

# Ranum Efterskole College

## **INFORMATION**

2026-2027

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### ***Dear reader,***

This information booklet gathers practical information that makes efterskole life easier. The booklet also contains the school's rules of conduct and IT statement, which are the basis for the School Contract and Permits in the School Plan, which must be signed by the parent/guardian before school starts. We recommend that it is read together before signing the School Contract and before school starts, together with the student. The booklet can be found on the school's website under *New Student*. For questions about practical matters, rules, safety, finances, etc., we first refer to this booklet. The booklet is also available in English and Spanish as needed. If you do not find an answer here, you are welcome to contact the school.

Good communication is crucial for a good efterskole stay. Therefore, keep an eye on the School Plan, where all official information about, for example, events and registrations is provided. Information is not shared via Facebook. Everyday glimpses and photos are shared via the weekly Newsletter and the school's social media.

During 2026, the school's values and statutes will be revised due to a changed legal requirement. Therefore, this Information Booklet will also be revised, but the starting points for the School Contract and Permits will remain the same. We share the revised Information Booklet on the website and the School Plan.

### ***Happy reading!***

**Red text/bold font** marks particularly important information.

## The school's values Ranum

Efterskole has as its core values the conviction that the good life is to be found in an alternation between individuality and community, between challenge and consideration and between expression and tolerance. We value diversity and diversity. We emphasize learning – both individually and in communities. A good learning environment is characterised by inviting surroundings, self-activity and job satisfaction.

It is therefore the school's basic attitude that the individual student, with his or her unique resources, must learn to navigate in a complex and changing world. The individual student must find good self-esteem through personal development and through an increased understanding of the personal interaction in a committed community.

At Ranum Efterskole, the students are part of a committed community, where keywords such as openness, friendliness, helpfulness and mutual respect are central concepts. We expect the students to show good camaraderie, as well as contribute to everyone who participates in the school's life having an unforgettable experience.

Ranum Efterskole is rooted in a modern 'Grundtvigian' outlook on life, where the narrative creates a meaningful picture of history, the present and the future. An image where the individual's story is important in order to create their own identity and mature to throw themselves into the world with curiosity and imagination and with empathy and responsibility. The story must gather elements for the course and the individual student must learn to create his or her own meaningful stories in life.



The Circle of Togetherness and Friendship is a symbol of community, friendship and our responsibility for a sustainable future.

The 17 beams around the mirror pool symbolize the 17 Sustainable Development Goals and the large stone or island in the middle of the pool, is a symbol of Ranum Efterskole College in the middle of the world.

On top of the stone is a large bronze plate with the text "Ranum – the place in the middle". Which refers to the fact that Ranum is located approx. 60 kilometres from the 3 main cities: Viborg, Aalborg and Thisted. Students and staff have handed out bronze emblems to friendship schools, all over the world, because friendship occurs when we circle each other. The Friendship Circle is also a good place to remember students who have passed away and are missed by the students.

## The school's telephone number is +45 96664400

The office's opening hours are from 08.00 -16.00.

**We have the best time to answer the phone between 10.10 – 11.30 and from 12.30 – 15.30.**

Between 16.00 and 23.00, the student's house is chosen in the switchboard and the supervising teachers in the house in question is called.

**Between 23:00 and 08:00, the phone is switched to the night supervisor and we recommend that you only call before 08:00 in emergency situations.**

**ALL MAIL / PACKAGES for students should be sent to:**

**Ranum Efterskole College, Seminarievej 23, 9681 Ranum. DK**

**Contact group number and the student's name, e.g. K23-Ida Jensen**

(Mail is picked up and distributed by the table chairman at dinner)

**Parcels for the student can be sent to Dagligbrugsen in Ranum.**

## Who knows the most about?

Student enrolment/withdrawal Codes for School Plan	The main office	+45 96664400 info@ranumefterskole.dk
Finances and student fees Individual support.	Mie Sørensen, Business Manager Joan Just Sørensen	+45 96664403 mie@ranumefterskole.dk jj@ranumefterskole.dk
IT and Internet access	Rasmus Badstue, IT-support	+45 96664444 rb@ranumefterskole.dk
International students and AFS	Birthe Petersen, Communication and international department/exams	+45 96664406 bp@ranumefterskole.dk
Student Counselling	Peter Kristensen, Head of Department	+45 96664471 pk@ranumefterskole.dk
Illness and special needs	Sus Damgaard, Student support, Kærhuset Karina Dahl, Student support, Semihuset Jan Rind, Student support, Ranumhus	sd@ranumefterskole.dk kar@ranumefterskole.dk jr@ranumefterskole.dk
Weekend registration	Henriette Skjødt-Jakobsen, Secretary	hsj@ranumefterskole.dk
Diet and nutrition	Jesper Kofoed, Head Chef	jlk@ranumefterskole.dk
Keys and bed linen agreement	Jørn K. Nielsen, Technical Service Manager	jn@ranumefterskole.dk
School clothes	Lima Sport - Henrik - +45 96467000	info@limasport.dk

**Always contact the contact teacher directly regarding the student's well-being, illness, academic development, etc.** The contact teacher communicates primarily via the message and mail system in the School Plan.

## Ranum Efterskole College management and organization

Function	Name	Responsibility	Contact Now
Chairman of the Board	Bjarne E. Nielsen	Management of the board and sparring with the school's principal.	info@ranumefterskole.dk-mail is forwarded.
Head of School	Olav Storm Johannsen	Overall management of the school. Responsible for pedagogy, administration, finance, communication/IT and organization. Security procedures and crisis management PR and student recruitment Represents the school in relation to external partners and ministries etc.	os@ranumefterskole.dk +45 96664411
Deputy Head of School	Matthew Danaher	Deputise for the Head of School Responsible for international teaching program. Head of Centre for Cambridge examinations. Student counsellor for international students. Organisation of Profile subjects and Cultural subjects. Responsible for student recruitment.	md@ranumefterskole.dk +45 96664407
Pedagogical department management	Peter Kristensen  Mathias Kjær Rathmann	Responsibility for the student supports scheme, pedagogical structure and socializing, as well as follow-up on pedagogical and well-being challenges. Responsibility for support for dyslexics, etc. Coordination of individual support and inclusion. Responsibility for the student counsellor for the general dept.	pk@ranumefterskole.dk +45 96664471  mkr@ranumefterskole.dk
Management of general teaching department and development of the school towards 2030	Lise Ramløse	Responsible for the general Danish teaching program in 9th-10th grade, Test-free courses and tests. Development projects towards 20230	lr@ranumefterskole.dk
Head of Planning and Efterskole Life	Carl Bennison	Responsible for planning, scheduling, efterskole life and change of subjects. Responsible for supervision of evening and weekend schedules.	car@ranumefterskole.dk +45 96664484
Business Manager - Finance Dept.	Mie Sørensen	Responsibility for finances and parental finances, as well as collection of school fees and self-payment.	mie@ranumefterskole.dk +45 96664403
Technical Service Manager	Jørn Kvist Nielsen	Responsibility for operation and maintenance of buildings. Management of employees in cleaning and janitorial functions. Responsible for key system and alarm, as well as fire system.	jn@ranumefterskole.dk+4 5 96664433  Janitor's office open for new keys between 07.30-08.00
Kitchen Manager	Jesper Kofoed	Responsible for the kitchens' operation, staffing and meal planning, as well as hygiene control and certifications.	jlk@ranumefterskole.dk+4 5 96664420

## Use of Skoleplan (School administration system)

At [skoleplan.ranumefterskole.dk](http://skoleplan.ranumefterskole.dk), parents and students can find out about all matters regarding timetables, calendars, absences, grades and events during the school year.

Skoleplan also functions as a postal system, and it is very important to stay informed on an ongoing basis.

It is the responsibility of parents to keep information such as address, health information, passport number, and photo up to date.

**Errors or omissions in the School Plan may mean that e.g. a ticket or a visa for a trip is not valid.**

**BEFORE SCHOOL STARTS** Students and parents will each receive a login by email.

**AFTER SCHOOL STARTS** **The student uses his EDU LOGIN**

**The parents' login is confidential and must not be shared with the student!**

## Practical information

**Weekend, return trip, bus service, exemption, illness and visits.**

**Departure can only take place after the end of the weekly schedule.**

The school week usually ends on Friday at 14.30.

Students who have been home for a weekend can come back to school between 18.00-21.00. Parents of students who arrive earlier or later must notify this on tel. +45 96664400. It is expected that the student has eaten dinner upon arrival on Sunday evening.

**The student must inform the evening teacher that he or she will be back at the school upon arrival.**

**The student chooses from or to the weekend at school level no later than the Monday before 13.00.**

(It is not possible to go on Saturday, for example, to a party and come back on Sunday.)

**Parents/students receive a message from the School Plan about the student's choice.**

If you want to change this choice, parents must contact the school by phone. After Monday, there must be important reasons to change your choice, as the weekend is finally planned with activity, catering and staff. We encourage students to experience afterschool life - also on weekends at the school, as it creates more community.

**Parents/guardians are responsible for the student when he or she is not informed to be at school on weekends.**

**Parents of students who are going to visit another student privately should contact the other home and make sure that there is a valid agreement.**

**Notification of illness at home:** If the student is sick at home and does not return to school, a **parent/guardian must call the school's main number 96664400, Sundays between 18.00 and 21.00.**

When the student is well and can return to school, a parent/guardian must call with a time, and the student must contact either the office or the house fairy/supervising teacher on arrival.

**We contact the home regardless of the time if we are in doubt about where a student is staying.**

**Exemption from school hours in the timetable and, for example, stay weekends** can only be made in connection with special events. It can be hospital or specialist dentist visits, weddings, confirmations, big round family birthdays, etc. Exemption beyond 3 days has financial consequences, see under Finances.

**Exemption is always announced by calling the school's main number +45 96664400 during the office's opening hours.** If your phone is busy, try again later. If there are problems with the telephone connection, we write information on the School Plan and on the Facebook group Ranum Efterskole College - year. **Remember that it is always a parent/guardian who must make the call.**

**Visits to the school:** Visits must be notified to the school well in advance. Guests pay DKK 150 per day for board and lodging. Payment is made to the school via mobilepay on: 15327 prior to the visit or by card on arrival. Guests are included on an equal footing with the students in the practical work and must bring their own sheets and sleeping bags. Boys and girls sleep separately. The supervising teacher has the right to send a visitor home if he or she does not follow the school's rules or arrives without an appointment.

## Ranum bus service

Route and price sheet can be found on the website. Remember to stay informed about current changes in times, routes and driving on the Facebook group.

**The Ranum bus service is an offer arranged by the school - for students and parents.**

**The offer must balance financially; therefore, we ask you to support the initiative.**

Advance booking is offered at a discount approx. 1 month before the autumn and spring semesters.

Here there is a space guarantee, and the bus capacity is adapted to needs.

The available seats on a route are sold on the Tuesday before the weekend, and remaining seats are sold until departure.

**The student must register themselves as a user and have a valid ticket on their mobile/email. We do not refund unused tickets as they are included in the basis of the booked buses.**

**We recommend pre-booking at a discount and possibly selling available tickets on the FB group.**

**The school's rules for behaviour, etc., apply on the Ranum bus,** and violation of the rules will result in pedagogical sanctions. The driver has the power to deny a student access to the bus and to sanction a student who does not follow the driver's recommendation while driving.

Examples of routes, prices and calendar:

**Ruter, køreplaner og priser med Ranum bussen**

**Rute 1: Ranum - Århus - Århus**

Rute	Pris (DKK)	Pris (DKK)	Pris (DKK)
Ranum - Århus - Århus	100,00	100,00	100,00
Ranum - Århus - Århus	100,00	100,00	100,00
Ranum - Århus - Århus	100,00	100,00	100,00

**Rute 2: Ranum - Århus - Århus - Århus**

Rute	Pris (DKK)	Pris (DKK)	Pris (DKK)
Ranum - Århus - Århus - Århus	150,00	150,00	150,00
Ranum - Århus - Århus - Århus	150,00	150,00	150,00
Ranum - Århus - Århus - Århus	150,00	150,00	150,00

**Rute 3: Ranum - Århus - Århus - Århus - Århus**

Rute	Pris (DKK)	Pris (DKK)	Pris (DKK)
Ranum - Århus - Århus - Århus - Århus	200,00	200,00	200,00
Ranum - Århus - Århus - Århus - Århus	200,00	200,00	200,00
Ranum - Århus - Århus - Århus - Århus	200,00	200,00	200,00

**Ranum bussen - kalender september 2023**

Dato	Rute	Pris
2023-09-01	Rute 1	100,00
2023-09-02	Rute 1	100,00
2023-09-03	Rute 1	100,00
2023-09-04	Rute 1	100,00
2023-09-05	Rute 1	100,00
2023-09-06	Rute 1	100,00
2023-09-07	Rute 1	100,00
2023-09-08	Rute 1	100,00
2023-09-09	Rute 1	100,00
2023-09-10	Rute 1	100,00
2023-09-11	Rute 1	100,00
2023-09-12	Rute 1	100,00
2023-09-13	Rute 1	100,00
2023-09-14	Rute 1	100,00
2023-09-15	Rute 1	100,00
2023-09-16	Rute 1	100,00
2023-09-17	Rute 1	100,00
2023-09-18	Rute 1	100,00
2023-09-19	Rute 1	100,00
2023-09-20	Rute 1	100,00
2023-09-21	Rute 1	100,00
2023-09-22	Rute 1	100,00
2023-09-23	Rute 1	100,00
2023-09-24	Rute 1	100,00
2023-09-25	Rute 1	100,00
2023-09-26	Rute 1	100,00
2023-09-27	Rute 1	100,00
2023-09-28	Rute 1	100,00
2023-09-29	Rute 1	100,00
2023-09-30	Rute 1	100,00
2023-10-01	Rute 1	100,00
2023-10-02	Rute 1	100,00
2023-10-03	Rute 1	100,00
2023-10-04	Rute 1	100,00
2023-10-05	Rute 1	100,00
2023-10-06	Rute 1	100,00
2023-10-07	Rute 1	100,00
2023-10-08	Rute 1	100,00
2023-10-09	Rute 1	100,00
2023-10-10	Rute 1	100,00
2023-10-11	Rute 1	100,00
2023-10-12	Rute 1	100,00
2023-10-13	Rute 1	100,00
2023-10-14	Rute 1	100,00
2023-10-15	Rute 1	100,00
2023-10-16	Rute 1	100,00
2023-10-17	Rute 1	100,00
2023-10-18	Rute 1	100,00
2023-10-19	Rute 1	100,00
2023-10-20	Rute 1	100,00
2023-10-21	Rute 1	100,00
2023-10-22	Rute 1	100,00
2023-10-23	Rute 1	100,00
2023-10-24	Rute 1	100,00
2023-10-25	Rute 1	100,00
2023-10-26	Rute 1	100,00
2023-10-27	Rute 1	100,00
2023-10-28	Rute 1	100,00
2023-10-29	Rute 1	100,00
2023-10-30	Rute 1	100,00
2023-10-31	Rute 1	100,00
2023-11-01	Rute 1	100,00
2023-11-02	Rute 1	100,00
2023-11-03	Rute 1	100,00
2023-11-04	Rute 1	100,00
2023-11-05	Rute 1	100,00
2023-11-06	Rute 1	100,00
2023-11-07	Rute 1	100,00
2023-11-08	Rute 1	100,00
2023-11-09	Rute 1	100,00
2023-11-10	Rute 1	100,00
2023-11-11	Rute 1	100,00
2023-11-12	Rute 1	100,00
2023-11-13	Rute 1	100,00
2023-11-14	Rute 1	100,00
2023-11-15	Rute 1	100,00
2023-11-16	Rute 1	100,00
2023-11-17	Rute 1	100,00
2023-11-18	Rute 1	100,00
2023-11-19	Rute 1	100,00
2023-11-20	Rute 1	100,00
2023-11-21	Rute 1	100,00
2023-11-22	Rute 1	100,00
2023-11-23	Rute 1	100,00
2023-11-24	Rute 1	100,00
2023-11-25	Rute 1	100,00
2023-11-26	Rute 1	100,00
2023-11-27	Rute 1	100,00
2023-11-28	Rute 1	100,00
2023-11-29	Rute 1	100,00
2023-11-30	Rute 1	100,00
2023-12-01	Rute 1	100,00
2023-12-02	Rute 1	100,00
2023-12-03	Rute 1	100,00
2023-12-04	Rute 1	100,00
2023-12-05	Rute 1	100,00
2023-12-06	Rute 1	100,00
2023-12-07	Rute 1	100,00
2023-12-08	Rute 1	100,00
2023-12-09	Rute 1	100,00
2023-12-10	Rute 1	100,00
2023-12-11	Rute 1	100,00
2023-12-12	Rute 1	100,00
2023-12-13	Rute 1	100,00
2023-12-14	Rute 1	100,00
2023-12-15	Rute 1	100,00
2023-12-16	Rute 1	100,00
2023-12-17	Rute 1	100,00
2023-12-18	Rute 1	100,00
2023-12-19	Rute 1	100,00
2023-12-20	Rute 1	100,00
2023-12-21	Rute 1	100,00
2023-12-22	Rute 1	100,00
2023-12-23	Rute 1	100,00
2023-12-24	Rute 1	100,00
2023-12-25	Rute 1	100,00
2023-12-26	Rute 1	100,00
2023-12-27	Rute 1	100,00
2023-12-28	Rute 1	100,00
2023-12-29	Rute 1	100,00
2023-12-30	Rute 1	100,00
2023-12-31	Rute 1	100,00

## Year calendar

**Annual plan - calendar:** The students are given an annual plan at the start of school.

The annual plan shows which weekends are stay-weekend days and which are extended weekends with teaching-free Fridays, as well as when there are events, travel, term exams and parent-teacher interviews. The dates for trips may well overlap the weekend before and after. During the trial period, there will be international tests during some of the holidays, which we will not know about until January. **Changes in the annual plan are announced in Skoleplan.**

<b>Annual plan for 2026-27</b> – educational activities for the pupil and families	
<b>August 9</b>	First day of school – special invitation in May.
Week 34	Start-up interview with the student about goals, challenges and expectations.
<b>12. September</b>	Family day with Vilsted Lake Event and activities for the family.
Week 38/39	Personal contact with the home about the start-up period.
2-10 (11) October approx.	Profile subject trips
November	Overall achievement grades can be seen on the School Plan
8. November	Grandparents' Day
<b>28. November</b>	Performance day with the opportunity for conversations with the family group teacher / contact teacher about school and well-being, as well as orientation about Cultural Studies and travel.
17. December	Christmas Ball
18 Dec- 3 Jan 2027	Christmas end – only students. The Christmas holidays start at 14.30
15-31 January approx.	Cultural studies trips
Week 5	Mid-term evaluation with the students
Week 8	Term exams
<b>February 27</b>	Culture and Family Day
March 24-29	Easter
10.-18. April	Profile subject trips
June 20	Pick up things in the afternoon with dinner for the parents and siblings who have the opportunity.
<b>June 26</b>	Graduation at 10.00-13.00 (Farewell gathering at 11.00-12.30)

**Family events during the school year are marked in green in the Annual Wheel above.**

We are aware that not all parents / guardians have the opportunity to participate due to the distance, but we hope that you will participate to the extent that it is possible.

**Invitation, information and program are sent out approx. 4 weeks before, via Skoleplan**

Registration for events is done via the School Plan approx. 2 weeks before the activity, via Skoleplan.

## Economy

**School fees are paid in 12 instalments:** The first instalment is due on June 1, 2026 and the last instalment is paid on May 1, 2027

In the first instalment, the room deposit is DKK 1000 and DKK 300 in a lump sum for access to washing machines and dryers.

**Support for self-payment and school fees:** Parents and students who are financially disadvantaged can apply for funds from the "Ranum Foundation". This applies to both school fees and self-payment for profile subject and cultural subject trips. Application form is available by email: info@ranumefterskole.dk

**Exemption for holidays or other non-special events** in excess of 3 days will mean that the state subsidy for the student's stay will lapse for the entire school week, and the home will be charged the full student payment, as well as the school's lost state subsidy. The school will charge DKK 500 per day in the case of unauthorised absence.

**Room and key deposit 1.000,- kr.** The student is responsible for the room furniture and cleaning equipment that the school makes available during the stay, and a room deposit is deducted for all damages, regardless of whether the student is the offender.

Damage to the room's common furniture, bathroom, windows, panels and room door, as well as locks, etc., are covered **collectively** by equal deduction from the room deposit for all residents.

The room deposit must be reinstated if this is exhausted. Unused room deposit is paid after the end of the school stay.

All students receive a personal key tag, which is handed out at the start of school. The tag must **not** be exchanged with other students. If the key is lost or forgotten at home, the student must contact technical service manager Jørn Nielsen at his office between 07.30-08.00.

**It is the student's responsibility to have a room key, and the key is used for digital registration of absence.**

**A replacement key fob costs DKK 100.** which is deducted from the student's deposit. Found keys are handed in at the office, the key is sent to the student by the evening mail. If the student finds his or her own key again and hands it in to the office, the DKK 100 will be deleted from the deposit account. Key problems are solved by showing up between 07.30-08.00 at the janitor's office.

**Washing clothes:** Students can use washing machines and dryers in their own house.

Washing clothes and drying in the laundry basements is at the student's own risk. Payment for access to washing and drying amounts to DKK 300 (regardless of the student's school start time) The amount is charged in the first instalment.

**Students and pocket money:** We recommend that you use a **Mastercard Debit**.

**Interruption of the stay:** If a student/family is considering terminating the stay prematurely, it is very important to inform the school as soon as possible so that a dialogue can be held. The sooner we have a dialogue, the better the chance that the student will continue and experience that positive changes are taking place.

We have a great deal of flexibility and experience in supporting insecure and vulnerable students.

Do not make hasty decisions - we find that the student and the family regret shortly after in about half of the situations where a student has withdrawn without a dialogue with the school.

**Finances in the event of early interruption of school stays: Regardless of whether the school or the student/family makes a decision to withdraw, a fee of DKK 8,000 must be paid for interruption of the efterskole stay. The interruption fee applies from the signing of the School Contract, i.e. also before school starts.**

Prepaid expenses for e.g. travel, certificates and events are not refunded, as capacity and price are calculated based on demand. A refund will make it more expensive for other students/the school.

## Bed linen agreement rental and washing

We offer that students can rent a year-round duvet and pillow, as well as a mattress pad for a school year - 43 weeks.

incl. final wash at the total price.

Kr. 600,00

### **Bed linen package with sheet, pillow and duvet cover.**

Wash every 14 days

Kr. 1.100,00

Total price

Kr. 1.700,00

The students return the used bed linen in a garment bag and pick up a new set themselves at the depot. Replacement of lost or damaged bed linen/mattress pad DKK 100/200 per piece and DKK 200/500 for pillow/duvet per piece.

We lay out bed linen on the bed at the start of school/accommodation.

Bed linen packages are paid via our <https://www.ranumefterskole.dk/shop/>

## Dietary policy and cuisine

We place a strong emphasis on serving a healthy and varied diet. We prepare meals based on suggestions from students and staff, as well as on seasonal ingredients.

We serve food from countries and cultures around the world, often in connection with local "traditions and events." We believe it is important for students to be introduced to different culinary traditions and, therefore, to try the food. If a student cannot eat the food, alternatives such as oatmeal are offered. We typically serve meals buffet-style, and generally, two servings are offered. There may be restrictions on, for example, expensive food items such as meat, so that one might take one piece the first time.

We strive to purchase sustainably. This means we try to source organic ingredients whenever possible at a reasonable price, and we assess the overall environmental impact of a purchase.

Mealtime is central to the school's social life, with a particular focus on maintaining and strengthening camaraderie within the contact groups, and all meals are mandatory.

Students must sit with their contact group or family group. Evening teachers may grant permission for a different seating arrangement or to eat outside. Attendance is recorded via a key fob at the door.

Absences are recorded in Skoleplan.

We offer menus that take special considerations into account for allergies, e.g., gluten, nuts, shellfish, etc. We adapt the menu to our students and guests, e.g. for ethnic dietary considerations.

We aim to inform and guide the student, especially in the beginning, and expect the student to take responsibility for assessing and asking whether the diet meets the student's special needs.

## The school's rules of conduct

"We build our community on mutual trust and respect. We support the individual's free expression in respect for the community. Therefore, we have clear rules that provide a safe framework and freedom to cultivate a good community.

We perceive the school's pedagogical context as the interaction between the board, management, staff, students and parents, in line with democracy and the freedom required by our type of school.

**The first and most important rule is a positive expectation:**

*All staff and students have a duty to make a positive contribution to strengthening the community and creating a good learning environment and stay for everyone at Ranum Efterskole College.*

**If the first rule does not work, we may need the following common rules of conduct:**

**Bullying is not accepted**, and this also applies to bullying via digital media. It is important to distinguish between teasing and bullying. Teasing is a good-natured approach to another person and helps to create a positive atmosphere in the social space. Bullying, on the other hand, is an act that can harm another person physically, mentally or socially. In bullying situations, we work with a sender and receiver, so it's not about how much you tease, but whether the recipient thinks it's funny. We therefore work to ensure that all students respect each other as equals. Therefore, racist statements and actions are also attributed to bullying. Should bullying occur, we will try to solve this through open dialogue between the parties. Bullying can lead to suspension and expulsion. See the school's Anti-bullying policy on the website.

**Violence is not accepted.** If a student subjects others to physical harm that can be described as physical violence, it will result in immediate expulsion, and you cannot expect to continue at the school. The students involved are consulted with parents/guardians who assist, and if the school, parents and any authorities can come to a solution, special conditions can be agreed upon to end the school year together.

**No euphoriant substances at the school:** If you bring, pass on or consume euphoriant substances, it will result in immediate expulsion. If a student shows up at the school under the influence, it will result in dismissal, and you cannot expect to continue at the school. This also applies, for example, to cannabis, which affects the body long after ingestion and can therefore still be traced. We test if we suspect.

**Alcohol is strictly prohibited.** Possession, distribution, or consumption of alcohol at school or while under the school's responsibility will result in immediate expulsion. This rule applies at all times, including weekends, school trips and non-teaching days. Being under the influence of alcohol is also grounds for immediate dismissal, regardless of when or where it occurs. Students are not permitted to consume alcohol while traveling to or from the school. Any alcohol found will be confiscated and destroyed, as the school does not store alcohol for students.

**Nicotine products:** We are a nicotine-free school, this applies to all types of nicotine-containing products, for example cigarettes, snus, E-cigarettes and vapes. If we find nicotine products, they are confiscated and destroyed. In the case of rule violation, the home is contacted with a view to entering a plan for how the student will stop using these products. There will be extra costs in connection with smoking/quitting/testing. Persistent violations of the rules may result in suspension.

If a student gives out nicotine-containing substances to other students, it is a criminal offence that can result in a fine of more than DKK 10,000 for each offence. Therefore, you cannot expect to be able to continue at the school. Nicotine-containing products are confiscated and destroyed when found.

**Truancy is not accepted.** A student who does not show up for a lesson/activity is noted as absent in the register. In the event of repeated unauthorized absences, the home is contacted. It is important to us that the students participate in efterskole life, which is why family or other contact persons will be involved in relation to helping our students succeed. Persistent absence may result in suspension.

**Sex at the school is not allowed.** We adults and other students must be able to visit the rooms freely. It is not wanted that students are subjected to pressure from others. Violation leads to a conversation with the home and can lead to clarification at home.

**It is strictly forbidden to bring, store or use any kind of weapon or similar at the school.**

**Theft is not accepted – do not tempt others.** "Borrowing" entails a warning, repetition or intentional theft can lead to suspension. Unjustified "borrowing" of the school's things is considered theft. To avoid complications, it is important that you clearly label clothes and valuables before school starts.

**Vandalism is not accepted!** Accidents and misdemeanours must be compensated either in cash or via the family's insurance. Vandalism can lead to suspension depending on the circumstances.

**Swimming:** The students are not allowed to swim in the fjord or in the lake without an adult present. Students who practice water sports must take a swimming test. **We recommend that students who choose water sports can swim at least 200 meters.**

**Trips out of the house:** If students want to go further away from the school, e.g. to Løgstør, the time of departure and return must be agreed with a supervising teacher.

**Travel:** the school's rules on all journeys, including on the journeys to and from school, including on the Ranum bus.

## **Bedtimes and room order**

**The students can visit each other's rooms between 10.00 – 21.50.** The house rules of the rooms must be adhered to. During the first weeks of school and periods, special rules apply to visits between boys' and girls' rooms.

**Bedtimes:** The student must be in his or her room by 22.00. After 22.30, the student must lie in his or her bed and respect those who want to sleep. Use of electronic equipment must be considerate of others in the room. The teacher may confiscate electronic equipment if it is not respected and if the student cannot get up in the morning. The equipment is stored in the student support office at the student's own risk and insurance.

**Night running is not accepted:** When the student is out of the room between 10:00 pm and 6:00 am, it is night running. It is the teacher's assessment in the situation whether it is a night running. If so, the student is asked to go to his or her own room and bed, and then a conversation is followed up the next day. Night runs can disturb a lot of people and ruin other people's stays. Night running, especially outside the houses, create uncertainty about the fire protocol and can put others at risk if they must search for a student who is not in the room. Therefore, we do not accept night running and the student can be sent home for clarification or a sanction can be given in the form of practical work and reduction of free time, etc.

**Room layout:** Students may decorate their rooms and apartments considering the existing furniture and roommates. Moving beds may only be done by agreement with the house teacher. It is allowed to bring your own furniture by agreement with the house teacher. Posters may only be put up with a tape that does not leave marks. The rooms must be returned to their original condition before moving out/departure, and damage to furniture must be paid via deposit.

**Storing valuables:** Don't bring large amounts of cash. Lock valuables in the locker when you're not using it. All students must have a key to the room, as the insurance does not cover losses if the door is open. The school does NOT have an insurance that covers simple theft from rooms, classroom, wardrobes etc. It is the home's own home contents insurance that will cover the student's belongings during the stay.

**Electronics etc. in the school/room:** TV, projector and Soundbox etc. are not allowed at the school. Smaller speakers are welcome, but show consideration and do not play so loud that it bothers others. It is not allowed to bring a soundbox or speakers on the football field for the sake of the neighbours. The supervising teacher may confiscate electronic equipment for a period of time if insufficient consideration is shown for other students and neighbours.

**It is only allowed to have an electric kettle in the room by agreement with the house coordinator.** It is not allowed to have a toaster, airfryer, microwave, refrigerator or similar in the rooms, because it poses a health and fire hazard. If, for example, an electric kettle starts a fire alarm, the offender / the room pays a fine to the Fire Emergency Service of approx. DKK 8,000 for a false alarm and emergency response.

**Pets of any kind are not allowed.**

The family's own dog is welcome to visit the school. But it is NOT allowed in rooms and in the dining hall for reasons of hygiene and other students' possible allergies.

**Mobile phones:** The school is mobile-free for the first few weeks to strengthen the comradeship. The mobile phone is handed in a sealed envelope with your name on the outside to the office at start-up. The mobile phones are locked in a bank vault. The students get their mobile phones again in the second week, so they are ready for the extended weekend.

At the beginning of each teaching module, the student's hand in the phone in a mobile case.

Telephones may only be used in class by specific agreement with the subject teacher.

**The mobile free zones in the dining hall, assembly hall and teaching areas must be respected throughout the school year.**

**Headphones etc.:** We focus on people and the community and therefore do not want students to use headphones in the classrooms, in the dining hall and for the joint gatherings.

**Internet access:** Access to the Internet is available between 07:00 – 23:00. The school's management can decide to open up for longer access or to shut down the internet.

**Computers:** The student must have a laptop. It is not allowed to bring desktop PCs to the school. Parents must sign an IT declaration on skoleplan regarding the use of IT and GDPR rules at the school.

**Bicycles:** Students **CAN** bring a bicycle, but unfortunately, we experience that it is often not used, as the school has 4 buses. The school is not responsible for the students' bicycles.

Bicycles must be checked in on arrival, where they are marked with the student's name. Bicycles that are not functional or legal must be repaired as soon as possible. **Skateboards, longboards and roller skates, etc.** are for outdoor use only.

**Car, scooter or other electric/motor vehicles are not allowed to be brought and used during the stay.**

**Protective equipment, etc.:** All students must bring a legal bicycle helmet if the student brings a bicycle, skateboard, roller skates, etc. (remember the name in the helmet). The bicycle helmet must be used in connection with activities arranged by the school. For skate and ski activities, students must wear helmets and safety equipment according to the teacher's instructions. We recommend that students also wear bicycle helmets in their spare time.

## Binding joint tasks

**Kitchen duties, practical work and cleaning of rooms and common areas are a joint task. The tasks are an important part of the formation of a committed community throughout the Efterskole year.**

All students participate in the morning kitchen for 2-3 weeks during the year. Morning kitchen starts at 06.50 and the student can go to regular teaching afterwards.

All students participate in their contact group in turn in the kitchen team, either at lunch or dinner. The course lasts one week, and the students only go out of the schedule during their kitchen hours.

**Room cleaning:** The students must keep the room tidy and clean, and distribute the tasks for a period of time, which is hung up in a visible place in the room.

The room should generally appear tidy. The room is thoroughly cleaned 2 times a week.

**Morning routine in the room:** The students must make sure that the room is thoroughly ventilated while they are at breakfast. Before school, windows are closed and garbage is sorted and brought out to a shared waste container.

**Each student makes his bed, keeps order in and around his locker, as well as on the table.**

**Cleaning of common areas:** All students participate in cleaning the common areas during the school year. Each room has a room or area of the school which the room is responsible for cleaning and keeping properly during the week. The area is thoroughly cleaned 2 times a week and the main clean up to the holidays.

**Pedagogical follow-up for binding joint tasks:** Absence is noted in Skoleplan for everyone in the room if a room neglects the morning routine, room cleaning or cleaning of the common area. House coordinator/student support staff ensures that the house/hallways/rooms are tidy and clean, so it is nice to stay in the house/hallway and in the room.

A mobile phone or similar must be handed in when picking up buckets and vacuum cleaners etc. If the room is not approved, the mobile / similar will be confiscated by the house coordinator/ student support staff, and handed out according on agreement of a cleaning plan for the room/area.

It is the responsibility of the room to ensure that the material is treated properly, e.g. a broken vacuum cleaner must be replaced by the students' room deposit.

## Illness and absence

If a student is not well enough to go to class, the student must report sick in the morning to the student support staff in their house for a sick check. The sick person must stay in bed in the infirmary until the student support staff or teacher decides that he or she is either well or must go home.

The member of staff who sees the sick person decides whether he or she should see the doctor. If the student is ill for more than 2 days, the home is contacted and it is assessed whether the student should go home for recuperation.

**Doctor's visits should be made by your own doctor.**

If the student needs to go to a doctor or emergency room during his/her stay at the school, the parents/guardians must assist as much as possible and take over the task from the school staff as soon as possible. The school contacts the parents/guardians for an agreement on possible own or patient transport to the doctor.

**Medication must be informed to the contact teacher and the house support staff, after which an agreement is made on storage, etc.** The student can agree with the parent/guardian that the student can store lighter painkillers in the room. The cabinet must be locked, and the parents are responsible for the stored medicine. The school does not provide painkillers to students, but there will be necessary exceptions, e.g. when travelling.

**Weekend at the school:** The weekend students must take an active part in the weekend's program and joint tasks. These are agreed with the supervising teacher at a weekend meeting on Friday afternoon. Weekend students who have special wishes to participate in activities outside school must have the consent of the supervising teacher.

If the weekend student wants to go to a larger city, e.g. Aalborg, the supervising teacher must have an approval from the parents/guardian. The teacher can cancel a permit if it does not fit into the weekend's program and common tasks, as well as e.g. bus and transport times. See also practical information about registration for the weekend.

## Consequences of violation of the above rules

*We do not try to use punishment because we work with young people "in development". Consequences with meaning provide more learning and experience and create a better atmosphere. This does not mean that young people do not perceive the consequence as a punishment. No matter how we look at it, we must have sanctions that show that it is the adult who sets the framework. In this way, we can create a safe and democratic framework for everyone!*

**Dialogue and recommendation:** We use dialogue primarily to solve problems, but it can also be valuable to give a direct recommendation to follow the common rules. If a personal conversation or recommendation is not helpful, a parent/guardian should be contacted. If a student is suspected of violating the school's rules, he or she will be called in for an interview with the teacher and pedagogical leadership responsible. We work as a school with democracy and dialogue, and therefore both the student and parents must understand the importance of entering such a collaboration with honesty and respect. The starting point is that we work with a young person who is and will be challenged through efterskole life and youth. The goal of every conversation is to keep the student in a positive and constructive development. It is crucial for development and the student's personal formation that the student learns from his or her own mistakes, as well as learns to take responsibility for his or her own actions.

**Clarification:** In the case of more serious offences, the student can be sent home for "clarification". The purpose of the suspension is that the student can continue the conversation at home, so that together they can rebuild trust in each other. It is important that the student/parents relate honestly to the situation, so that we can rebuild the mutual trust that is needed for the further pedagogical work to be successful. By clarification, we mean that the student, together with his/her parents, takes the stay into consideration and motivates in writing to the school's pedagogical management how he or she sees his/her future at the school. The student's things remain at the school. The student's parents can lose the state subsidy during the suspension period.

**Sending home / withdrawing:** The school-home collaboration is crucial for this process to be successful, which is why conversations will be held between school/home and student, where the further course, initiatives and changes are agreed. If the school, student and parents/guardians cannot find this common platform, or there is no longer confidence that we can jointly change the things that are harmful to the student's own or other students' well-being and efterskole stay, it may end with a final conversation where we make ourselves available to help the student move on from Ranum Efterskole College. The principal may grant permission for a student who has been sent home to complete his or her exam at the school. If a student is not interested in attending the school and shows this by unacceptable behaviour and exceeding the school's rules, the principal or his/her deputy may decide to send a student home and withdraw a student.

A student sent home (parents/guardians) must be heard before the final decision. When sending a student home and withdrawing a student, a disconnection fee of DKK 8,000 will be charged.

**Consequence and sanctions:** If the principal, contact teacher and the head of the house find that there should be a sanction, this is agreed with the student. In the event of more serious neglect, the parents are informed by telephone or the Skoleplan. A sanction can be a task that contributes to the well-being of the school and the other students.

## School - home cooperation

School-home interviews are held in connection with various events at the school. These conversations aim at both the student's academic and social development at the school.

The contact teacher informs the parents/guardians about the student's personal development, and it is also the parent's/guardian's responsibility to seek information from the contact teacher, Skoleplan and the student. It is not mandatory to participate in these conversations, but if there are challenges, we want the family to support us so that we can solve them together. We are happy to hold conversations by phone or video chat if desired.

**Ongoing contact with the home:** The contact teacher contacts parents/guardians regarding follow-up on various support measures, absences and points of concern.

**Youth coach team:** If the student is not thriving and needs special personal support, the school can offer conversations with the school's youth coach and well-being staff. The school bears the cost of this. If the student needs extra support, e.g. from a psychologist or other form of therapy, we encourage them to contact the school for a collaboration about the process.

**Well-being challenges and doubts about being at efterskole:** If the student is in doubt about his/her stay and needs personal clarification, we ask parents/guardians to contact the school/contact teacher for support with this clarification. Unfortunately, we experience that some young people create two realities, where they keep a door open to their parents by talking about the difficult moments and thoughts during their stay, while they seem to be thriving to friends and adults at the school. Therefore, it is important to align the student's stories with the reality that the contact teacher experiences unfolding in at school. The school offers conversations with the school's youth coach and well-being staff and bears the cost of this. In some courses, it is possible for parents and students to participate together, so that an overall picture is formed of the challenges that challenge the student's well-being and stay.

**Grief group:** Every year, we experience that students have lost or are losing a close relative or friend. In that case, we would very much like to be informed and involved. We support with possible initiatives, including contact with the grief group and our youth coach team.

## Teaching, inclusion and guidance

The school's teaching and activities are described in a Content Plan for the school year.

The content plan can be found on the website: <https://www.ranumefterskole.dk/en/det-lovmaessige/>.

The content plan changes throughout the school year as students and staff develop, choose and implement new Profile and Cultural subjects, etc.

**Bridge building / TEBO:** The students in the 10th grade will take a course in bridge building, where the students have the opportunity to try out different study choices / industries.

TEBO is a mandatory 5-day course, where 3 days take place in close collaboration with local youth education and 2 days are carried out as an internship arranged by parents and students at home or around the school / or on the Culture Trip. Selections of TEBO are made after school starts at the end of August.

**Inclusion:** At Ranum Efterskole college, we offer inclusion, which is a support for the students who experience challenges in relation to keeping up with our academic offers. The inclusion is carried out in a collaboration between the subject teacher and the school's resource staff. The courses are within the regular teaching time. If you have any questions regarding inclusion, please contact the head of the school's educational department.

**Student counselling:** Students must have made their choice regarding their higher education before 1<sup>st</sup> March. There are educational counsellors attached to the various classes, and these are part of a close collaboration with the student/home/subject teacher in this process. All students are offered conversations with a student counsellor at the school, to help create an overview of the student's education plans. The school assesses the student's readiness for education, after which the student/parent/guardian can make the final choice of education and place.

**Student council:** The school's student council consists of 2 student representatives from each house. The student council is led by a community of 2 people and an appointed pedagogical leader. The student council has 3 standing committees: Event committee, Pedagogical committee, Student party committee. Each committee decides on its own rules of procedure. The student council has the opportunity to step in front of all students at assemblies and in front of the pedagogical committee, as well as the management of the school.

**Parent committee and cooperation with the Student Party Committee:** Parents are encouraged and guided to form a voluntary parent council that can assist the school in particularly difficult educational situations with sparring and reflection. The Parents' Council is recommended to collaborate with the Student Party Committee to arrange 4 student parties during the school year. A special handbook has been developed for this work, which has been thoroughly tested and provides a significantly increased safety at the students' parties than if they hold them without the participation of adults. The school supports and guides parents and students in holding good and safe student parties but has no part or responsibility for the parties. The parties are held outside the school's premises and outside the school's responsibility. The first meeting of the volunteer parent council will be held on Sunday at 18.00 after the first home-trip weekend. Here, the school hosts dinner, and former members of parents and student committees participate to pass on experiences and playbooks.

**Friends of Ranum Efterskole:** The association aims to be a forum for everyone associated with Ranum Efterskole College. The association's statutes can be found on the website [www.ranumefterskole.dk/efterskolen](http://www.ranumefterskole.dk/efterskolen). The association is an umbrella organization with 2 parent and 2 student members from the last and the current student team, as well as the school's principal. Membership is free for students and parents/guardians while the student is attending the school. Subsequently, it costs DKK 50 / year, which goes to the student association Ranum Efterskole's Friends. Membership can be taken out at Events etc. announced via the school's website and Facebook page for the current year groups. The voluntary parents' council and former parents' councils are formally organized under Ranum Efterskole's Friends. **The activities in the association include:** Reunion days and reunion parties. The general meeting is held in connection with the last parents' day in the spring, and in connection with the first parents' day in the autumn.

**Ranum Efterskole College's school district:** The school district is the association that elects Ranum Efterskole College's board. Membership of the school district is obtained by request to the school's chairman of the board by email [info@ranumefterskole.dk](mailto:info@ranumefterskole.dk). Members must be approved by the board and must first agree with the school's values and statutory purposes. The school's statutes and values can be found on the school's website under Efterskolen.

## Important information about choosing Profile and Culture subjects

At Ranum Efterskole College, we divide the school year into 4 periods. In the first period, we have the first profile subjects. In the second period, we have Culture subjects. In the third period, we have the second profile subjects. In the fourth period, we have tests and exams, but also time for activity days and mini-profile subject expeditions. In the first three periods, there is a journey associated with the theme of the subject. You can read more about Profile and Cultural Subjects on the website.

**Choice of first profile subject – 1st period (August–October)** On New Students' Day, you are invited to hear about two profile subjects that you show interest in through your subject choices. The week after New Students Day, the final choice of profile subjects is made via Skoleplan using the parents' login ensuring parents/guardians give consent to the choice. Any self-payment will be charged afterwards and sent by Skoleplan to those with parental responsibility. For practical reasons, some courses may have a limit on participation. If a course is oversubscribed, we first try to create an extra class within the same course, possibly with a different destination. If this is not possible, we will guide the students in a re-selection. Students who do not get their priority in profile subjects in the 1st period will be given priority to Cultural subjects and profile subjects in the 3rd period. Descriptions of the profile subjects can be found on the school's website.

### **Choice of Cultural Studies - 2nd period (end October - February)**

Culture subject selection starts in September. The students can suggest new Cultural Subjects themselves. This takes place in a democratic process, where students and teachers decide which Cultural subjects are offered through several test choices. When the students have chosen, the parents/guardian must confirm the choice and pay any self-payment. We have to limit a few subjects for practical reasons. If it should happen that too many students have chosen the subject, we assess whether it is possible to make a similar subject/destination, otherwise the students are advised to make a re-choice. The process is also about practicing making a decision, and we ask the students to make a motivated application, as well as register their choice in each vote. The students must always choose a 1st and 2nd priority. Students who do not get their first priority in the Cultural subject in the 2nd period will have first rights to the profile subjects in the last period.

### **Choice of other profile subject – 3rd period (March – April)**

The selection process starts in December with proposals from students and staff. The profile subjects are then described and selected in a democratic process, which ends in January with the parents' confirmation of the choice and payment of any self-payment.

### **Finances and choice of Profile and Cultural subjects**

There will be self-payment for these subjects if the expenses are greater than what all students at the school have for their profile/culture subjects. We strive to have subjects in each period without self-payment, but unfortunately it is not always that they are voted in by the students. We encourage all families to have a talk about prioritizing finances in relation to choosing the profile and cultural studies trips before school starts. It is quite normal to have a financial framework for what the individual student can choose within, and instructive for the student to have to prioritize his or her choices. In special situations, the school can provide a financial subsidy for self-payment. The application form can be obtained by contacting the school office. Please be aware, due to the current fast changing geo-political situation in the world, we may have to add extra charges if necessary for unexpected expenses, for example, oil surcharges.

**Change of subject - after the selection is completed:** After the selection period, you cannot change subjects. Therefore, it is very important that you choose subjects according to interest and not according to what your friends say they will choose. If a change of subjects may be necessary, the expenses the school has incurred, e.g. for flights, accommodation, etc., must be covered by the student and their family.

**More information:** You can see descriptions of the last years' Profile and Culture subjects on our website and on the individual subjects' Facebook pages. You are also welcome to contact the school.

**Private accommodation while travelling/guest students in Denmark:** If you choose a subject with private accommodation for part of the trip, you must be prepared to host a guest student during the school year.

## Insurance and security

**Insurances:** We recommend that you ask your family's insurance company if they cover the student's belongings, especially the laptop, while the student is at boarding school, and how they are covered in the event of dangerous sports. The school has taken out a collective dangerous sports insurance for the sports and activities that are offered.

**Travel insurance:** The school has taken out travel insurance for all students and staff, which supplements the blue EU health insurance card. The student's luggage is **not** covered by the school's insurance.

The school's insurance company makes a recourse to the family's insurance company. This means that as a general rule, it will be the parents/student's insurance that will pay for an injury/accident. Therefore, we must have a copy of the insurance that the student is covered by during the stay. The policy number and company must be stated in Skoleplan.

**The school must always be contacted if a student has been admitted to a hospital or in treatment for serious illness within 3 months before a trip.**

**In the event that there have been changes in relation to the student's normal health, in the event of chronic illness or changes in medication, it may be necessary to apply for a prior approval.**

From the school's insurance company, parents/guardians fill in a form to give the necessary information from, among others, their own doctor. This information is used by the school's insurance company to assess whether you can participate in the trip. If the insurance will not cover, it is important that you have a dialogue with the school about this and investigate whether the student's/family's own insurance company will cover in the event of an injury. If you send the student away despite this, it is the family's responsibility to cover any costs.

**The school cannot be held responsible for derived expenses in the event of lack of insurance coverage.**

If there is doubt as to whether a student can participate safely in terms of their state of health, **we recommend that the student does not participate.**

The school does not handle private travel insurance cases or compensation for the family or student. As these are school trips, where both school fees, teachers' salaries, food and self-payments are included in the total cost of the trip, it is very difficult to calculate the price of a trip in a compensation case.

**Vaccinations:** It is the responsibility of the parents/guardian that the student is sufficiently vaccinated if it is recommended for a trip. The school refers to Statens Serum Institut's recommendations. The school does not cover the costs of vaccinations, medicine or transport in connection with this. The school allows a private company to offer vaccinations at the school, but it is the parents' responsibility to go to the company's website for ordering, payment and meeting time. We will send information about vaccinations approx. 4 weeks before the vaccination date.

**Safety in maritime activities:** The school has prepared safety instructions for sailing, surfing, kayaking and canoeing activities. The instructions can be found on the school's website and follow the Danish Maritime Authority's instructions. The school strongly recommends that the student can swim at least 200 meters if the student is enrolled in water sports activities.

**Safety during travel activities:** The school prepares safety instructions for profile subject activities and travel, and these are communicated to parents and students before the trip. All safety instructions can be found on the school's website.

## Guidelines for the use of IT

**Purpose of the declaration:** The purpose of the declaration is to ensure that the use of IT equipment at the school is in accordance with legislation, the school's ethical rules and in a way that makes it possible for the school to offer the use of IT.

**Goal for the school:** It is a goal that the student in an academic context becomes familiar with the use of IT in teaching. During the student's stay, however, the school does not want the student's computer to affect the opportunity to establish new social relationships. Therefore, IT equipment is primarily for educational use. In this way, the student can sit and work in the room in peace and quiet and get a better use of the time in quiet hours and possibly between hours.

### Technical and practical information

**Student's IT equipment, etc.:** For reasons of power consumption, the student can bring 1 tablet/iPad and 1 laptop for use in all the school's premises. Of extra equipment, you can bring 1 external mouse (powered by the computer) and 1 set of headphones.

The computer must be switched off between 23:00 and 07:00. In addition, the computer must be turned off or in sleep mode (not standby) so that it does not use power when the student is not using it.

The school is not responsible for or will not remedy errors that may result from hardware or programs on the student's computer.

In order for the student to get out among the other students in their spare time and at the same time prioritize the time to do homework, the Head of School can, in consultation with the parents/guardians, decide that the computer is only used during certain periods of time, which may change during the year.

**Username and password:** The student is assigned a username and password for the school's network. Username and password are for the student's personal use. The student may not disclose username and password to third parties, including other students.

**Programs:** If the student does not have word processing and worksheets for schoolwork installed on his or her computer, the school offers a license for the full Office Suite valid for the stay.

The school has an anti-virus protection package during the stay. This means that the students, during the period they are students at the school, can have the antivirus program installed and used.

**Wireless network:** At the school, a wireless network has been established in all rooms. Thus, there is access to the internet for the student in all the school's premises when the student is approved/validated with a username and password. The school's network is connected to the internet through its own server and fiber connection.

**Liability and insurance of the student's IT equipment:** The school's insurance does not cover damage to the student's equipment, loss of data, theft or the like, just as the school does not assume any responsibility for such events that may occur during the stay at the school. In the same way, the school is not responsible for damage, loss of data or the like to the student's IT equipment that third parties, including other students, may cause. The school recommends that it is investigated whether the student or his/her household has insurance that covers the above-mentioned events that may occur on the school grounds. If the student's household is not insured against the events in question, the school recommends that such insurance is taken out prior to the student's start of school.

### Compliance with legislation and school ethics

During the stay at the school, the student must comply with legislation when using IT equipment. It follows from the Copyright Act that it is not permitted for the student to simply download or copy images, music files, films or exchange such material between the students without the consent of the person who made it or the person who holds the rights. Therefore, the student must not take such actions.

**Danish legislation:** According to Danish legislation on the protection of personal data, it is not permitted to disclose or post images on the internet on which other persons can be recognised, without the prior consent of the persons, including other pupils and staff, who are depicted. At the same time, the person who has taken the photo has the rights to the photo, which is why disclosure or publication on the internet of such photos will also require the consent of the photographer or the person who holds the rights.

**Students' use of images on the school's server:** The student agrees that images uploaded to the school's server by anyone other than the school may not be used without the prior written permission of the photographer and the persons, including other students, who may be depicted.

**The school's image bank:** On the school's intranet, there is an image bank to which it is possible for the school to upload images. Before images are made available to pupils, the school assesses whether the images are in accordance with the legislation, so that images of the students are sorted out in situations that the students do not wish to be made available in the school's assessment. The student can object to the school's assessment at any time.

**The school's use of photos:** By signing these guidelines via the Skoleplan School Contract and Permissions, the student and parents give permission for the school to use photos of the student that were taken in connection with the school's stay at the school in connection with the marketing of the school. In addition, the student and parents' consent to the school posting pictures of the student in the school's image bank, which can be accessed by users on the school's intranet and used for educational and communication purposes by the school's students and teachers.

**Insight and objection:** The student has the right to access and object at any time with regard to the personal data processed about the student. This means that the student always has the right to withdraw his/her consent to the school's registration and use of e.g. images. In addition, the student also has the right to be informed of what personal information the school has registered about the student and to seek access to the registered information if the student requests it. If the student has received such a notification of the registered personal data, the student is not entitled to receive a new notification until 6 months after the last notification, unless the student demonstrates a special interest in this. As a student, you also have the right to object to the registration and use of your personal data and the right to have incorrect or misleading information corrected or deleted.

**IT security and logging:** For the sake of both the school's IT security and for the sake of your own IT security, the school uses a special type of security software that analyses the traffic that takes place on the school's network. The software gives our IT managers an overview of active TCP/IP protocols, browsers, MAC addresses, machine numbers, URL addresses, and more. The purpose of this insight is to prevent you from gaining access to, for example, detected malware sites on the Internet and thereby compromising both your and the school's IT equipment, and to maintain the best possible uptime.

The student and parents/guardians accept that the school may conduct a further in-depth investigation of the logged activities in the event of reasonable suspicion of violation of the law, disruption of the operation and security of the school's network and similar reasonable suspicions. In special cases, it may be necessary to involve the student and parents/guardians in the investigation itself, and the student and parents/guardians agree to help the school with the investigation to the greatest extent possible.

**Sanctions - Notification of parents** If the school becomes aware that when using either the School's IT equipment or the student's own IT equipment via the school's network, activities are taking place in violation of the legislation in force at any given time or in violation of these guidelines, the school may choose to notify the parents/guardians.

**Withdrawal of access to networks, etc.** In the event of violation of these guidelines, the school may, for an appropriate period of time at the school's discretion and in consultation with parents/guardians, prohibit the student from using a computer at the school or close off access to the school's network. If the student is prohibited from using a computer at the school for an appropriate period of time, the parent/guardian may, in consultation with the school, decide that the computer must be removed from the school during the period of confiscation, unless the parent/guardian, in consultation with the school, decides to allow the school to store the computer during the period of confiscation.

**Abuse and violations:** In the case of particularly serious and illegal violations, the school may choose to report it to the police and report it to the relevant authorities, etc.

(The guidelines for the use of IT and communication will be adapted to changes in the General Data Protection Regulation when these are implemented).

## Things to bring - Packing list

<b>VERY IMPORTANT</b>	
<b>Passport</b> - kept by the student. (Remember that it must apply at least 6 months from the end of the school year.)	
<b>Health insurance card both the yellow and blue + vaccination card</b> - is kept by the student.	
<b>SCHOOL BACKPACK: (preferably REC BACKPACK)</b>	
1 pencil case with writing utensils min. 5 pencils, 5 pens, as well as 1 ruler, 1 protractor and 1 compass	
3 x A4 block paper checkered and lined and 3 x A4 folders with divider tabs.	
1 calculator	
<b>1 Laptop</b>	
2 extension cords for the room and school bag.	
<b>To the room/apartment</b>	
1 mattress pad or TOP mattress for bed <b>80*200 cm</b>	
1 duvet and pillow	
2 sets of bed linen and sheets (you have the option of renting duvet/pillow/bed linen via the school)	
1 bedspread – important as the students can sit on each other's beds.	
1 laundry bag/basket	
1-2 tea towels	
1 Bed roller for storing gear max. height 20 cm.	
Padlock for cabinet Ø approx. 4 mm	
1 mug and 1 glass for tea/coffee, and preferably a set of <b>plates, cups and cutlery</b> for cosiness in the room	
Possibly alarm clock - remember that you do not have your mobile for the first 2 weeks ☺	
<b>Personal:</b>	
4-5 towels of different sizes + washcloths	
Toiletry bag	
Swimwear	
Windproof jacket, warm clothes e.g. fleece sweater	
Rubber boots/ practical shoes	
Indoor Shoes, Slippers, Flip Flops, Sports Shoes	
Outdoor shoes for different weather, good outdoor sports shoes, possibly football boots	
Rainwear	
Indoor/outdoor sportswear and bag for storage	
Clothes for practical work/cleaning	
Sleeping mat and sleeping bag for mini-expeditions and Dream Festival in May and June	
Bicycle helmet and other protective equipment for e.g. skateboards	
<b>Bicycle - Remember to register the frame number, as well as to put the name and student number on the bike</b>	

### NOTE!

This is a standard packing list, and you must expect that in connection with profile subjects and travel, there may be extra equipment purchases. (Ex. sleeping bag/sleeping mat/backpack for Adventure).

**We recommend that you try to borrow the necessary equipment or buy good quality 2<sup>nd</sup> hand.**