

Elternbrief: „Herzlich Willkommen“ – Englisch

## Welcome to our school

“ \_\_\_\_\_ ”

in \_\_\_\_\_

1) **Address:** \_\_\_\_\_

2) **Telephone:** \_\_\_\_\_

3) **Fax:** \_\_\_\_\_

4) **E-mail:** \_\_\_\_\_

5) **Homepage:** \_\_\_\_\_

6) **School administration:** \_\_\_\_\_

7) **Office:** \_\_\_\_\_

8) **Office opening times:**

Monday from \_\_\_\_\_ to \_\_\_\_\_

Tuesday from \_\_\_\_\_ to \_\_\_\_\_

Wednesday \_\_\_\_\_ to \_\_\_\_\_

Thursday from \_\_\_\_\_ to \_\_\_\_\_

Friday from \_\_\_\_\_ to \_\_\_\_\_

9) **School social worker:**

\_\_\_\_\_  
\_\_\_\_\_

10) **German teacher for children who speak German  
as a second language:**

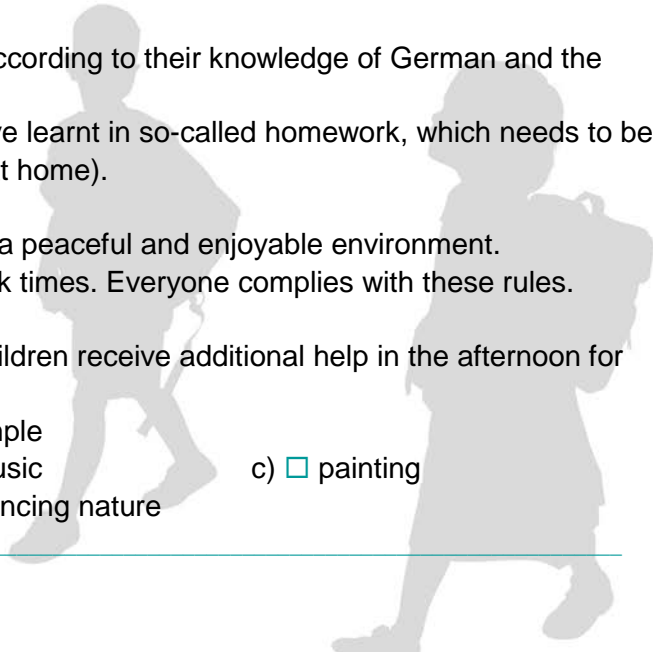
\_\_\_\_\_  
\_\_\_\_\_

11) ***Dear parents, dear children!***

- 12) At our school boys and girls spend the whole day together.  
 13) We teach children from Year 1 to Year 6. They then go to a secondary school.
- 14) Every child in Germany must go to school.  
 15) Generally children start their first year at school the year that they turn six, if their birthday is before September 30.
- 16) Parents register their child with us when they are five years old.  
 17) A doctor then determines whether the child can cope with the requirements of school.  
 18) The school administrator decides on admission to the school.  
 19) Parents receive written notification of the decision.

20) **The daily routine in our school**

- 21) Teaching at our school generally starts at \_\_\_\_\_ and generally finishes at \_\_\_\_\_.  
 22) At the end of school children go home or are collected.
- 23)  After-school care is available. A charge is made for this service:  
 Mornings from \_\_\_\_\_ to \_\_\_\_\_  
 Afternoons from \_\_\_\_\_ to \_\_\_\_\_.
- 24) Teachers are available to supervise children in after-school care.  
 Apply here: \_\_\_\_\_
- 25) There are short breaks between lessons for children to relax.  
 26) Parents pack their children something to eat and drink in these breaks.
- 27) Children learn the following subjects:  
 a)  German                      b)  social studies                      c)  English  
 d)  other language: \_\_\_\_\_  
 e)  mathematics                      f)  natural sciences                      g)  geography                      h)  history  
 i)  political education                      j)  music                      k)  art  
 l)  sport                      m)  crafts                      n)  religion                      o)  ethics
- 28) Children are gradually integrated into lessons according to their knowledge of German and the other subjects.  
 29) Children practice and consolidate what they have learnt in so-called homework, which needs to be completed after school (in after-school care or at home).
- 30) In our school, children want to learn together in a peaceful and enjoyable environment.  
 31) We have established rules for lessons and break times. Everyone complies with these rules.
- 32) After the compulsory lessons in the morning, children receive additional help in the afternoon for their homework and learning.  
 33) They can also pursue various hobbies: for example  
 a)  team sports                      b)  play music                      c)  painting  
 d)  cooking/baking                      e)  experiencing nature  
 f)  other: \_\_\_\_\_



- 34) Our school provides a midday meal.  
35) You choose and order  at € \_\_\_\_\_ /  at a charge from our range of meals.  Meals are provided by a key supplier.  
36) If the choice of meals does not take into account the specific needs of your child, for example there are no meals without pork, your child has allergies/intolerances etc., parents can contact:
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### 37) **Performance evaluation**

- 38) Teachers evaluate your child's performance when they start school in the form of a short text and later on using grades. Grades range from 1 (= excellent) to 6 (= inadequate).  
39) If a child receives poor grades, parents discuss this with the teacher to determine the actual reasons for this. It may be the case that your child is very capable and knowledgeable and yet still receives poor grades at school.  
40) After six months and at the end of each school year, each child's performance is summarised in a report.  
41) If a child's performance is not assessed, this is noted on their report.  
42) Children take these reports home.  
43) Parents sign the reports. This is evidence for the school that parents have seen the report.

### 44) **Cooperation between the school and parents**

- 45) In Germany, schools and parents are jointly responsible for educating and bringing up children.  
46) We value good cooperation.  
47) Parents should play an active role in everyday school life.  
48) They can talk about their experiences in class events and also help with celebrations and parties at the school.  
49) Our teachers welcome parents taking part in school trips and class outings.  
50) These are trips that take place off the school premises.  
51) Parents can apply for help with the costs of their children participating in school trips.  
52) Parents are expected to maintain contact with teachers about their child's progress.  
53) This enables them to better support and encourage their children.  
54) In our school we also have parent-teacher days:  
 \_\_\_\_\_ times in the school year  
 on \_\_\_\_\_  
55) On these days teachers provide detailed information on children's performance.  
56) Our teachers are happy to talk to parents about their child's progress at any time.  
57) Parents whose children are in the same class regularly meet throughout the year in parents' meetings.  
58) Here they can share ideas and information and select a representative.  
59) As a member of the parents' committee, these parents influence key decisions within the school.

60) **Help with costs**

61) As part of the so-called German “education and participation package” you can apply for help with costs, for example for school meals, and depending on your circumstances you may only need to pay a proportion of the fees.

62) Parents can contact residential staff or a migration advice centre in relation to help with the costs of school meals, school trips etc.

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63) You will also get help to complete the applications here.

64) ***We look forward to working with you and your children.***

65) ***We wish you every success and enjoyment on your learning journey at our school!***

