of the offers you can plan your weekend activities. If you have questions or good ideas for the programme, please contact the Leisure time Inspector.

THE DUKE OF EDINBURGH AWARD

In addition to the extracurricular activities all students from 8th grade to 3.g may join "The Duke of Edinburgh Award". We implement a series of extracurricular activities in the areas of physical recreation (sports), skills (development of creative or practical abilities), service (volunteering) and Adventurous Journey (expedition/survival). Students who have completed

the programme (bronze, silver or gold level) receive a diploma and a Trolle shield to be worn on the school blazer. Additional information is available at the extracurricular office or at www.intaward.org

SOS CHILDREN'S VILLAGES

SOS Children's Villages is a humanitarian organisation, which provides a safe home and an education for orphans. Since 1996 students from Herlufsholm School have collected money for SOS Children's Villages. Among other things we managed, in 2001, to ensure the construction of a new family house in the city of Francistown in Botswana, which, incidentally, has been named "House Herlufsholm". In May 2009, Herlufsholm's students have once again been able to donate another DKK 250,000 for the SOS Children's Villages.

The students raise money at the annual Christmas bazaar. Moreover, the students have organised several concerts, and a coffee shop which has become a fixture at school festivities and other events. The latest effort to raise money is a sponsor race where all participating students obtain sponsors who will donate a certain amount of money for each lap around the river on campus.

For IB students the work with SOS Children's Villages is included in the CAS programme.

EXTRACURRICULAR ACTIVITIES LIST

Athletics

Students who wish to improve their athletic disciplines should contact the extracurricular office for further information.

Libraries

The school has its own library (DEK). Opening hours can be found at the school's and dormitory's notice boards.

If you need additional material, please visit Næstved Library, Kvægtorvet 4-6, DK-4700 Næstved. The opening hours are 10.00 am - 19.00 pm on weekdays. Website: www.naesbib.dk. Phone: (+45) 55 88 40 00.

Pool and table football

In Hylen by the café you will find a pool table and table football. It is free to play pool and table football.

Cinema

The cinema is located at Kattebjerg 5, Næstved. If you want to find out current movies, please see: www.bio12345.dk. Here you can also book tickets. Phone: (+45) 55 72 18 50.

Balls and rackets

To some extent it is possible to borrow balls and rackets at Vuen.

Bowling

Næstved Bowling Centre is located at Erantisvej 38, Næstved. For booking see www.naestvedbowl.dk or phone: (+45) 55 77 88 30.

Café

The school cafe is located in Hylen. Here you can buy hot and cold drinks and a snack, and during in the summer time there is a selection of ice creams. Opening hours: Monday-Friday at 15.00-16.30 pm and 20.00-21.30 pm. During school hours you can buy beverages in the 10 o'clock break. The café can also be used for group work, free periods and for individual study. The profit goes to the Students' Travel Fund.

Bicycles/skates

The school has a set of skates and mountain bikes for one class. They may be used for teaching purposes only. The dormitory can reserve bikes for tours in the weekends. Booking is made at the extracurricular office.

Football (soccer)

Soccer is played throughout the year. There is an opportunity to play on a 7-man field close to Røde Lade, or on the forest pitch. The parade pitch is for tournament soccer only. Unorganised football is playable in all green areas.

Extracurricular committee

At the beginning of the school year, each dormitory appoints a student to participate in the extracurricular committee. The committee's task is to brainstorm and implement ideas for extracurricular time and weekends spent at the school. The committee is also the link between the dormitories and the school extracurricular activities. The committee meets every Tuesday after a travel weekend at 6:30 p.m. in the café.

Golf

In the summer months you have the opportunity to practice your swing/play at the net hanging near the 7-man soccer pitch near Røde Lade. If interested in playing on a real golf course, please contact:

Ny Næstved Golfklub
Karrebækvej 461
Phone: (+45) 55 73 33 44
Website: www.nngk.dk

Sydsjællands Golfklub
Præstøvej 39, Mogenstrup
Phone: (+45) 55 76 15 55
Website: www.sydsjaellandsgolfklub.dk

Hiking

Our surroundings invite you to hiking. Many enjoy the route around the river, but a trip to Humlebjerg is also good on a Sunday afternoon.

Helenhallen

Helenhallen is used in certain sporting events. Furthermore, the hall is used at morning assemblies and written end of term tests and examinations.

Some extracurricular activities also take place here. Moreover, the entire hall is busy during school comedies (November: 2.g, March: 9th grade). When Helenhallen is not occupied by other activities, it is for general use. If you wish to use the hall on a Sunday afternoon, it can be booked at the extracurricular office.

Kayaking

The school has 8 kayaks at Vuen which can be borrowed if you have experience with kayaking. Use of life jackets is mandatory.

Canoeing

Our canoe fleet consists of 8 canoes, which can be borrowed at Vuen throughout the summer. To be certain of getting a canoe the school recommends booking it the day before.

After use you must return the canoe in the same condition as when it was borrowed. Use of life jackets is mandatory.

Clubs in Næstved

In Næstved you will find a number of clubs, associations and schools which also offer extracurricular activities. If you have an area of special interest, the extracurricular inspector will always help you out.

Jogging

Our surroundings are ideal for jogging in the forest as well as on the road. The most used routes are:

- River route: 3.4 km.
- Great River route: 5 km.
- Ladby route: 6 km.
- Sagelsevej/Gl. Skovridervej: 6.1 km.

Borrowing keys

On Sundays the various indoor facilities will be locked. If needed, you can borrow a key from the extracurricular inspector at Vuen.

Music

The extracurricular activity programme offers a variety of musical activities, e.g.: choir singing, instrumental teaching, bands, etc.

Skating

Between Trollehallen and Helenhallen there are good conditions for skaters. Remember your

safety equipment.

Skiing

The school organises an annual ski trip in the winter break for students from 10th prep. form - 3.g. The trip goes to St. Johann in Pongau, Austria. The price is around DKK 7,800.00 (by air). Enrolling for the trip is done in the beginning of the school year. The registration form can be found at www.herlufsholm.dk/forms (or www.herlufsholm.dk/blanketter).

Stallen

Stallen is the school's fitness center. All students from the 9th grade and up can become a member. A six-month membership costs DKK 600.00 and Stallen is open every afternoon and evening, including Saturday and Sunday during weekends at school. You can see the opening hours at the entrance to Stallen.

Stjernemix

Café Stjernemix is organised three times a year. Here the students entertain each other with the results of the preceding period of extracurricular activities, especially in drama and music. Stjernemix is held in October, December and May.

Street basket

In the area between Helenhallen and Trollehallen you will find the street-basketball-court. It can be used outside scheduled study hours

Swimming

500 meters from the school you will find Herlufsholm Swimming Pool.

Opening hours:

Monday at 15.00-18.00 pm

Wednesday at 15.00-18:00 pm

Sunday at 10.00 am - 14.00 pm

Entrance fee:

Children (under 16 years): DKK 15,00

Adults: DKK 25,00

Taxi

Should you need a taxi, please contact:

Næstved Taxi at phone: (+45) 55 77 72 72.

Theatre

Many teachers organise theatre trips, primarily to Copenhagen or to Næstved, where the local theatre organisation offers tickets to students for only DKK 60.

Tennis

The school has three outdoor tennis courts (not lawns). In your leisure time, you may use the

courts freely, located close to the soccer pitches. When darkness falls, it is possible to light up the courts.

Trollehallen

Trollehallen is the prime location for sports training, and it contains, besides the hall itself, a fitness centre (Stallen), a classroom and four locker rooms. All change for sports should be done in these facilities. During the winter period Trollehallen will be used a lot. Should there be a few idle hours, it is possible to book it at the extracurricular office. Remember the rules for use of Trollehallen must be respected, including prescribed indoor footwear.

Tournaments

Throughout the school year a series of tournaments is organised: School or dormitory championships in athletics, tennis, basketball, volleyball, badminton, hockey, soccer, street basket, etc. Keep an eye on posters and programmes on the school's notice board. We also compete with other schools in various sports, most frequently against CIS and Sigtuna.

Both the primary and the secondary school participate in county championships in volleyball and basketball.

Outdoor table tennis

The amphitheatre at Trollehallen has established outdoor table tennis, which can be used at any time. Bats and balls are borrowed at Vuen.

Outdoor volleyball court

The school's outdoor volleyball court is located on Spladsen. It is at your free disposal.

7. PARENTAL INFORMATION

CO-OPERATING WITH THE SCHOOL

Parent-teacher meetings

In the primary school the class teacher meets parents once a year (see dates below). An agenda is enclosed with the invitation, and minutes will be distributed subsequently. In secondary school 1.g/IB and 2.g/IB parents convene once a year (see dates below). A agenda is prepared by the class team, and the parents have the possibility to include issues on the agenda via the elected parent representative. Minutes will not be taken.

School year 2011/2012

Primary school

16/08 Parent-teacher Meeting 8th grade
17/08 Parent-teacher Meeting 9th grade
18/08 Parent-teacher Meeting 10th prep. form
24/08 Parent-teacher Meeting 6th grade
25/08 Parent-teacher Meeting 7th grade

Secondary school

08.10 Parent-teacher Meeting 1.g
07.01 Parent-teacher Meeting 2.g

Parental consultations

Each year group except 3.g conducts a parental consultation once a year – the specific date will be communicated in the school newsletter: "What's going on at Herlufsholm" (Det sker på Herlufsholm). It will also appear on the annual calendar, and an invitation will be sent in good time before the consultations.

We believe that students in 3.g are responsible adults, and also that they are able to consult their teachers to get an assessment of their academic standing.

Parental consultations in Lectio

A detailed guide to registering for parental consultations via Lectio is sent to parents along with the invitation. When the deadline has been reached, a plan for consultations is prepared and can be viewed in Lectio. Parents who do not wish to register via Lectio can sign up by mail or fax to the school office. Applying via Lectio requires knowledge of the student's username and password.

Hospitality

At Herlufsholm we strive to be welcoming and open-minded. Similarly, we are happy to see the hospitality our boarders enjoy from the day students and their parents.

However, there are some important things that the school wishes to ensure that both day students as well as boarders understand, so neither students, home nor the school are put in an inappropriate situation:

- Boarders cannot attend a private gathering, if there is an event at school at the same time.
- Throughout the year there will be days and periods – e.g. December – where the school, for the benefit of everybody, wants the boarders to stay at the school.

Parents who plan a major event for their child and his/her classmates should always ask the school in advance to make sure that the arrangement does not collide with the school's plans.

In particular, for the primary school (where a large part of the class is day students) it is necessary for parents to contact the school in advance so we may agree on a framework allowing the boarders to participate in a birthday party or other class events before parents send out invitations.

Important information for the boarders' parents

Birthday package

Parents have the opportunity to order a birthday package to celebrate their child's birthday. The package can e.g. contain a pastry cake-man, a layer cake, cup cakes, buns, or the like.

An order form for this can be downloaded at herlufsholm.dk/blanketter and sent via email to rektorkontor@herlufsholm.dk at least one week prior to the birthday. The student picks up his/her birthday package at the school kitchen after school.

Consumption - Allowance

We rarely experience problems with students' consumption, while they are staying at the school. On the contrary, they have the ability to appreciate small things in connection with smaller events at the dormitories. It is an attitude we want to preserve, in co-operation with the parents, and the school seeks to prevent students from profiling themselves with extravagant habits.

If a student uses his allowance wisely, there is sometimes also space for a little extra, e.g. a movie or dinner in connection with a birthday, or the like. However, it is not acceptable if a student continually buys extra clothes, electronic equipment, takes dinner off campus often and uncritically orders pizzas, taxi rides, etc.

It is important to the school that the parents support this approach and ensure that the student does not only receive the maximum amount of pocket money, but that the money is earmarked for necessary purchases.

If a discussion arises about the amount of money, it is natural to ask students to keep an account of expenditures and document their wish for more money. Parents should also be aware that (excessive) dinner invitations, parties and consumption during weekends at home and weekends at school may cause other students to form a wrong picture of the student in

question.

Parents may choose to open an account at a local bank for discipline allowances, expenses, etc. or to let the school pay allowances through the dormitory account. The school pays the following allowance rates per week:

6 th – 9 th grade.....	DKK 100,00
10. præp.	DKK 150,00
1.g	DKK 150,00
2.g	DKK 150,00
3.g	DKK 200,00

The school seeks to establish a reasonable equality in this respect and kindly asks parents to respect the level of the above rates. The school will contact parents if a student's allowance differs from a normal and reasonable level.

Parental initiatives

Parents sometimes want to get involved in dormitory life by taking the initiative and co-operating with regard to common events for boarders at their child's dormitory, e.g. contributing with their expertise in specific areas by holding a lecture, offering framework for an interesting excursion, or co-operating with the dormitory teacher on a cultural experience. Similarly, some parents want to make donations to the dormitory in terms of service, furniture, art, etc. The school is very grateful for this commitment, and parents are welcome to contact the dormitory teacher or the school with such initiatives.

An initiative will always be welcomed, but it may be necessary to assess whether the offer fits into the dormitory's overall plan and framework. It is also important to ensure that such initiatives do not spiral out of control, thus putting pressure on other parents. A polite "No thank you" from the dormitory teacher is therefore not an expression of ingratitude, and hopefully it will not be misunderstood.

Media license

Boarders over the age of 18, having a registered address at the school must pay media license, currently DKK 1,150 every half year. All other boarders are covered by the school.

Insurance

The students/parents bear the responsibility for personal belongings during their stay at Herlufsholm, including bicycles and electronic equipment. When children and young people move away from home, it is not certain that the family's insurance still covers the student. The family needs to make sure that on being admitted to Herlufsholm the student has a sound insurance coverage – especially with regard to liability, accidents, furniture and travel.

Parents residing abroad may have special circumstances concerning the insurance coverage of children travelling to and from Herlufsholm and abroad. The school has composed a special travel insurance that takes these factors into account. The school is happy to advise on insurance and can arrange contact to the insurance company. Comments must be directed towards 'Godskontoret' = the Executive Office by phone: (+45) 55 75 35 01

Health insurance

The Yellow NHS Card used in Denmark does not always cover students with parents living abroad. Therefore, the school provides all "relevant" boarders from the EU/EEA countries with the EU Blue Card along with the Yellow NHS Card immediately after starting school.

FESTIVITIES AND EVENTS

End of year celebration in the primary school

For the various year groups the school year is finished as follows:

Saturday 23, June 2012 at 11.00 am: Translocation of 6th and 7th grades in Festsalen. On the same day the end of 8th grade is celebrated with parents being invited to lunch at 12.30 pm.

The school leavers' ceremony occurs immediately after the final day of exam:

The event takes place in the evening in the church and Klostergården, and here students will receive their diplomas. In 2012 this event is scheduled to take place Tuesday 26, June at 19.00 pm.

End of year celebration in the secondary school

In the secondary school/IB the only formal celebration is held in 3.g/IB, i.e. graduation, which in 2012 will take place on Wednesday, 27 June. 1.g/IB and 2.g/IB start summer vacation after their final oral exam/test.

See also sections on festivities and shared experiences in chapter 4. Here you can also find information on which festivities involve which parents, including dress code, etc.

COMMUNICATING WITH THE SCHOOL

Website and newsletter

Herlufsholm has its own website: www.herlufsholm.dk

The website is continually updated, so you can always get the latest information on e.g. building projects. The school also publishes a newsletter on a regular basis "What's going on at Herlufsholm" (via email, fax, and letter).

The school would like to have the best possible communication with the homes; therefore we try our best to use modern technology when appropriate. We enjoy sending letters, but in some cases it is more economical and appropriate to use email. When students are admitted to the school the parents need to inform us of their email address(es) on the application form, but it is also important that we are informed about any changes. Experiences show that communication problems often are due to lack of information about the current email address(es).

Communication with dormitories

Parents are always welcome to contact their son's or daughter's dormitory teacher if there

are situations or issues they wish to discuss, or if they just want to hear how their child is doing. As a supplement to the student and teacher booklet "Diple og Hørere" ("Disciples and teachers"), the school creates information lists from each dormitory carrying names, telephone numbers and email addresses). The aim is to facilitate and encourage parents' mutual communication, e.g. about weekends at home.

The Headmaster's Office

The Headmaster's office (school office) is the central place in and of the school. The school secretaries always help and direct you to the person you need to talk to. The school secretaries are helpful with practical matters when you start school: Contact to the national registration office, dentist, school clothing, etc. The secretaries will also help students with practical things, e.g. student cards and outgoing/incoming faxes.

Parent representatives

Each class chooses a parent representative at Fugleskydningen (The great Reunion in August), and then all parent representatives elect two parent representatives to the school board.

For specific details – bylaws in Danish – regarding election, please see the Danish version of the Handbook.

FINANCE

Financial conditions of the school Stay

The accounts department ("Godskontoret") opens an account for each student, and this account shows the financial balance between school and home. Invoices are sent quarterly, July 1, October 1, January 1, and April 1, and payment is due by the end of the respective months. Parents living far away can pay easily and promptly through a bank connection, who will take care of the money transfer to Herlufsholm. In other cases, private agreements with the family or any second part can be made, when a paying address is registered in our student administration system. Parents with an account in a Danish bank are welcome to make the payment through the Bank Payment Service (PBS).

Yet another option is to pay expenses directly to the school's bank via Net banking: Danske Bank-BG-Bank, Hjultorv 18, DK-4700 Næstved, reg. no. 0612 - account no. 904 1370. Please remember to include the student's name and account number in connection with money transfers. Swift code for Herlufsholm is DABADKKK + reg. no. + account no. Account for student payments: Reg. no. 0612 - account no. 9041370, IBAN: DK64 3000 0009 0413 70.

General payment conditions

School fees are paid quarterly in advance. At the same time other costs are paid, primarily expenses made by the boarders for e.g. bus transportation, excursions, hairdresser, clothing, etc., see under 'Main expenses for boarders'. An account sheet over these expenses will be forwarded.

Moreover, parents will be charged a sum of 75% of the previous quarter's expenditures coverage of expenses in the following quarter. The amount is registered on the student's account specification and will be deducted according to the level of expenses on the next

quarterly invoice.

In the event of delayed payment the school charges a fee of DKK 100,- the first time and another DKK 100,00 for following reminders. At the same time the debt bears an interest according to the Danish National Bank's deposit rate plus 7%p.a. The current terms of payment are also stated on the quarterly invoice. Until a debt is settled or a payment agreement is established, no money can be paid to the student from the dormitory account.

The dormitory teacher may thus be asked not to give a student any money or to assess carefully any desire for the payment of money. Any debtor will be informed about this, and we kindly ask you to inform your daughter/son. The dormitory teacher is informed of such an enquiry. If payments are not made or if a payment agreement is not met by the parents, the student can no longer go to school at Herlufsholm.

In the event that a student withdraws during the school year, payment is required for the time that the student has been enrolled. With withdrawal after the 15th of the month payment is required for the full month.

Deposit

Upon admission a deposit of DKK 2,000 for boarders and DKK 1,000 for day students is paid. When students leave school - usually after completion of exam – the full deposit will be returned, but only if all books, keys, etc. are returned. The student will get a receipt acknowledging that the borrowed items have been returned.

Main expenses for boarders:

1. Boarding, tuition, books, laundry, health services: DKK 127,100 for the school year 2011/2012. Extra payment for International Baccalaureate (IB) students: DKK 25,500 in 1.IB (pre-IB) and DKK 51,100 in 2.IB and 3 IB per school year.
Additional fee for IGCSE students in the primary school is 10,000.
2. Admission cost: Registration fee DKK 6,500 and deposit DKK 2,000.
This deposit is allowed to stand as security for the student's obligations until the end of schooling.
3. A one-time expense for school uniform upon admission to Herlufsholm School will generally amount to DKK 12,000-15,000. Extra clothing items may be necessary the following years.
4. Travel accounts for students who use the school bus services in connection with the holidays and weekends at home. Ticket prices 2011/2012: Slagelse round trip, approx. DKK 100 and Copenhagen round trip, approx. DKK 130.
5. Excursions and day trips will amount to DKK 100-200 per event, normally consisting of DKK 75 in transport cost + e.g. entrance fees.
6. School field trip for the 8th grade amounts to approx. DKK 2,000.

7. Study trip expenses in 10th prep. form amount to approx. DKK 3,000, not counting consumption beyond breakfast and allowances.
8. Study trip expenses in 2.g amount to approx. DKK 5,000 plus consumption beyond breakfast and pocket money. In some cases there may be additional expenses in terms of e.g. entrance fees and theatre tickets. Short field trips for 3g and for student groups amount to app. DKK 3,500.
9. Expenses in connection with participation in Round Square conferences, Duke of Edinburgh arrangements, and the ski trip arranged by the school in the winter break.
10. Allowances: If the parents want it, the school offers to manage the disbursement of allowances through the dormitory teacher.
11. Expenses for traditional celebration events for students in primary and/or secondary school: e.g. last school day of 10th prep. form and 3.g. In connection with Nissebal, Maskebal, and other balls each student is charged DKK 50. The fee for Fugleskydningen is 100,- (for 3g/3IB the fee is 600,-), and for graduation dinner parents pay 250,- each.
12. Expenses for special events related to education, e.g. introduction days in the 6th grade and 1.g (boarders and day students alike). In some rare cases, special events at dormitories involve costs for the boarders.
13. Expenses for certain extracurricular activities such as hunting instruction, swimming, theatre trips, sports tournaments, MUN, trips to Sigtuna and intermediate weekend events.
14. Expenses for extra academic tuition by agreement between student (parents) and teacher.
15. Students are expected to buy their own dictionaries, calculators, and in some cases also literary works of good quality.
16. Media license is DKr 1.150,- per half year (see section on media license in this chapter).

Dormitory accounts

The school recommends that parents open a bank account for their child's allowances. Parents abroad can benefit from creating "a parents' account" in a Danish bank, to which they transfer money once or twice per year.

In this way parents can transfer small amounts via net banking to the student's account (including cash card/Dankort) in the same bank free of charge. Then younger students can draw money administered by the dormitory teacher to cover general necessities: haircuts, shoe repairs, cinema trips, etc. If the parents desire such an arrangement please notify the dormitory teacher at the start of the school year. He/she also deducts the cost of common

dormitory events from the account.

Main expenses for day students:

1. Tuition fee: DKK 42,300 p.a. in the school year 2011/2012. Extra payment for International Baccalaureate (IB) students: DKK 25,500 in 1.IB (pre-IB) and DKK 51,100 in 2.IB and 3 IB per school year. Mandatory attendance at lunch on school days is included in the fee. Additional fee for IGCSE students in the primary school is 10,000.

2. Admission cost: Registration fee DKK 5,000 and deposit DKK 1,000. The deposit is allowed to stand as security for the student's obligations until the student leaves Herlufsholm.

3. A one-time expense for school uniform amounting to DKK 8,000-11,000.

4. School camp in 8th grade amounts to approx. DKK 2,000.

5. Study trip in 10th prep. form amounts to approx. DKK 3,000, plus consumption beyond breakfast and allowances.

6. Study trip in 2.g amounts to approx. DKK 5,000 plus consumption beyond breakfast and pocket money. In some cases there may be additional expenses in terms of entrance fees, theatre tickets etc. Short field trips for 3g and for student groups amount to app. DKK 3,500. Shorter field trips: 3,500.

7. Expenses in connection with participation in Round Square conferences, Duke of Edinburgh arrangements, and the ski trip arranged by the school in the winter break.

8. Excursions and day trips in both primary and secondary school amount to DKK 100-200 per event, normally consisting of DKK 75 in transportation cost + e.g. entrance fees.

9. Expenses for traditional celebration events for students in primary and/or secondary school: e.g. last school day of 10th prep. form and 3.g. In connection with Nissebal, Maskebal, and other balls each student is charged DKK 50. The fee for Fugleskydningen is 100,- (for 3g/3IB the fee is 600,-), and for graduation dinner parents pay 250,- each.

10. Expenses for special events related to education, e.g. introduction days in the 6th grade and 1.g.

11. Expenses for certain extracurricular activities such as hunting instruction, swimming, theatre trips, sports tournaments, MUN, trips to Sigtuna and intermediate weekend events.

12. Expenses for extra academic tuition by agreement between student (parents) and teacher.

13. Students are expected to buy their own dictionaries, calculators, and in some cases also literary works of good quality.

FINANCIAL AID

Herlufsholm School does not want financial circumstances to prevent an academically and personally qualified student from being admitted to the school, either as a boarder or day student. Therefore, an amount of money is set aside annually for a certain reduction of the school fee.

The money is obtained through donations from funds affiliated with the school, e.g. The Herlufsholm Fund, and through government grants.

In order to allocate resources as fairly as possible, the school must have all relevant information, including information not contained in official financial statements, etc.: For example, agreements with former spouse on the proportion of school costs each parent will pay, or assets and foreign income. Some companies finance schooling for their employees' children – but other circumstances could be imagined. The application form has a section where such details must be accessible for the school.

The school will assess applications for moderation based on all information supplied - possibly supplemented by a personal interview. A newly admitted student cannot expect to receive more than 25% of the tuition fee in moderation. At first the assessment focuses on the financial situation in the family, the social conditions, the academic standard of the student on admission, etc. In the following years the academic efforts of the student will also be assessed. When the student turns 18, he/she is eligible for financial support from the State Education Fund (SU). In determining the moderation, this SU-subsidy often leads to reduced moderation from the quarter in which the student starts to receive SU. SU may also entail annulment of the moderation.

Herlufsholm scholarship

A reduction in the school fees may be granted in terms of a sibling's discount or by a concrete assessment.

Sibling reduction: For siblings who are simultaneously admitted at the school a special discount on the membership fee may be granted. We charge full payment for the first child, while subsequent siblings may obtain a reduction of up to 35% of the membership fee, depending on the need.

Provisional reduction based on needs: Based on an individual assessment of the economy and the student's academic situation the fees may be reduced.

In both cases the reduction awarded is allocated on the basis of a specific application, and you will have to apply each year.

Application for scholarship

The application form is sent to all parents each year in April/May. It may also be found on the school website.

The application deadline is June 1. Parents applying for moderation may receive supplementary forms to be filled in. A prerequisite for moderation is that opportunities of public funding are applied for. Application for SU (the State Education Fund) can be forwarded directly on www.su.dk. The school aims to provide definitive information on the level of moderation in July/August, but in exceptional cases the Head/Vice Head may accept an application for fee reduction on beforehand. The moderation offered by the school includes any public funding assigned later on. The completed form(s) should normally be returned by September 1 to Herlufsholm School, Att. Vice-Head, Herlufsholm Allé 170, 4700 Næstved, Denmark.

If you hand in your application after the deadlines mentioned above, moderation will have effect only after the school's handling of the application. In case of admission granted after 1 June the closing date is one month hereafter.

The school handles any kind of moderation discretely, and we should kindly ask the recipients to do so too.

Public funding

1. Fee refunds in the primary school

Students until the 10th grade may obtain a partial fee seat refund (BEK. nr. 702 af 30/06/2008, § 14).

2. Financial aid to primary school boarders

Students in 8th, 9th and 10th prep. form under the age of 18 at school start, are eligible for a reduction in school fees when living at a boarding school (BEK. nr. 702 af 30/06/2008, § 14).

3. Fee refunds in the secondary school

The state provides grants to reduce school fees for students who stay in a boarding school according to the rules in Finance Act (LBK nr. 755 af 24/06/2010).

Grants are calculated according to the parents' financial conditions. In any case the amounts are relatively small. The moderation granted by the school includes any subsequent funding in terms of the above-mentioned laws.

4. The State Education Fund (SU)

Students can, from the quarter after turning 18 years, apply for a scholarship from the State Education Fund. Funding depends on the parental income, but anyone can get a basic rate. From July 1, 2009, all students must apply for SU online via www.su.dk. This means that after this date it is no longer an option to apply on paper.

Rates at secondary schools in 2011:

Monthly SU-scholarship for students of 18 and 19 years of age. Basic rate for all, before tax: DKK 1,215.

Maximum rate for students living at home, depending on parental income: DKK 2,728 monthly.

Basic monthly rate for students not living at home, before tax: DKK 3,519.

Maximum monthly rate, depending on parental income: DKK 5,486.

If you stay at a boarding school, SU considers you as not living at home, even if you have the same registered address as your parents. Parental income affects the grant level for the 18- and 19-year olds registered at a secondary education.

You can supplement the scholarship from SU with a loan. The rate is: DKK 2,807 per month and the study counsellor will be pleased to assist you with further information or help to fill in the SU loan application.

The Students' Travel Fund

Increasing the school's international commitments (RSI, Duke of Edinburgh etc.), the newly agreed chances of field trips in 3g and for student groups means extra expenses for the participants. Therefore, the school has established The Students' Travel Fund, where you may apply for financial support in these cases. There is no specific application form; applications are to be sent via email to the Head or the Vice Head.

TRANSPORTATION COMPENSATION

Day students, both in the primary and the secondary school, will be granted the following transportation discount, but under different circumstances:

Day students in the primary school:

Students who wish to travel by bus or train between home and school, can obtain a Movia Boomerang Card. Go to www.movia.dk and print the order form. Fill in the form and send it directly to Movia. You will find procedures for travel card use and billing on the form.

Day students in the secondary school:

Transport discounts are handled by the Agency for State Education (Law No. 578 of June 9, 2006, with subsequent amendments). The school office assists in the administration. The general rule is that secondary school students (full-time education) are entitled to a discount, which applies only for the months when tuition and exam are scheduled.

The procedure is as follows: The application form is completed online on www.uddannelseskort.dk. The school office approves the application electronically, and the student receives a confirmation letter stating the discount from the Agency for State Education. Please note that self-payment is DKK 10.81 for each day your travel card is valid. The amount is adjusted once a year (in January) according to the price index of bus services.

Herlovianer Glossary

A number of distinctive words have historically evolved at Herlufsholm. They are based on a contraction principle. The first letter/group of consonants is contracted with the last accented syllable, e.g.:

'Blækopgaver' becomes to 'Blaver' (written math/ science assignment).

Below you can see a few more Herlufsholm words still used at the school (in Danish only):

vyrð:	report card (vidnesbyrd)
lal:	study hours in the dorms (læsesal)
spladsen:	the sports field (sportspladsen)
frime:	free period (fritime)
mime:	free period between classes (mellemtime)

Special words:

Heis:	The head (word taken from Greek)
Mia:	The Head's wife (also Greek)
hummer:	a boarder's dorm room

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