



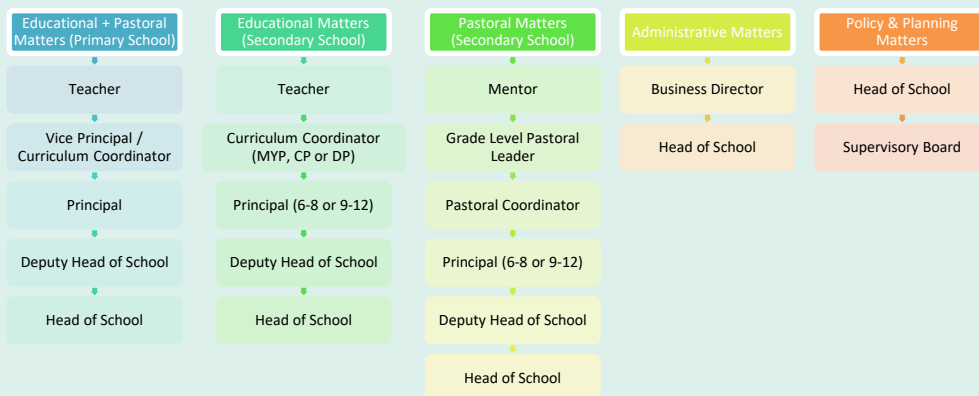
# Contact Guide

The BIS Contact Guide is based on the understanding that whenever a question, issue or problem arises, **the solution is first to be sought at its source**. In any situation, it is best to go to the person directly concerned in order to ensure that parents:

- Gain **first-hand information**,
- Get the **complete story**,
- Receive a **quick and appropriate response**,
- Support the **concept of open communication**, and
- Join the school **as a partner in learning**

In general, if it involves your child's day-to-day education, classroom activities, relationships or requirements you should **first contact your child's teacher**, either personally or in writing.

We trust that in following this contact guide you will receive timely and appropriate attention to your suggestions, queries and concerns, and that our commitment to open communication will assist in **maintaining the concept of an effective, efficient and friendly community of learners driven by the school's mission**.



# Emergency Contacts

## School Offices

Secondary School Haimhausen Campus: +49 (0)8133 917 151  
 Primary School Haimhausen Campus: +49 (0)8133 917 161  
 Primary School City Campus: +49 (0)89 89655 512

## Transportation

Haimhausen Campus: +49 (0)171 527 2405

## Nurse

Haimhausen Campus: +49 (0)8133 917 -163  
 City Campus: +49 (0) 89 89 655 -506

## Head of Student Support Services & Child Protection Officer

Direct Dial: +49 (0)8133 917 -154  
 Mobile: +49 151 17133893

## After School Activities

Haimhausen Campus: +49 (0)8133 917 -271 – Phil Drake  
 City Campus: +49 (0) 89 89 655 -630 – Robyn Philogene

Should After School Activity Coordinator not be available, please contact the school offices directly!

## Head of School

Phone: +49 (0)8133 917 -111

## Business Director

Phone: +49 (0)8133 917 -125



**Bavarian  
International  
School**