

Elternbrief: „Herzlich Willkommen“ – Englisch

Welcome to our school

” \_\_\_\_\_ “

in \_\_\_\_\_

1) **Address:**

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

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

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

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

5) **Website:**  
\_\_\_\_\_

6) **School administration:**

\_\_\_\_\_

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

8) **Office opening times:**

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

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

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

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

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

9) **School social worker:**

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

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

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

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

12) At our school boys and girls spend the whole day together.

13) We teach children from grade  5 /  7 to grade  10 /  12 /  13.

Our school is:

a secondary school ("Oberschule" in German)

a comprehensive school with grammar school-level sixth form ("Gesamtschule" in German)

a grammar school ("Gymnasium" in German).

14) Every child in Germany must go to school.

15) Generally students come to us after grade 6 at a primary school.

16) Parents register their child with us.

17) If your child has not attended a school in Germany, our school registration also involves a medical consultation by the school doctor at the public health office. Your school admissions will advise you on this matter.

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) After lessons, students go home independently or stay for the full day.

23)  Our school offers full-day care:

full commitment, i.e. participation in the activities is compulsory for all students.

partial commitment, e.g. participation in the activities is compulsory for a selected number of students.

open, i.e. participation in the full-day activities is voluntary. We require parents to sign a participation form.

24) In addition to free-of-charge full-day options, there may be paid-for options. This also applies to the midday meal.

25) Information on parents' contribution to the cost for full-day options and on travel by public transport is provided by the school here:

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26) There are short breaks between lessons for students to relax.

27) Parents pack something for their children to eat and drink or provide money for them to buy food.

28) Our school provides a midday meal:

29) You choose and order  at € \_\_\_\_\_ /  at a charge from our range of meals.

30) You can apply for help with the costs of midday meals.

31) 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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- 32) Students learn the subjects/study areas:
- a)  German      b)  1st foreign language: \_\_\_\_\_
  - c)  2nd foreign language: \_\_\_\_\_      d)  Mathematics
  - e)  Biology      f)  Chemistry      g)  Physics      h)  Geography
  - i)  History      j)  Political education
  - k)  Economics-work-technology (abbreviated to "W-A-T" in German)
  - l)  Lifestyle-ethics-religious studies (abbreviated to "L-E-R" in German) or
  - m)  Religious studies
  - n)  Music      o)  Art      p)  Sport
  - q)  Elective course: \_\_\_\_\_

33) Students, who do not have any or insufficient German skills are supported in our school and gradually integrated into lessons.

34) The following opportunities are provided at our school:

- Preparation groups for intensive German language lessons. Preparation groups are:
  - at school
  - at a different school: \_\_\_\_\_
- Catch-up courses to improve language and subject knowledge. Catch-up courses are:
  - at school
  - at a different school: \_\_\_\_\_

35) In our school, students want to learn together in a peaceful and enjoyable environment.

36) We have established rules for lessons and break times. Everyone complies with these rules. The rights and responsibilities of students and the teaching and non-teaching staff provide the structure for our school regulations.

37) Fundamentally it applies that:

Leaving the school premises during break times is

- permitted
- not permitted.

38) Having illegal narcotics or alcoholic drinks is fundamentally prohibited in school, on school premises and during school events.

Smoking is prohibited in school, on school premises and during school events.

Carrying weapons or knives of any kind is strictly prohibited.

## 39) Performance evaluation

40) Teachers generally evaluate their students' performance using grades, points or written information on their learning development.

41) In grades 5 to 10 marks are awarded from 1 (= excellent) to 6 (= inadequate). In the grammar school sixth form (form 11 to 12/13) at grammar schools ("Gymnasium") and comprehensive schools ("Gesamtschule") points are awarded from 15 (= 1+) to 0 points (= 6).

42) If a student shows poor performance, teachers will discuss this with parents to discover the reasons for this.

43) After the first six months and at the end of each school year, each student's performance is summarised in a report.

44) If a student's performance is not assessed, this is noted on their report.

45) Students take these reports home.

46) Parents sign the reports. This is evidence for the school that parents have seen the report.

47) **Cooperation between the school and parents**

48) In Germany, schools and parents are jointly responsible for educating and bringing up students.  
49) We value good cooperation.  
50) Parents can play an active role in everyday school life.  
51) They can talk about their experiences in class events and also help with celebrations and parties at the school.

52) We ask parents to support us on school trips and/or on class outings.  
53) These are trips that take place off the school premises.

54) Parents can also apply for help with the costs of students taking part in school trips.

55) Class teachers advise and inform parents and their children in all fundamental school matters.  
56) Parents can contact teaching staff at the school for any questions relating to school performance, their children's behaviour and other school-related topics.

57) We also have parent-teacher days:

\_\_\_\_\_ times in the school year

on \_\_\_\_\_

58) On these days teachers provide detailed information on students' performance.

59) The parents of students in a class meet regularly throughout the year in parents' meetings.

60) Here they can share ideas and select a representative.

61) As a member of the parents' committee, these parents influence key decisions within the school.

62) **Help with costs**

63) As part of the so-called German "education and participation package" ("Bildungs- und Teilhabepaket" in German) 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.

64) If you receive benefits in accordance with the second or twelfth Social Security Code ("Sozialgesetzbuch" in German) or in accordance with the Asylum Seekers Benefits Act ("Asylbewerberleistungsgesetz" in German), you can apply for this grant for the costs for your children under the age of 25 at the relevant local welfare authority.

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

66) They will also help you complete the applications.

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

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