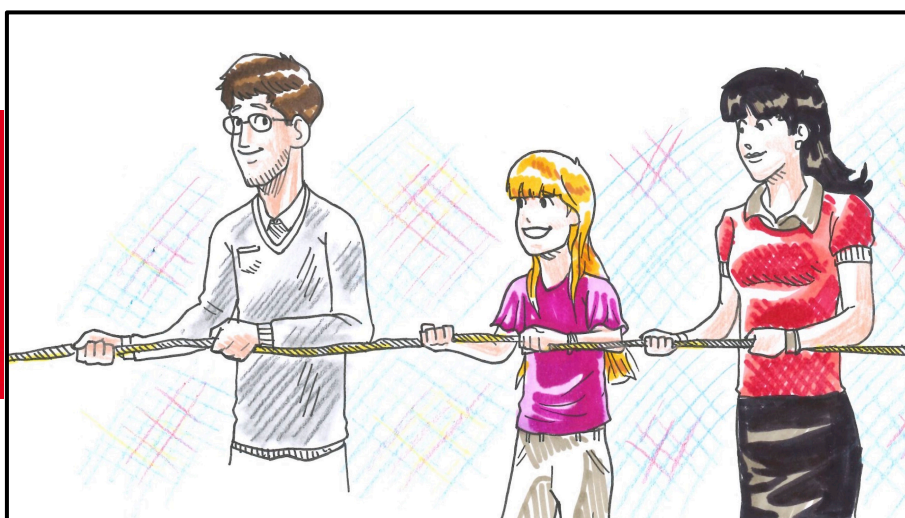


Welcome

to our

Stadtteilschule Hamburg-Mitte



A Starting Folder for Parents

English

Dear Parents and Legal Guardians,

We welcome you warmly to our district school Stadtteilschule Hamburg-Mitte.
A new exciting time is starting for your child.
You too, dear parents, must first visit us.
Therefore; we have compiled some information. This information will help you to get to know our school better.
We wish you a good start and a good time at our school!

Best regards,

The Staff of the district school Stadtteilschule Hamburg-Mitte

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Teachers and Parents

- **Teachers and parents work together**
- **Parents may attend the lessons**
- **Parents' evening in September**
- **Learning Advancement Conversations (LEG)**
 - LEG is a discussion day for parents at our school
 - Once a year (November or February)
 - Written invitations from the class teacher with schedules
 - A discussion with the class teacher about school performance and social behavior
 - Parents bring an interpreter or the school will secure one

Important Notice!

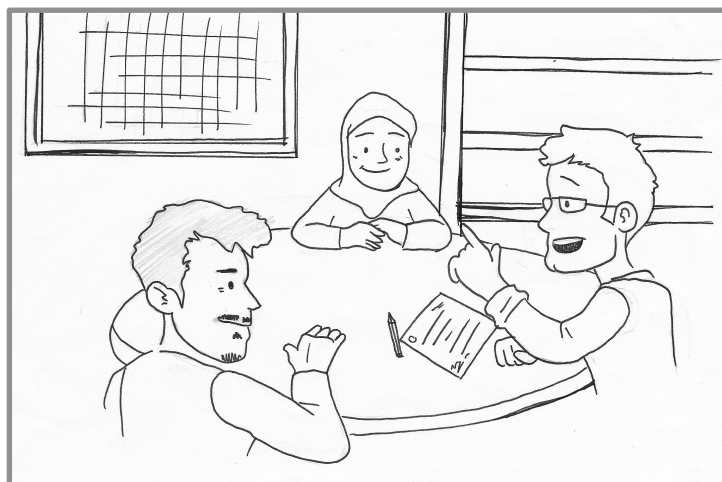
Please, come definitely to the Parents Conversations (for example, Parents Evenings and LEG)

Our teachers intend to work together with you. The children can be very successful when the teachers and parents work together.

Please try to show up for the meetings, even if speak no or very little German.

Our school knows at least one person, who can speak your language. We can secure an interpreter for the parents' meetings.

If you know someone, who can interpret, please bring him/her with you.



Illness / Absence / Excuses

The schools in Germany are different in many ways from those in your home country. What is important for you, is that all children in German must attend schools. School attendance is compulsory in Germany, because each child should have the same opportunity to select an occupation. School attendance in Hamburg is free.

→ Please, read “the parents information on compulsory school” on page 13 and “the parents’ letter for holiday planning” on page 14.

Please inform us immediately, when your child is not able to attend school.

Step 1: Call in the mornings, not later than 8:00 o’clock

School office: 040 – 428.974.311

You must call the at first day, as your child can not come to school.

→ Please read the text suggested for “the call at school” on page 15.



Step 2: Written Excuse to the class teacher

When your child can not attend school, you must write a letter.

Your child must deliver this letter at the school on the first day after returning to school.

→ Please use “the Excuse Letter” on page 16



Questions? Problems?

We are here for you!

- The class teachers
- The consultation teachers
- The social workers and educators
- The school principal
- The school office

Our teachers and educators help your child.

When he/she does not know something or has a problem, he/she can always come to us. Furthermore, there is one Godfather student for each new student in the international preparatory classes. These Godfather students speak the language of your child. They offer their help, so that your child feels comfortable at the school.

Please, help your child, too!

Ask your child, how was his/her day at the school. What did they experience. Listen to him/her. Should there is a problem, Inform the class teacher.

You can contact our consulting service at any time.

The consulting service will help you with pleasure!

Consulting Service: 040 – 428.974.338

Call us and make an appointment.

Or you come directly to the „Island” (the right compound on the school yard)

We can arrange an interpreter as well.

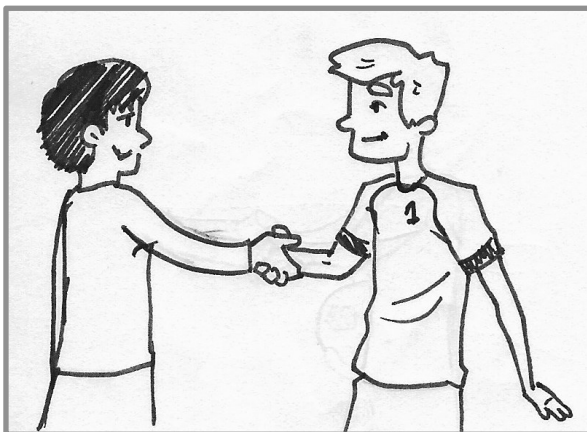
Our consulting service is available to you in word and deed.



Our School Rules

Statteilschule Hamburg-Mitte
Please behave here as directed
Be friendly and fair to all
Then your life will run into a wall
And you will achieve more

- **Punctuality!**
- **Mobile phone is prohibited in the school buildings and school premises**
- **Respectful and friendly attitude**
- **In case of different languages in a group, speak German.**
- **Equality between boys and girls is self-evident**
- **Football only on the sport field**
- **Smoking is prohibited throughout the school premises**
- **The school premises cannot be left without permission from a teaching staff during school hours**



What does your child need in the school?

The school will provide the following materials *free of charge*:

- Textbooks, dictionaries, lexicon, readings, Special Subject books, atlases
- Worksheets
- Computer programs and other media
- Tools and devices (e.g., play equipments for the breaks)

Please *purchase* the following school materials for your child:

- Notebooks, pencils, erasers, sharpeners, rulers, geodreets, compasses
- Calculator
- Sportswear, sports shoes

More detailed information can be obtained from the class teacher.

Important Notice!

In case of receiving state benefits, you can apply for financial assistance for the following topics.

The class teacher will talk to you about all additional costs. He will inform you whether your additional costs can be paid in full or in part.

- School supplies
- Theater or cinema visits
- Sport activities
- Day Picnics
- Class Travel



Application for payment of costs

Please provide a **current social certificate or asylum certificate** in the school office, in case you receive state benefits (social benefits).
You can then apply for a free lunch as well as an application for a free student ticket.

Request for free lunch

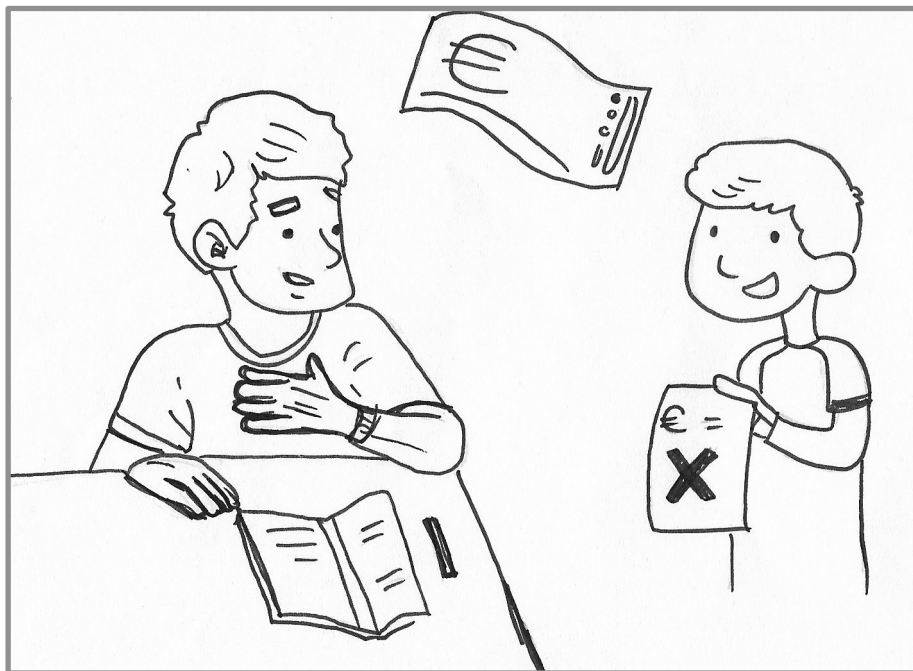
All children can have lunch at our school.
If your child gets free lunch, then he can collect the free food stamps in the canteen and get free of charge lunch.

Application for a free student ticket

The school authorities decide whether the child will receive a free ticket.
This depends on how far the school is from home.

☹️ If your child does not receive a free ticket, we cannot give the child a free ticket.
This is decided by the Hamburg school authorities, our school does not decide this!

😊 If your child receives a free ticket, it takes about 2 weeks before he can pick up the ticket at the school office.



Our School

Our school is an **all-day school**.

- Mondays to Thursdays from 8am to 4pm
- Fridays from 8:00 to 13:30

Girls and boys, children from all nationalities visit our school together.

We also have afternoon lessons.

There are different courses. We offer, for example, sports, music, art and language courses.



Depending on your child's individual abilities, he/she can also obtain **all the school-certificates**:

- After Class 9: First school certificate (Erster Schulabschluss – ESA)
- After Class 10: Middle school certificate (Mittlerer Schulabschluss – MSA)
- After Class 13: Higher School Certificate (Abitur)

Graduates from the 9th or 10th grade can have a **vocational training**, for example, in a car garage, a hairdresser or at a bank.

Students with very good grades can go to school after the 10th grade for another three years and get their high school certificate. You need the high school certificate in Germany if you would like to study at a university and would like to become an engineer, doctor or teacher.

So that your child has the same opportunities in school and profession, he/she must be able to speak and write German very well!

This is the most important requirement, so your child can work well in all subjects. Therefore, we have "International Preparatory Classes" at our school. These are special classes for students without any knowledge of German. In these classes the students are prepared for the normal lessons for one year. They have 15 hours German per week.

In the second year of learning German, these students will be specially supported for one year (for example, with additional language courses).

Students from 14 years of age can participate in a German course in preparation for the German Language Diploma (DSD1). If they pass this special German examination, they receive a language certificate that is internationally recognized.

Professional Orientation in the International Preparatory Classes

As a parent and a guardian, you play the most important role in your children's career! So you have a great responsibility. Please talk to your child about his future career. Please also talk to us. We, the teachers would like to work with you.

Each student should be prepared for the time after school.
Therefore, we offer a special professional orientation, especially in class 8, 9 and 10:

IVK-ESA1 (8th Grade)

- The **potential analysis** (one day) identifies what the youth can do particularly well.
- In the following **workshop days** (one week), they practically try various professions (for example, nursing professions, electrical engineering).

IVK-ESA2 (9th grade)

- **Two internships** are held in IVK-ESA2. These take 3 weeks each.
- The first internship takes place in November, the second internship in June / July.
- The youngsters complete their internships in a wide range of companies (for example, car garage, kindergarten, dentist).

IVK-ESA2 (9th grade) & IVK-MSA⁺ (10th grade)

- The search for a vocational training place is often not easy. Therefore we have **individual consultations** in IVK-ESA2 and IVK-MSA⁺. Our professional advisors conduct individual interviews. For example, they will advise you on applications or introductory talks.
- Ultimately, the students are *themselves responsible* for finding a vocational training place!



Our School System

Transition to standard classes: **IVK 5/6 and IVK 7/8**

The students learn intensive German in the classes IVK 5/6 and IVK 7/8 (15 hours per week) for one year. Here, they are prepared for normal secondary schools.

At the secondary school they will continue to receive special support for one year. Depending on their individual abilities, students can finish all school degrees at our school (ESA – MSA – Abitur).

Certificates Models: **IVK-ESA1 ⇒ IVK-ESA2 ⇒ IVK-MSA⁺**

This model is for older foreign teenagers 14 years and older.

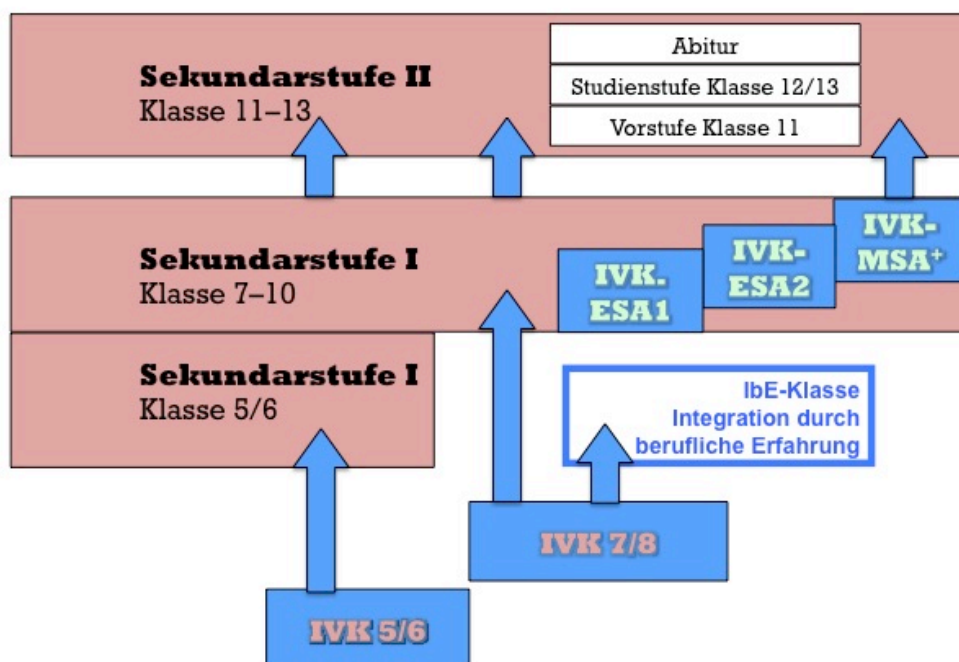
The students stay together in a class for 3 years.

- **In the first year**, the Students in IVK-ESA1 (8th grade) spend one year of intensive German (15 hours per week).
- **In the second year** the students can obtain the first school certificate (ESA) in IVK-ESA2 (9th grade).
- **In the third year**, the students in the IVK-MSA⁺ (10th grade) can obtain the second school certificate (MSA).

Students with very good grades can continue school after the 10th grade for another three years and obtain the Abitur (11th/12th/13th class).

Integration through professional experience: **IbE class**

This class is for our older students from the IPC Area (IVK). Practice is at the forefront. The students are 3 days in the school and will be working in a company for 2 days. Thus, the students are optimally prepared for the professional world. You can find a professional training place within this class and reach the first school certificate (ESA) in 2 years.



Important to the school degrees ESA and MSA

To ensure that foreign children and teenagers have the same chances of a good school certificate, they can take an examination in their mother tongue. This language assessment test is called the **“Sprachfeststellungsprüfung”** (SFP).

For the ESA and MSA school certificates, students usually have to take oral and written examinations in German, Mathematics and English. Students whose mother tongue is not German may replace the English examination by an examination in their mother tongue.



Information for Parents on Compulsory School Attendance



Dear Parents,

With this letter we would like to give you the following information on compulsory school attendance.

It is in your children's best interests to take careful note of the following points:

- ⇒ If your child is ill and cannot attend school, **please make sure that** you inform the school office by telephone or email on the **first day** of the illness before the beginning of classes.
- ⇒ Please note that:
 - If you have not informed the school by the **third day** of the illness, you will receive a **house visit** which will be recorded by the school.
 - If the school has not been informed of the reason for the absence by the **fifth day of the illness**, a meeting will be held to decide whether the **Youth Welfare Department** should immediately become involved.
 - If regular school attendance has not resumed within six weeks, the Authority for Schools and Vocational Training will be notified of the absence by the school. This may result in the Youth Welfare Department being informed and/or a fine or penalty being imposed.
 - Information regarding regular school attendance for all children can be found in the "Directive for dealing with violation of compulsory school attendance".

In our experience, the majority of parents have always informed us of their child's illness at the appropriate time. We would, however, be grateful if you acknowledge receipt of this letter by completing the section below

With kind regards

School stamp

✂ _____

Name of child _____

Class _____

I hereby confirm that I have read and understood **this communication on compulsory school attendance**.

Hamburg, the _____
Date

Signature of parent or legal guardian



To all Parents & Guardians

Subject: Holiday Plan

Dear parents,

We know that many of you travel with the family during their holidays to their home countries. For that reason, you have to book the flights in a good early time or make other plans.

Therefore I would like to point out that such undertakings are only possible in the officially designated holidays.

Days of Leave before or after the holidays or during school hours are not approved.

If you fail to comply with this rule, we reserve the right to inform the authorities and intervene and to request the imposition of a fine.

Please refer to this statutory regulation for your plans.

Sincerely

Fredrik Heim
(Location Management)

Call at School

Guten Tag. Mein Name ist _____
Good Morning. My name is _____
Ich bin die Mutter / der Vater von _____ (<i>Name des Kindes</i>).
I am the mother / father of _____ (<i>name of your child</i>)
Er / Sie geht in die Klasse von Frau / Herrn _____ (<i>Name der Lehrerin / des Lehrers</i>).
He / she is in Mr. / Mrs. (<i>Teacher's Name</i>) _____ class.
_____ (<i>Name des Kindes</i>) O kann heute nicht zur Schule kommen O kommt heute später
_____ (<i>your child's name</i>) O He will not be coming to school today O He will come late
Vielen Dank. Auf Wiedersehen.
Thank you very much. Good Bye.

Witten Excuse to the school

Dear Sir / Madam	Sehr geehrte Frau / Sehr geehrter Herr
<i>Write down the name of the teacher</i>	_____ !
<i>Write down the name of the student</i>	
could not	konnte am
<i>Mention the date of absence</i>	
attend the lesson	nicht am Unterricht teilnehmen.
<i>Reason (mention please!)</i>	Grund (Bitte ankreuzen!)
<input type="radio"/> He / She was ill.	<input type="radio"/> Er / Sie war krank.
<input type="radio"/> He / She had an appointment by doctor.	<input type="radio"/> Er / Sie hatte einen Termin beim Arzt.
<input type="radio"/> He / She had an appointment at the authorities.	<input type="radio"/> Er / Sie hatte einen Termin bei der Behörde.
<input type="radio"/> He / She had to help us with translation.	<input type="radio"/> Er / Sie musste uns beim Übersetzen helfen.
<input type="radio"/> He / She comes back home early.	<input type="radio"/> Er / Sie muss heute früher nach Hause gehen.
<input type="radio"/> He / She will be coming late to school.	<input type="radio"/> Er / Sie kommt heute später zur Schule.
<input type="radio"/> He / She cannot participate today in sport lesson.	<input type="radio"/> Er / Sie kann heute nicht am Sportunterricht teilnehmen.
<input type="radio"/> other reason	<input type="radio"/> anderer Grund
<i>Write down Date/ Signature of the Guardian</i>	