



SACHSEN-ANHALT

Ministerium für Bildung

Information about the daily routine at mainstream schools

Dear Parent,

After your recent arrival in Saxony-Anhalt, I would like to extend a very warm welcome to you and your family on behalf of our state. You no doubt have a few questions about the schools here. The following information should provide you with the most important information and suggestions you will need to find your way around your new environment and the school system in the state of Saxony-Anhalt.

I would also like to assure you that all of the advice and suggestions listed here apply equally to all children and young people of compulsory school age, regardless of whether they are from Germany or another country. At the end of the information section, you will find a list of contacts you can approach at any time if you have any unanswered questions.

I wish you and your child every joy and success as they start school in the state of Saxony-Anhalt.

Marco Tullner

Minister of Education for Saxony-Anhalt

Organisational matters

All schools in Saxony-Anhalt and thus every pupil in the state must adhere to the provisions of the Schools Act, as well as to the individual school's internal rules and regulations. These provide the framework for the rights and obligations which apply in the state of Saxony-Anhalt to the school, its staff and pupils, but also to you, the parents. You may view details of these rights and obligations at any time. Your child's school will be happy to answer any questions you may have about school regulations in the state of Saxony-Anhalt, or about the aforementioned rights and obligations.

The school you are in is called a:

- Grundschule (Primary school)
- Sekundarschule (Secondary school)
- Gesamtschule (Comprehensive school)
- Gemeinschaftsschule (Community school)
- Gymnasium (Grammar school)
- Förderschule (Special needs school)

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The address of the school is:

Street/Number:

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Postcode/Town:

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You can reach the school at the following telephone number:

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or by email at the following address:

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Your child's class is called:

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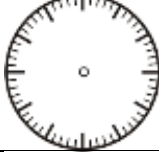
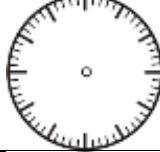
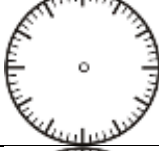
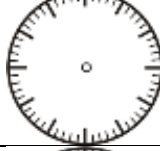
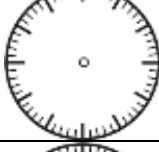
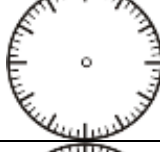


and the name of the class teacher is:

Mrs.

Mr.

.....

Lessons are held at the school as follows from Monday to Friday.

Weekday	School starts (time)	School ends (time)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

(If these times change, your child will be informed accordingly at school.)

The key to successful integration in the school and wider community is a good command of German. For this reason, your child will receive special classes in the German language.

These lessons will generally be held in a language development group. This means that your child will be assigned to a particular school class, but will receive special support to learn the German language in a separate language development group along with other pupils with a migrant background. Depending on the school, integrative language development may also be provided. This means that your child would remain in their assigned class for both language learning and normal lessons.

In addition, your child will be taught alongside their classmates for certain subjects, depending on their aptitude and development. These will include:

Music

Sport

Art

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Throughout his or her German language development course, your child's progress will be suitably documented. This documentation will help teachers decide whether or not your child needs to continue attending the language course.

Before the first day at school

You will need to buy the basic items listed below so that your child is properly equipped for his or her first day at school. You should purchase these before they start school. They will be required by your child on a daily basis. If specific items are required by the school, you will be shown examples. The descriptions should help you to select the correct items. Ask for help at the shop to ensure you buy the items you need. You could even just hand the list shown on Page 5 to a sales assistant.

Textbooks: You do not need to buy textbooks; these will be issued to your child at the start of the school year and must be returned again at the end of the year. A lending fee of Euro 1 per book per annum is charged. This must be paid to the school. Please ensure that textbooks are handled carefully, so that they can be passed on to as many other children as possible.

For daily use

Schoolbag/rucksack

Binders

Comments:

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Exercise book (squared paper)

Comments:

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Exercise book (ruled paper)

Comments:

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Bilingual dictionary

Comments:

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Drinking bottle

Comments:

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Homework jotter

Comments:

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Notepad (squared paper)

Comments:

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Notepad (ruled paper)

Comments:

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Glue stick

Comments:

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Lunch box

Comments:

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Pencil case

Cartridge pen

Comments:

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Pencil

Comments:

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Felt pens

Comments:

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Pencil sharpener

Comments:

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Children's scissors

Comments:

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Ink cartridges

Comments:

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Crayons

Comments:

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Eraser

Comments:

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Ruler

Comments:

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Set square

Comments:

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For art classes

Paintbox

Comments:

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Paintbrush

Comments:

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Mixing palette

Comments:

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Drawing pad

Comments:

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For sports and swimming classes

Sports bag

Comments:

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Sports kit

Comments:

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Hand towel

Comments:

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Sports shoes (light-coloured soles)

Comments:

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Swimming costume/trunks

Comments:

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Miscellaneous

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Comments:

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Comments:

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The daily routine at school

Your child should get up in good time to eat breakfast and arrive punctually at school.

Packing their schoolbag: Help your child pack his or her schoolbag tidily. You can find a list of required items in the previous section. Learning gives you an appetite, so don't forget to pack some food and drink. You should include a drinking bottle filled with unsweetened tea, water, etc., as well as something healthy and varied to eat. If the school has its own canteen, your child will be able to buy hot food there.

Route to and from school: Parents are responsible for their children on their route to and from school. If they live near the school, children can walk; if the distance is longer, however, they can use school buses and/or other forms of public transport. Accompany your child to school for the first few days, so that they can practise getting there and back home again safely. Set a good example to your child when it comes to observing traffic regulations.

Timetable: Your child will be given a timetable on their first day at school. This tells them when – at what time and on which day – the different lessons will be held. Keep a copy of the timetable at home, so that you know what time your child finishes school.

After school

As soon as your child gets home, he or she will undoubtedly be bursting to tell you about their exciting day. Make time to talk to your child about school, and give them an opportunity to tell you the latest news and about what they have been getting up to.

Homework: This should be completed as part of the normal school day, and should be done at home after school or alternatively at school once lessons finish. Homework is designed to ensure that your child has understood what they have learned in school, and can apply their new knowledge. Please ensure that your child has a quiet place to study and do their homework, where they are able to concentrate without interruption.

Once your child has finished his or her homework and learning for the day, their schoolbag can be prepared for the next morning.

To keep children in good health, it is very important that they are able to run around a lot in the fresh air, so after they complete their schoolwork, they should be allowed to play outside with their friends and have some fun.

What else do I need to know?

Supervision:

The teachers at your child's school have a duty to supervise all pupils at the institution. This means that they are responsible for the health and wellbeing of the children and young people.

Illness/accidents:

If your child is ill in the morning and unable to attend lessons, the school must be informed. It is sufficient for the secretary's office to be notified by telephone or email before lessons begin. If your child has to remain at home for longer than three days, the school will require

a letter explaining the circumstances

a doctor's certificate.

If your child is unable to attend performance assessments, a doctor's certificate must always be produced to excuse them. If your child has an accident on the way to or from school or whilst on school premises, we will take care of them. As their parent or guardian, you will be informed at home or at work, and your child will be attended to in school by a First Aider. If he or she sustains a serious injury, an emergency doctor will be summoned by the school. Until he or she arrives, care will be provided by the First Aider.

Parent-teacher meetings:

Any questions about day-to-day school life should be addressed to your child's class teacher. He or she can tell you about any areas where your child might require additional support, and about the academic successes they have already achieved. Since it is your right to go to such meetings, you should make the time to attend them at regular intervals. You are welcome to bring someone with you to assist with comprehension. Parent-teacher meetings also give you an opportunity to meet the parents of your child's classmates.

Class trips and school excursions:

Class trips and school excursions are probably the highlight of the school year for pupils. They are fun and educational, but at a different place of learning. Attendance is compulsory, and subject to an additional charge. Applications can be made to the social services agency responsible for your family for help with costs. If the excursion is to another federal state or even another country, the permission of the local Aliens' Authority must be obtained.

Sports and swimming lessons:

These are part of the normal school day in the state of Saxony-Anhalt, and are compulsory for every pupil, just like other lessons.

Classes in ethics and religion:

Pupils attend classes in either religion or ethics.

Performance assessments:

The performance of your child will be monitored regularly during their time at school. They will be given both written and oral tests. In class, teachers will take account of the fact that your child is just learning German. This is particularly relevant to oral and written tests. As a result, resources such as dictionaries and aids to comprehension may be used during the performance assessment, depending on your child's command of German and at the teacher's discretion.

Children will generally receive either a verbal or a written assessment of their performance. Both halfway through the academic year and at its end, pupils will be given a report with details of their performance and the progress they have made. This will provide you with regular updates on how your child is progressing. However, the performance assessments are also important for your child's academic future. The better and more quickly your child learns German, the sooner the teaching staff will be able to advise you and your child about the educational options open to them.

Financial help with education and participation:

Parents may be entitled to apply to their social services agency for financial support under certain circumstances. This applies to such things as school lunches and membership fees for sports and other clubs, as well as fees for the music school. Ask the social services agency responsible for your family for advice.

Contacts

Help with school-related matters:

Any enquiries about school-related matters can be addressed to the teachers at your child's school. They will have a very good knowledge of your child and the school routine, and will be happy to help.

If the school isn't the right body to talk to, you can send an email to the *Koordinierende Beratungsstelle Migration* (migration advice centre) of the state education authority. This centre will be happy to help you with any concerns you may have about school and integration. The email address is:

- stephanie.teumer@lscha.mb.sachsen-anhalt.de
- anja.brehme@lscha.mb.sachsen-anhalt.de

Staff from the advice centre will reply to you as soon as possible, and will try to help.

Support from your own cultural group:

Many foreign citizens from various countries in the world have organised clubs in Saxony-Anhalt. These clubs are all members of the *Landesnetzwerk Migrantenorganisationen (LAMSA) e.V.* (state network of migrant organisations), whose aim is to help people with a migrant background find their feet in German society and political life. You can contact them with your questions at any time:

LAMSA e.V.

Contact:

Mrs. Mika Kaiyama

Tel.: 0340-8705-8832

Email: mika.kaiyama@lamsa.de

Servicestelle "Interkulturelles Lernen in

Kita und Schule" LAMSA e.V.

(service centre for intercultural learning in day-care and school)

Bernburger Strasse 25a;

06108 Halle (Saale)

Tel.: 0345-1719-4051

Email: mamad.mohamad@lamsa.de

	Postal address	Name	Tel./Fax/Email
<input type="checkbox"/>	AWO SPI (Soziale Stadt und Land Entwicklungsgesellschaft mbH) (social urban and rural development society) Zur Saaleaue 51A 06122 Halle (Saale)	Mr. Nasr El-Mokdad	Tel.: +49 345 686 948 14 Fax: +49 345 686 948 28 Email: n.elmokdad@spi-ost.de
<input type="checkbox"/>	Bund der Vertriebenen Landesverband Sachsen- Anhalt e.V. (Saxony-Anhalt federation of expellees) Strasse der Jugend 115 39218 Schönebeck - Elbe	Matthias Dietrich Mrs. Gubenko	Tel.: +49 3928 421 344 Fax: +49 3928 421 34 Email: bdv-lsa@gmx.de
<input type="checkbox"/>	Caritas Regionalverband Halle e.V. (Catholic charity organisation) Dammstrasse 8 06217 Merseburg	Mariana Obst	Tel.: +49 3461 249 611 Fax: +49 3461 249 614 Email: mariana.obst@caritas- halle.de
<input type="checkbox"/>	Caritas Regionalverband Halle e.V. (Catholic charity organisation) Mauerstrasse 12 06110 Halle/Saale	Carla Wilde	Tel.: +49 345 445 051 89 Fax: +49 345 445 051 51 Email: carla.wilde@caritas- halle.de
<input type="checkbox"/>	Caritas Regionalverband Magdeburg e.V. (Catholic charity organisation) Max-Josef-Metzger-Strasse 1a 39104 Magdeburg	Brigitte Kiehl	Tel.: +49 391 596 120 5 Fax: +49 391 596 120 9 Email: brigitte.kiehl@caritas- magdeburg-stadt.de
<input type="checkbox"/>	Caritasverband für das Bistum Magdeburg e.V. (Catholic charity organisation) Beratungsstelle Dessau (Dessau advice centre) Teichstrasse 65 06844 Dessau	Larissa Karlikowski	Tel.: +49 340 212 820 Fax: +49 340 240 098 5 Email: larissa.karlikowski@ caritas-dessau.de
<input type="checkbox"/>	Caritasverband für das Bistum Magdeburg e.V. (Catholic charity organisation) Beratungsstelle Weissenfels (Weissenfels) advice centre Leopold-Kell-Strasse 2a 06667 Weissenfels	Norbert Müller	Tel.: +49 3443 303 617 Fax: +49 3443 334 986 Email: norbert.mueller@caritas- naumburg-zeitz.de
<input type="checkbox"/>	Deutscher Paritätischer Wohlfahrtsverband Migrationsberatung Landesverband Sachsen- Anhalt e.V. (federation of welfare associations in Germany, Saxony-Anhalt migration advice centre) Johannes-R.-Becher-Strasse 57 39128 Magdeburg	Sonja Braune	Tel.: +49 391 562 971 5 +49 391 251 293 3 Fax: +49 391 251 293 3 Email: sbraune.meb@gmx.de
<input type="checkbox"/>	Deutsches Rotes Kreuz Migrations- beratungsstelle für erwachsene Migranten (German Red Cross advice centre for adult migrants) Moltkestrasse 33 39576 Stendal	Katja Böttcher	Tel.: +49 3931 646 50 +49 3931 646 19 Fax: +49 3931 646 526 Email: yesyoucan.drk- stendal@t-online.de
<input type="checkbox"/>	Deutsches Rotes Kreuz Migrationsberatungsstelle für erwachsene Migranten (German Red Cross advice centre for adult migrants) Wilhelm-Koenen-Strasse 35 06526 Sangerhausen	Petra Kowalewski Svetlana Merkel	Tel.: +49 3464 541 821 +49 3464 541 823 Fax: +49 3464 541 820 Email: migration@drk- sangerhausen.de

<input type="checkbox"/>	Diakonisches Werk (Protestant charity organisation) Adolf-Kolping-Strasse 17 06366 Köthen	Steffi Grohmann- Louizou	Tel.: +49 3496 507 002 Fax: +49 3496 214 147 Email: meb-grohmann@gmx.de
<input type="checkbox"/>	Diakonisches Werk (Protestant charity organisation) Johannesbrunnen 35 38820 Halberstadt	Christopher Bänecke	Tel.: +49 3941 696 335 Fax: +49 3941 696 330 Email: c.baenecke@diakonie- halberstadt.de
<input type="checkbox"/>	DRK Landesverband-Sachsen-Anhalt e.V. (German Red Cross) Lüneburger Strasse 2 39106 Magdeburg	Gabriele Winkel	Tel.: +49 391 610 689 52 Fax: +49 391 610 689 49 Email: gabriele.winkel@ sachsen-anhalt.drk.de
<input type="checkbox"/>	Mobile Beratungsstelle der MBE Halberstadt (Mobile advice centre for adult migrants) Carl-Ritter-Strasse 16 06484 Quedlinburg	Christopher Bänecke	Tel.: +49 3941 696 335 Fax: +49 3941 696 330 Email: c.baenecke@diakonie- halberstadt.de
<input type="checkbox"/>	Mobile Beratungsstelle der MBE Köthen (Mobile advice centre for adult migrants) Euro-Schulen Greppiner Strasse 06766 Bitterfeld-Wolfen OT Wolfen	Steffi Grohmann- Louizou	Tel.: +49 3496 507 002 Fax: +49 3496 214 147 Email: meb-grohmann@gmx.de
<input type="checkbox"/>	Stiftung Evangelische Jugendhilfe St. Johannis Bernburg MBE Halle (Protestant foundation for young adult migrants) Grosse Steinstrasse 35 06108 Halle (Saale)	Antonia Kämmerer Michaela Arndt	Tel.: +49 345 470 452 68 Fax.:+49 345 470 452 67 Email: antonia.kaemmerer@ stejh.de Email: michaela.arndt@stejh.de