



Gaesdonck Parents' Letter

No. 1/2025-26

24.07.2025

Dear Gaesdonckers,

We hope you are enjoying your summer holidays and spending some relaxing days with your families. As we do every year, we are sending you the following information about the coming school year, together with best wishes from an empty Gaesdonck campus.

Notes on the coming school year.

We would particularly like to take this opportunity to welcome all parents and students who are receiving a Gaesdonck Parents' Letter for the first time. Welcome to the Gaesdonck community!

Post-examinations

The written post-examinations will take place on Tuesday, 26 August 2025, at 9:00 a.m. Candidates are requested to arrive in the lobby at 8:45 a.m. The oral re-examinations will take place in the afternoon. You will be notified of the date by the school office during the last week of the holidays.

Gaesdonck for Newcomers

The booklet "Gaesdonck für Newcomer" provides a good initial overview of many questions about school and boarding school life and is available for [download](#) on our homepage.

Start of school and arrival

Quinta to Upper Primary (Years 6 – Q2):

- The current boarding and day boarding students from grade 6 to Q2 should arrive at Gaesdonck at the usual times on Tuesday, 26 August 2025.
- The new boarding and day boarding students from year 6 to Q2 should also report to the administration office between 16:00 and 17:00 on Tuesday, 26 August 2025 to complete the formalities and then move into their rooms.
- For all classes from year 6 to Q2 **the new school year will begin on Wednesday, 27 August 2025, at 7:55 a.m.** with a welcome day, which will also include our joint church service at 8:45 a.m. on Marmorplatz.

New Sexta (Year 5):

- New day boarding sextans will report to the administration office with their parents on Tuesday, 26 August 2025 between 16:00 and 19:00 to complete the necessary formalities and then move into their rooms in their houses.
- New boarding sextans will arrive on Wednesday, 27 August 2025, between 3:00 p.m. and 4:00 p.m. instead of Tuesday.
- On the evening of 27 August 2025, at 17:00 **the admission ceremony for new sextans** of all forms of attendance will begin in the auditorium.
- After the ceremony, the new sextans plant their annual tree ("tree of the year") according to the old Gaesdonck tradition and then meet up with their parents for a barbecue.
- The **welcome days** for all new sextans will start on Thursday, 28 August 2025, at 07:55 in the classrooms

Annual programme – Campus

The annual programme with qualifying and recreational campus activities ("Campus" booklet) is published at the beginning of the school year. During the first two weeks, a binding weekly programme is drawn up for each child together with the responsible boarding school teacher. Some programmes can also be booked by external students. These are listed accordingly in the enrolment portal on the website.

On Sunday evening, 31 August 2025, online registration for the respective offers will be activated. Further information will follow at the beginning of the new school year.

School office opening hours:

You can reach our school office during school hours (except holidays) Monday to Friday from 7:30 to 13:30 on tel. 02823/961-121.

Reporting sick

If your child is ill or unable to attend school, please send an email to poststelle@gaesdonck.de by 7:30 a.m. Please copy the head of class or head of year and, if applicable, the responsible boarding school pedagogue. Alternatively, you can use the [contact form](#) on our website. The notification of illness does not in all cases replace a written excuse (which may be required at a later date). You can obtain more detailed information from your class teacher or head of year.

Updating your details

If your personal details (e.g. address, telephone number, email address, etc.) change, please let us know immediately. We also ask you to send your email address to the school office at if you have not already done so. If there are any changes to your child's health (e.g. diagnosed allergies), please inform us as soon as possible.

Ancillary costs for the 2025/26 academic year

The amounts for ancillary costs will be set as follows on 1 August 2025: For the external students, ancillary costs of € 110.00 (copying costs, cultural contribution, state parents' association, media contribution) are due annually. The ancillary costs for boarding and dayboarding students amount to €60.00

per year (copying costs, cultural contribution, state parents' association). The media contribution of € 50.00 is already included in the boarding school or day boarding school fees.

School books

Your son/daughter is responsible for taking good care of the school books. All books must be covered with a book cover. Please also ensure that your son/daughter has a sturdy and tidy school bag.

A list of books that you will need to purchase yourself ("parents' contribution") is available for [download](#) on our website.

Art lessons

All students who take part in art courses during Upper School or choose art as a differentiation subject from the lower school must pay € 31.00 for the school year, e.g. for working materials.

Instrumental lessons

Information about the courses offered by the Gaesdonck Music School and the costs involved can be found in the half-year programme or in a separate brochure from the music school. For further information and contact details, please contact Ms Grootens on 02823/961-0 (Monday to Thursday from 12:00 to 17:00, Friday from 12:00 to 15:00).

Gaesdonck Shop

In the student work lounge in the basement of the main building, school supplies, stationery and toiletries for daily use can be purchased from Mrs Zalewska every day between 08:00 and 12:00. As our shop does not aim to make a profit, the prices are generally reasonable, although not quite as cheap as in retail shops.

Canteen

Our excellent cafeteria offers a variety of freshly prepared meals, soups, salads, and desserts every day. For day boarding students and student in Upper School, lunch and snacks at coffee time are included in the boarding school or OEx fees. For boarding students, breakfast and dinner are also included. External students can purchase meal vouchers for individual days in the Gaesdonck shop. In the coming academic year these cost € 6.70 for lunch as a single voucher or € 4.99 for a block of ten.

Day boarding supervision before "travel home weekends":

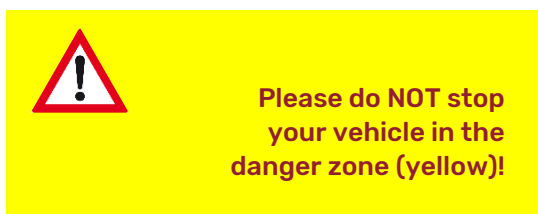
As day boarding care on the fortnightly Fridays before the home weekends (see Gaesdonck calendar) differs from the "normal" Friday with the usual group routine, we would ask you to arrange your child's attendance/absence for these days with the respective boarding school teacher in the weekly schedule.

Included on these "Home Fridays" are lunch, a short free time and a study time. The usual pick-up time is then after the study time at 16.15. The buses leave with a small time buffer at 16.30. If you would like to pick up your child immediately after lunch at 14.00 in individual cases, please make sure to arrange this with the boarding school peagagogue in charge in good time beforehand.

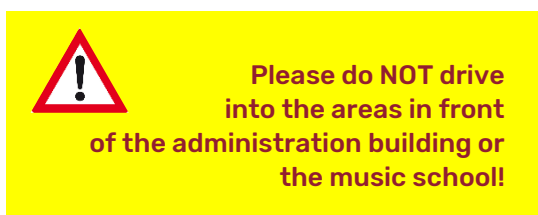
Kiss and Ride parking regulations:

Time and again, dangerous situations arise in our car park due to crossing car and bicycle traffic. In the middle of the car park in particular, stopped or even parked cars create a bottleneck for cyclists.

Vehicles that in addition even drive into the rear part of the car park, right up to our rectorate and administration building, further increase the risk of collisions. At the beginning of the school year, we would therefore like to draw your attention once again to the following **car park regulations**:

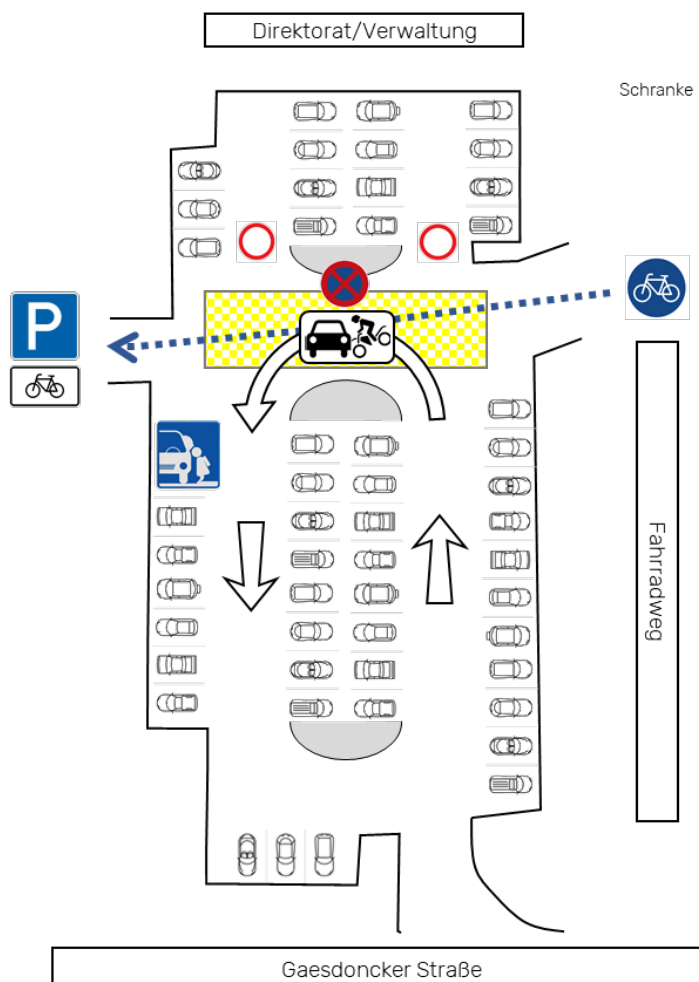


Even for short-term drop-offs and pick-ups, please follow the painted arrows through the intersection and drive as far into the pick-up zone as possible so that cars behind you do not have to stop in the danger zone.



The rear area of the car park is reserved for Gaesdonck employees. Access to this part of the car park for disabled persons and deliveries is of course free.

We are sure that your children will be able to manage the extra 10 steps required...



If you wish to drop off and pick up your children and park your vehicle, please use the parking spaces at the front of the car park.

Of course, consideration is not a one-way street. Please remind **your children who ride bicycles** to be considerate and careful in our car park and when crossing Gaesdoncker Straße!

Use of private vehicles/student car park

Students who do not wish to use the special school bus service must make their own arrangements for transport, either by bicycle or by being dropped off and picked up by their parents. If a student wishes to drive to school in their own car or other motor vehicle, they may do so after applying to the school

management and obtaining a parking permit for the rear car park on the Gaesdoncker site. The student car park can be accessed via Grote Laarweg (at the rear of the bus park).

Bus

The [current timetable](#) can be found in the download area of our website. If you have any questions, please contact Mr Klein in the administration office: Tel. 02823/961-105.

Accident insurance

During school hours, all students are covered by the accident insurance of the state of North Rhine-Westphalia. This insurance does not cover students during day boarding or boarding activities outside of school hours. In view of possible consequential damages after accidents in the boarding school and during leisure time, we urge you to take out accident insurance for your child immediately, if you have not already done so.

Spectacle wearers

For insurance reasons, we would like to point out that suitable sports eyewear (sports glasses, contact lenses) must be worn during physical education lessons.

Bank transfers

Please always state the purpose of the transfer (differentiated if necessary) and do not forget to state the student number. We can save additional administrative costs if you use our account at Darlehnskasse Münster eG

IBAN-Nr. DE66400602650002045800

BIC code GENODEM1DKM

Parents who have already given us direct debit authorisation do not need to make any payments. We will ensure that any additional costs are debited on time.

School year

When making payments (boarding school costs and travel expenses), please note that the school year begins on 1 August and ends on 31 July of the following calendar year.

Lost property

Lost items can be collected in the morning from Ms Zalewska or Ms Gehlings for a fee of € 1.00.

We wish you and your families a relaxing summer holiday and look forward to seeing you all again in good health at the start of the new school year!

Dr. Markus Oberdörster
Director

Sabine Schleede-Schmalz
Headmistress

Michael Gysbers
Boarding School Director

Note 1: First class parent-teacher meetings and school parent-teacher meeting

The first class and year group parent-teacher meetings in the new school year will take place on Sunday, 7 September 2025, starting at 5 p.m. The rooms will be announced after the holidays. This will be followed by the school parent-teacher meeting at 6 p.m. in the Foreign Language Centre.

Note 2: KAoA (No degree without a connection)

We would like to take this opportunity to remind you about the parents' information evening on potential analysis, which will also take place on Sunday, 7 September 2025, at 6:30 p.m. in the auditorium. All parents of lower sixth form students (Year 8) are cordially invited to attend.

Note 3: Computer typing course

Based on findings from brain research and pedagogy, this computer typing course applies visualisation and association techniques, insights from NLP, multi-sensory approaches and networked thinking. The course objective can only be achieved through regular practice. On the last day of the course, there will be a 10-minute writing test. Participants will receive a certificate upon completion of the course.

- Dates: Start 16 September 2025, every Tuesday from 2 p.m. to 3.10 p.m.
- Participant fee: €68
- Duration: 10 weeks
- Maximum number of participants: 12

Registrations are accepted by the school office.

The participation fee is payable via Gaesdonck.

You are welcome to transfer the amount to the above bank account.

If you have given us direct debit authorisation, we will debit the amount from your account.