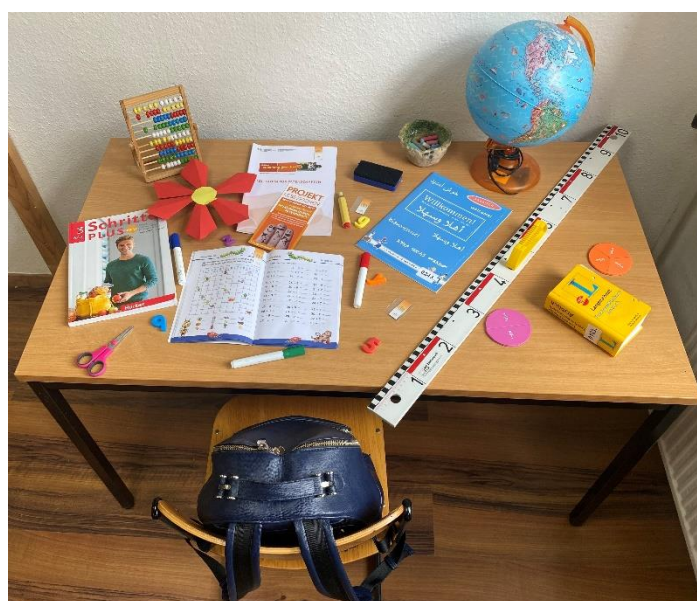


Welcome To School

Information For Parents



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School + Parents = Partner

Children need education. As a parent it is your responsibility to make it possible. The schools have the same mission. This is laid down in the Saxony School Law (*Sächsisches Schulgesetz*) §1 and §45.



Both parents and school work together on the learning process of the child. That is why the two of them not only work side by side or parallel to each other, they do not only bear parts of the responsibility. They work together as partners for the child. To do this, they need each other, need communication and information.

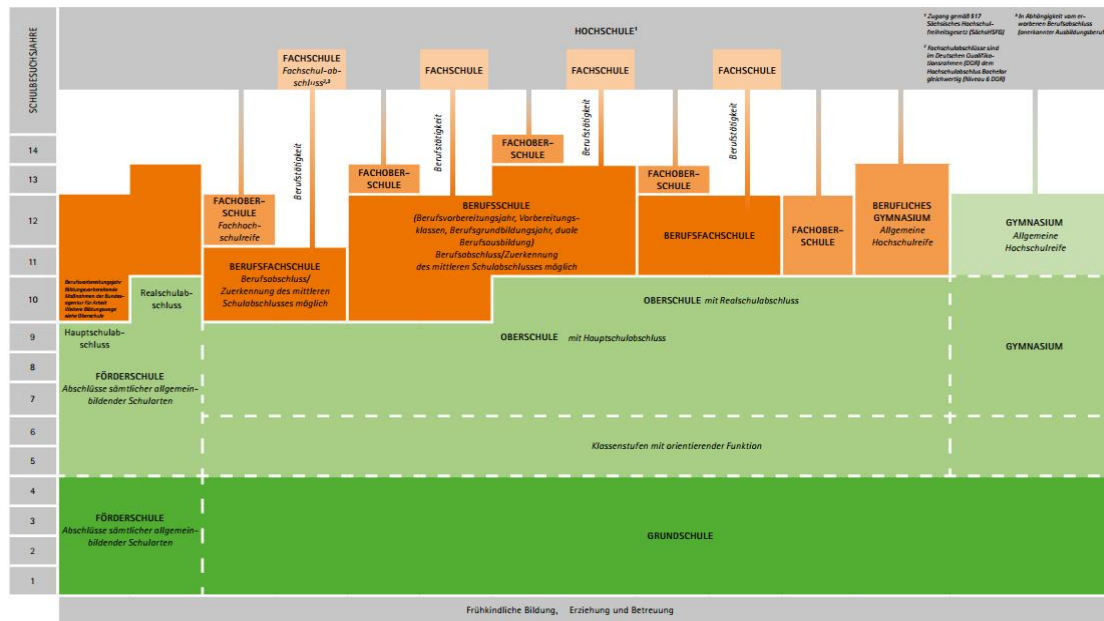
Dear parents, please always consider the school as an educational partner, there is always a contact person - for the best of your children. You are the experts and you have many opportunities to ask your questions at school and help shape educational work with your ideas.

School System

Germany consists of 16 federal states. Each federal state organizes school education itself. In Saxony, the school system for basic education is structured as follows:

Das sächsische Schulsystem.
Schularten (Grafik)

(vereinfachte Darstellung, ohne den zweiten Bildungsweg)



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The primary school (*Grundschule*) lasts 4 years from 1st to 4th grade. The children attend primary school from the age of 6 or 7 years.

At the end of primary school, in 4th grade, the children receive the educational recommendation (*Bildungsempfehlung*). This is a suggestion from the class teacher which school the children should go to after primary school.

If a child learns particularly well in primary school, the *Gymnasium* is recommended. There the children continue to study from 5th to 12th grade. Usually *Oberschule* is recommended. There the children study from 5th to 9th or 10th grade.

After *Oberschule*, students are still required to attend professional school (*Berufsschule*) up to the age of 18. You can do apprenticeship (*Ausbildung*) at a professional school (*Berufsschule* or *Berufsfachschule*). It is also possible to attend a *Fachoberschule* (degree: advanced technical college entrance qualification, for studying at the technical college) or a professional high school (*berufliches Gymnasium*) (degree: high school diploma (*Abitur*), for studying at the university). If the pupils at the *Oberschule* have not yet achieved a qualification, they can catch up on their qualification in a professional preparatory year (*BVJ*).

Pupils with little knowledge of German start learning German in all types of school in a preparatory class (*VKA*) before they can attend the regular classes.



Compulsory Schooling

As it is common in many other countries around the world, children in Germany have to go to school for 9 years. They have to attend daily classes in all subjects and all binding school events. This is also prescribed by the Saxonia School Law §26 and §31 and the School Attendance Regulations §1.

Compulsory schooling makes no difference between German and foreign children. This is the only way to secure a school place for all children because the administration itself is obliged to provide school places for all children and adolescents. Many people have worked for many years to make school compulsory for everyone in Saxony - since 2005 it has finally been successfully implemented.

Compulsory schooling is the same for all children and for all subjects (except for the choice between religion and ethics or between different languages). This clearly means that creative subjects (music, art) as well as physical education and swimming lessons for all children - girls and boys, German children and foreign children - and all project days, hiking days and school trips as well as homework are compulsory. If you have any questions, the school will be happy to talk to you.

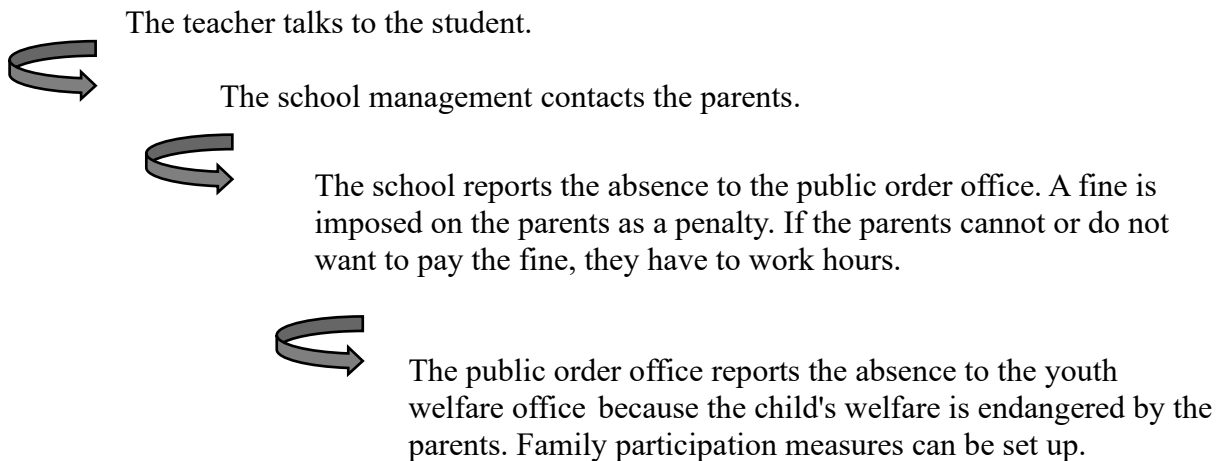
Dear parents, please secure the daily and punctual school attendance for your children in your own interest, in the interest of your children and also in the interest of our common society. The school offers your children a safe and supportive learning environment and is an opportunity and a prerequisite for an independent life.

Children have not only the obligation of education, but also a right to education (going to school and training). This is enshrined in children's rights in the UN Convention on the Rights of the Child. Other rights of children include:

- Health (living healthy, not suffering)
- Relaxation (play, experience)
- Participation (say your own opinion)
- Non-violent upbringing (live without violence, also in the family)
- Protection from war
- Information (get and give)
- Dignity and privacy
- Special support for disabled children

Not going to school – Consequences!

If your children do not go to school or are permanently late and you as parents have not informed the school about it, you are violating compulsory schooling. The presence of all students is checked every day at school. The compulsory schooling is in the law and so are the consequences if the compulsory schooling is not observed. If there is no improvement after one measure, the next measure follows.



Dear parents, please take the consequences of unexcused absence or being late very seriously, because it is recorded on the school report and always remains visible. Long absences can cause your children to have to repeat the class. It is also expensive and involves bureaucratic processes.

Not going to school - How to proceed correctly!

There will be moments throughout the school year when your children cannot or should not attend school. In order to secure compulsory schooling anyway, you as parents must inform the school in advance or as soon as possible:

1. Prevention

- for example: your child is sick or there is another compelling reason that was not previously planned
- immediately inform the school (call or give a written message to the school) why and how long the child cannot come to school
- in the event of illness, the school can request a doctor's certificate
- if your child gets sick at school, this must be reported to the secretariat and you will be contacted to pick up your child from school immediately

2. Exemption

- for example: parents don't want the child to take part in individual school subjects or in a school event
- write an application to the school management beforehand, why which subjects or courses should not be attended
- school management decides

3. Leave of absence

- for example: religious festivals, participation in sporting competitions, family reasons (wedding, death), cure
- application to class teachers beforehand if it only concerns 1-2 days; teacher decides
- application to school management beforehand if it concerns more than 2 days; school management decides
- only for exceptions and for important reasons!

Dear parents, please make sure, despite language problems, that you correctly excuse your children from class if necessary - preferably before class. A brief piece of information in case of illness is not difficult; a small slip of paper or a short call with the most important facts is sufficient:



Good day!

My name is ... (name). My child ... (child's name) in the class ... (e.g. 2b, 5c, 8a ...) is sick and will return to school on ... (date).



Dear Sir and Madam,

my child ... (name of the child) in the class ... (e.g. 2b, 5c, 8a ...) is sick and will return to school on ... (date).

Sincerely yours

(Name and signature)

Sehr geehrte Damen und Herren,
mein Kind Aya Hamidi in der Klasse 2b ist krank und
kommt am Donnerstag, 6.9. wieder in die Schule.

Mit freundlichen Grüßen

Amir Hamidi

Communication



The partnership between school and parents needs communication and information. It helps if both (school and parents) are approachable for questions and problems, but also for important information and especially emergencies.

If your children get sick at school or have an accident, the school needs contact with the parents very quickly, when it comes to picking up. If there are important appointments at home or at school, this information must be exchanged. And much more...

Dear parents, please keep all communication ways open. Give correct and up-to-date contact details to the school, if possible also several telephone numbers for emergencies. If there are any changes, please inform the school immediately, e.g. if a name or address or phone number has changed.

Communication from school often happens in writing. Small information, invitations and other things are written in the *Muttiheft*, in the homework book or on a piece of paper for the parents.

Dear parents, please check your children's bag and folders for messages from school. Please do not ignore these messages even with language problems! The school expects you to receive the information and respond to it. You can look for help with translation and always ask at school.

Personal contact between parents and school is also extremely important in order to clarify small things quickly and easily or to give the same information to several families. That is why the class teachers invite all parents to a parents' evening before school starts and twice in a school year. In these parents' evenings, the parents receive all the important information about the current school year, dates, materials, problems in the class and others. If something needs to be specifically discussed about a child, the class teacher invites the parents to school. Of course, parents can also ask for a conversation with a teacher at any time, e.g. to talk about the child's performance in individual subjects, about current questions or problems.

Dear parents, please accept the possibilities of personal contact! The request for a conversation with you does not happen without reason, the teacher would like to discuss something important with you directly. If you ask for a conversation yourself at school, this is also a positive signal that you are interested in your child's education. And the parents' evenings are carefully prepared by the class teachers and should reach out to all parents if possible. A missed parents' evening always means missed information and missed opportunities for exchange.

The school social workers and, in some schools, language and integration mediators or integration assistants are a good way of mediating between you as parents and the school. These people are available to you and your children regardless of school. You can confidentially discuss personal matters with social workers. Language and integration mediators help the children in the classes and in everyday school life and also help you as parents. This makes settling in and getting along at school easier.

What does school teach?



In primary school, your children learn the following school subjects:

- German
- mathematics
- subject teaching (only in primary school)
- drawing / arts
- music
- English
- sports (also swimming in one school year)
- religion or ethics (of your choice)
- handcraft (only in primary school)



After primary school (in *Oberschule* or *Gymnasium*), the following school subjects are added:

- chemistry
- physics
- biology
- geography
- history
- community studies
- information technology
- foreign languages (Latin, French, Russian)



But the school's educational mandate is much bigger. Here are some examples of what the school also teaches:

- personal development
- rights
- environmental protection
- freedom, democratic behaviour/ attitude
- responsibility in road traffic
- dealing with media



The school uses various methods to educate your children. Therefore, the pupils do not spend their entire school day at the school desk in the classroom, but experience and understand a lot of learning content practically in their own actions or in the environment, for example in sports and swimming lessons or in expertise or biology, but also in field trips and events outside the school. Like all lessons, all of this is also part of school education and compulsory schooling for all children.

Dear parents, please consider school as a diverse place of learning that educates your children in their entire personality and uses all available ways. Please support this diverse learning with the participation of your children in all courses offered.

Homework

Just like going to school every day, homework is a duty, it has to be done by the pupils and is checked in class. Homework should prepare or train learning content from class. Pupils should write their homework in the homework book.



Dear parents, it is very important that you regularly check the homework book and make sure that your children do their homework carefully. Please speak to the school if you have any questions or problems. You are also welcome to use homework help or tutoring, in Chemnitz some clubs offer this free of charge. There, the pupils can also prepare for tests or rework lessons that they do not understand.

School supplies



The school conveys the learning content in all subjects in different ways and with different materials. In order for your children to learn, participate and understand everything at school, they need all the materials. The school usually distributes the textbooks itself, but e.g. parents must pay for workbooks. Before the start of each school year, parents receive information about which materials will be needed in the next school year.



It starts with small things like: exercise books, pens, rulers and much more. Bigger things are also important: a school bag for every child, slippers (in elementary school), paints and brushes for drawing lessons, sports clothing and the right shoes for physical education and and and ...



The school cannot buy and pay for the materials for all students. You as parents are responsible for ensuring that your child 1. has everything, 2. brings everything to school at the right time and in good condition, and 3. also retains its own materials by labeling them with their names.



If you receive social benefits from an office (Jobcenter, employment office, social welfare office ...) and need financial help to buy school supplies for your child, there is an option called *Bildungspaket*. To get this, submit an “application for benefits for education and participation” („Antrag auf Leistungen für Bildung und Teilhabe“) in the office. With this application you will receive money for



- school material
- lunch
- school transportation
- learning support
- one day trips
- school trips for several days



You can get information and help at school, especially from school social workers, advice centers and the social welfare office. If the application for the money is positive, further formalities are important for the further process. Then please speak to your social welfare office and the school social worker.

Dear parents, please give your children comprehensive resources for everyday school life. This prevents practical problems for your children (when students have to share materials or something has to be found for someone at school) and exclusion in the classroom (when students cannot take part in the tasks and activities or even an entire school subject because of the material missing).



Please feel free to contact the school social worker if you have any questions, do not understand something or want to clarify problems.

School Things



the drawing circle
der Zirkel



the book
das Buch



the colour pencil
der Buntstift



the tape das
Klebeband



the notebook
das Heft



the paint brush
der Pinzel



the pencil case
das Mäppchen



the dictionary
das Wörterbuch



the sharpener
der Spitzer



The calculator
der Taschenrechner



the map
die Landkarte



the scissors
die Schere



The pencil
der Bleistift



the glue
der Leim



the ink pen
der Füller



the writing board
die Tafel



The school bag
die Schultasche



the ruler
das Lineal



the computer



the desk
der Schreibtisch



the paper
das Papier



the class
die Klasse



the triangle das
Geodreieck



the file der
Ordner



The chalk
die Kreide



the eraser
der Radiergummi



The folder
die Mappe



the chair
der Stuhl



The ballpoint pen
der Kuli



The projector
der Projektor

School schedule / substitution plan

Children attend school from Monday to Friday and get a school schedule where everything is visible: which subject, when and where. This schedule is mostly valid for one school year.

Sometimes the schedule changes, for example in case of illness of teachers. Then the substitute plan applies. This plan determines whether a lesson will be canceled or be replaced by another teacher, or whether lessons will be moved to a different time or location. The substitute plan is on the noticeboard in school and can also be seen on the school website. The children have to inform themselves independently about the changes.

Dear parents, please keep an eye on your children's schedule and inform yourself about changes. So you can be sure that your children bring all the school materials they need for the day for the various subjects.

Grades, school reports, transfer - How well is my child doing in class?

To know how your children perform in various subjects, there is a rating in grades from 1 to 6 (subject grades). In addition, the learning and social behavior of the children, cooperation, diligence and correctness is also rated in grades (top grades).

Dear parents, please consider the grades for your children as a performance assessment and as a sign of what your children are already good at and where they need more help. Written notes must be signed and shown to the teacher.

After the first half of the school year, usually in February, the children receive half-year results for the parents. At the end of the school year, the children receive the school report of the finished class. Both documents contain the subject grades and the top grades. Sometimes there is also a verbal assessment of each child.

Please keep the half-year results and school reports in a safe place, they can be important later, for example for the decision about *Oberschule/Gymnasium* and for the school graduation and later job applications. The signed half-year results and school reports must also be shown to the teacher.

If there is a grade 6 on the school report or a grade 5 several times, the child will not be transferred to the next class and must repeat the class.

If your child is not being transferred, this is not a punishment. Please understand the possibility for your child to repeat and consolidate the learning content of the school year before it can move on to the next class. This can help your child to steadily develop the necessary basics in order to be able to deal with further learning content.

Die Schulnoten:

1 = sehr gut

2 = gut

3 = befriedigend

4 = ausreichend

5 = mangelhaft

6 = ungenügend

Food - an important aspect of daily learning



The children spend a large part of their day at school. For physical strength and concentration in class, the food and drink at school are very important. In the breaks between lessons, the children are allowed to eat and drink what they have brought from home. The best basis for learning is a healthy breakfast every day. Sandwiches, fruits and vegetables and water, tea or juice are varied, tasty and healthy. The children should be fed up with healthy food rather than sugar or fat and salt, e.g. cola or other soft drinks, chips etc. because that destroys the ability to concentrate in class.



Dear parents, please help your children to eat healthy at school. Maybe your children have their own ideas about what they would like to eat in school for breakfast. You can also prepare breakfast together with your children, which is often a lot of fun for children. Please avoid inappropriate, unhealthy foods for the sake of your children. The teachers in the school also pay attention to the children's eating habits. If the diet is inadequate, teachers may contact parents.

Children can have lunch in school. For this purpose, the parents conclude a contract with the provider and they receive a monthly invoice for the meals ordered. There is usually a menu for the coming weeks on the provider's website. There the children and parents can choose or cancel lunch for each day. Different dishes are often offered, e.g. with meat or without meat or without pork.

If you receive social benefits (Jobcenter, employment office, social welfare office ...), you can apply for money for lunch in the "Application for benefits for education and participation" („Antrag auf Leistungen für Bildung und Teilhabe“). Small snacks (sandwiches or the like) that you can buy at a kiosk are not part of lunch, the office doesn't pay for that.



The school social worker can also help you manage the order or apply for lunch money. If the application for the money is positive, further formalities are important for the further process. Then please speak to your social office and the school social worker.

Dear parents, a school day can be long. Without a hot lunch, it can be difficult for your children to get through the day. Ordering lunch from a provider is certainly a matter of trust. Will the food be healthy? Does my child like it? Can I trust that it doesn't contain pork? Are all the contents described that can trigger allergies? The food providers make every effort to meet all needs. With financial support, your children can get a good enough lunch for a small price. It is worth trying.



After-school care / daycare center – when school is over

In the primary school, the school day only lasts until noon or early afternoon. Many children still have to be looked after because the parents are not at home. There is a daycare center for each primary school, either in the same house or near the school. There, children can play, do homework and spend time before and after class.

The day care center does not belong to school, it is an independent organization. The parents conclude a contract with the after-school care center if they want childcare. Visiting the day care center costs money, but parents can submit an “application for the parental contribution for day care facilities” („Antrag auf Übernahme des Elternbeitrages für Kindertageseinrichtungen“) to the youth welfare office. The youth welfare office can pay all or part of the costs for the day care center if the parents receive social benefits (Jobcenter, employment office, social welfare office ...). The financial support of the youth welfare office always lasts as long as the approval period for the social benefits. The application must therefore be submitted again and again when the approval period has expired.

Dear parents, attending the day care center is voluntary and you can decide according to your own needs whether you need and want someone to look after your children before and / or after class. In the after-school care, the children are under supervision, get help with their homework and have contact with other children.

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