



## Information on school social work

We have social workers at our school who provide support for children, parents and teachers throughout the school year. Their services are offered **free-of-charge and on a voluntary and confidential basis**.

Our school social workers offer **support for you and your child** in the following areas:

- If your child has a conflict with teachers or other pupils.
- If your child is worried and would like to speak to someone about it.
- If you need help in filling out forms.
- If you have questions regarding the German school system and German lessons, as well as the private tuition, leisure activity or holiday options available.

If you have questions regarding schooling or any worries/problems your child may have encountered and need help, you can speak to your child's form teacher or get in touch with the school social workers.

**Our school social workers are:**

- .....
- .....
- .....
- .....



## Information on compulsory education

Germany operates a system of **compulsory education**. This means that all children who turn six years old by September 30 must attend school.

Children start by attending a primary school for school years 1 to 4. They then switch to a secondary school for years 5 to 10.

The period of compulsory education concludes at the end the school year in which the respective pupil turns 18 years of age. Until then, all children must either attend a normal/vocational school or begin vocational training. Children and young people attend school for at least **ten years**.

A new school year starts every summer.

**Your child is obligated to participate in school lessons and be present on all school days.** This for example also includes the following:

- School trips
- Physical education classes and swimming lessons
- Religious education / practical philosophy / ethics

Children are not permitted to skip classes outside scheduled school holidays to go on holiday.

## Declaration of consent for visual recordings

I hereby give my consent for my child / myself

.....

to be photographed at the school or during school events and school-related activities and for one or more photos of my child / me to be used for publication as follows:

- Photos that are, for example, to be posted in the school itself
- Print media (such as newspapers, magazines, brochures)
- Internet (such as the school's website)
- Transmission of group photos in digital form (for example on a CD or USB stick)
- Video and sound recordings for public presentation of the school (for example on television or radio)

The declaration of consent can be revoked at any time in writing.

By signing, I also confirm that I will only use any photos of other children / fellow pupils for private purposes and will never publish any such photos on social media or other websites.

.....
















Place, date, signature

## Feedback on work and social behaviour, as well as materials

Name: .....Class.....

Week:.....

Weekly target: .....

<b>Monday</b>  Work behaviour Social behaviour Materials				<b>Comments</b>  Teacher: _____
<b>Tuesday</b>  Work behaviour Social behaviour Materials				<b>Comments</b>  Teacher: _____
<b>Wednesday</b>  Work behaviour Social behaviour Materials				<b>Comments</b>  Teacher: _____
<b>Thursday</b>  Work behaviour Social behaviour Materials				<b>Comments</b>  Teacher: _____
<b>Friday</b>  Work behaviour Social behaviour Materials				<b>Comments</b>  Teacher: _____

**Work behaviour:** hard working, concentrated, independent, accurate

**Social behaviour:** accepts rules, respects teaching staff, does not disrupt lessons

**Materials:** pencil case, folder and other materials all present and neatly stored

## Sick notes / excuse notes

If your child is sick, please call the school that same morning. Once your child is healthy again, please give them a written note explaining why they were unable to attend school.

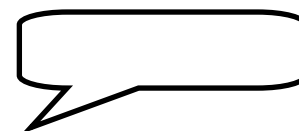
If your child is absent from school for a period of more than 3 days, the school will require a doctor's certificate.

Please see below for ways in which you may excuse your child in the event of sickness.

For special occasions, such as important religious festivals, a request for leave of absence can be submitted in advance. Please speak to your child's teacher in this case.

Please otherwise ensure that your child is at school on time every day and takes parts in all assigned lessons.

### Calling the school



- Hallo! Mein Name ist \_\_\_\_\_ .  
*Hello, my name is \_\_\_\_\_ .*
- Ich bin der Vater / die Mutter von \_\_\_\_\_ (Name).  
*I am the father / mother of \_\_\_\_\_ (name).*
- Er / Sie geht in die Klasse\_\_ von Herrn / Frau \_\_\_\_\_. (Name der Lehrkraft)  
*He / she attends class\_\_ with Mr. / Ms. (teacher's name).*
- Mein Kind ist krank.  
*My child is sick.*
- Er / Sie kommt morgen / am \_\_\_\_\_(Datum) wieder in die Schule.  
*He / she will be returning to school tomorrow / on \_\_\_\_\_ (date).*
- Vielen Dank. Auf Wiedersehen.  
*Many thanks and best regards.*

## Note to apologise for pupil absence

Dear Madam/Sir,

My child \_\_\_\_\_ (name) from class \_\_\_\_ was unable to attend school from  
\_\_\_\_\_ to \_\_\_\_\_ (enter dates).

Reason

- Sickness  
 Doctor's appointment  
 Other reason

Doctor's certificate submitted: (for periods of sickness lasting more than 3 days)

- Yes  
 No

Date \_\_\_\_\_ Signature of parent / legal guardian \_\_\_\_\_



## Information on school holiday periods

There are several school holiday periods in Germany. However, these vary from state to state. In North Rhine Westphalia (NRW), the **school holiday periods** up to 2024 are as follows:

(source: [www.schulferien.org](http://www.schulferien.org))

	Easter holidays	Whitsun holidays	Summer holidays	Autumn holidays	Christmas holidays
2020	06.04. - 18.04.	02.06.	29.06. - 11.08.	12.10. - 24.10.	23.12. - 06.01.
2021	29.03. - 10.04.	25.05.	05.07. - 17.08.	11.10. - 23.10.	24.12. - 08.01.
2022	11.04. - 23.04.	No Whitsun holidays	27.06. - 09.08.	04.10. - 15.10.	23.12. - 06.01.
2023	03.04. - 15.04.	30.05.	22.06. - 04.08.	02.10. - 14.10.	21.12. - 05.01.
2024	25.03. - 06.04.	21.05.	08.07. - 20.08.	-	-

There are **no** lessons during holidays.

There are also no lessons on the following **German public holidays**:

Labour Day

Ascension Day (Thursday off)

Whit Monday

Corpus Christi (Thursday off)

Day of German Unity

All Saints Day

There are also no lessons at our school on the following "bridge days":

- \_\_\_\_\_
- \_\_\_\_\_



## Important dates for our school

End of half-year, school report issued: \_\_\_\_\_


End of school year, school report issued: \_\_\_\_\_

We hold **parent information days** at our school. In the interests of your child, please use these days to learn more about how well your child is performing, as well as their social/work behaviour.

Dates: \_\_\_\_\_

**Celebrations / special activities** have been scheduled for the following days in this school year:

- Open day\* \_\_\_\_\_
- Class trip from \_\_\_\_\_ to \_\_\_\_\_
- School party\* \_\_\_\_\_
- Other \_\_\_\_\_

 \*The **school party** is held once a year. On this day, projects and work produced during lessons are presented in the building and on the school grounds. There are also games for everyone to enjoy. **As parents, you are of course very welcome to attend.**



\*The **open day** gives you an opportunity to gain an insight into day-to-day school life. You can learn about education and life at school, as well as getting the chance to view the classrooms.



## Letter of invitation

Date: \_\_\_\_\_

### Invitation

Dear Mr. / Ms. \_\_\_\_\_,

We would like you to come to the school on \_\_\_\_\_ at \_\_\_\_\_.

On arrival at the school, please proceed to

- Room \_\_\_\_\_
- The secretary's office.

Reason for the appointment:

- Parent-teacher day
- Periods of absence by your child
- Behaviour of your child
- Academic performance of your child
- \_\_\_\_\_

The following will take part in the meeting:

- The form teacher \_\_\_\_\_
- The subject teacher \_\_\_\_\_
- The school management
- The school social worker
- The school psychologist
- An interpreter
- \_\_\_\_\_

Please let us know **in writing** by \_\_\_\_\_ whether you are able to attend this meeting. Please fill out the section below and give it to your child to hand in at school.

\_\_\_\_\_  
(Signature, name)

..... ✂

### Response:

Child's name: \_\_\_\_\_ Child's class: \_\_\_\_\_

I would like to take part in this meeting.

I would like to arrange an appointment for a different day/time.

\_\_\_\_\_  
(Signature)

## School hiking trip

### Declaration of consent for parents

Name of the pupil:

I have been informed of and understood all programme items directly relating to the event and give my consent for my child to take part. I also give my consent for my child to spend time in small groups without supervision during the event.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of parent / legal guardian

### Agreement with the pupils

I agree to take a mobile phone with me for all activities that I do on my own or in a small group. I also commit to adhering to all agreements (in particular relating to times and meeting places). I will activate the alarm function on my mobile phone to ensure I am always at the meeting point on time.

If any problems occur (late arrival, accident, etc.), I will call Ms. / Mr.  
\_\_\_\_\_ immediately on the following number  
\_\_\_\_\_.

I will make sure that this number is saved in my mobile phone before setting off on the trip.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of pupil

## Declaration by parents / legal guardians for a class trip

1/2

Destination \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Name of the pupil: \_\_\_\_\_ Class: \_\_\_\_\_

<p><b>1.</b> I hereby give my consent for the class trip programme presented and for the activities associated with this.</p>	<p>( ) yes ( ) no</p>
<p><b>2.</b> I confirm that my child is not currently suffering from any contagious diseases or any other sicknesses / illnesses that could negatively impact participation in the aforementioned school event.</p> <p>However, please take the following health issues of my child into account (for example allergies):</p> <p>_____</p> <p>_____</p> <p><b>Note: Teachers are not authorised to hand out medicines. If your child needs any kind of medicine, you will need to give this to your child before departure.</b></p>	<p>( ) yes ( ) no</p>
<p><b>3.</b> <b>All children should carry the following with them:</b></p> <ul style="list-style-type: none"><li>• Health insurance card</li><li>• Vaccination card</li><li>• Personal ID document</li></ul>	
<p><b>4.</b> If swimming events are planned during the class trip, all pupils taking part must carry documentation that they can swim at the necessary level (for example "Bronze" swimming badge).</p>	<p>( ) yes ( ) no</p>

**5. Information for parents:**

I have been notified that, in the event of serious failures to maintain the necessary discipline or follow the instructions of accompanying teachers and other adult supervisors, my child may be excluded from further participation in the school event if this is deemed necessary in the interests of the other pupils. Following consultation with me, my child will then be forced leave the event immediately and return home, if necessary accompanied by an adult.

I am also obligated to cover any costs resulting from this. School disciplinary measures can also still be imposed irrespective of this.

I / we have read the information on the class trip and accept it.

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signature of at least one parent / legal guardian

**6. Information for the class:**

No alcohol or drugs may be consumed at any time during the class trip.

The aforementioned intoxicating substances are prohibited. Any child failing to observe these rules will face disciplinary action.

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signature of the pupil

**9. I / we can be reached on the following telephone number during the school trip:**

Office hours:

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

Evenings:

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

## Declaration for full age pupils taking part in a class trip

1/2

Destination \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Name of the pupil: \_\_\_\_\_ Class: \_\_\_\_\_

<p><b>1.</b> I hereby give my consent for the class trip programme presented and for the activities associated with this.</p>	<p>( ) yes  ( ) no</p>
<p><b>2.</b> I confirm that my child is not currently suffering from any contagious diseases or any other sicknesses / illnesses that could negatively impact participation in the aforementioned school event.</p> <p>However, please take the following health issues of my child into account (for example allergies):</p> <p>_____</p> <p>_____</p> <p><b>Note: Teachers are not authorised to hand out medicines. Please make sure that everyone attending takes all necessary medicine with them (such as headache pills, etc.)</b></p>	<p>( ) yes  ( ) no</p>
<p><b>3.</b> <b>All children should carry the following with them:</b></p> <ul style="list-style-type: none"> <li>• Health insurance card</li> <li>• Vaccination card</li> <li>• Personal ID document</li> </ul>	
<p><b>4.</b> If swimming events are planned during the class trip, all pupils taking part must carry documentation that they can swim at the necessary level (for example "Bronze" swimming badge).</p>	<p>( ) yes  ( ) no</p>

**5. Information for parents:**

I have been notified that, in the event of serious failures to maintain the necessary discipline or follow the instructions of accompanying teachers and other adult supervisors, I may be excluded from further participation in the school event if this is deemed necessary in the interests of the other pupils. If necessary, I must leave the event immediately and return home.

I am also obligated to cover any costs resulting from this. School disciplinary measures can also still be imposed irrespective of this.

I have read the information on the class trip and accept it.

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signature of the pupil

**6. Information for the class:**

No alcohol or drugs may be consumed at any time during the class trip.

The aforementioned intoxicating substances are prohibited. Any child failing to observe these rules will face disciplinary action.

\_\_\_\_\_  
Place, date

\_\_\_\_\_  
Signature of the pupil

**9. A person of trust will be available by telephone throughout the school trip on the following number:**

Office hours:

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

Evenings:

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

## Class trip - packing list for pupils

### Hand luggage

<input checked="" type="checkbox"/>	
<input type="checkbox"/>	ID document
<input type="checkbox"/>	Health insurance card
<input type="checkbox"/>	Vaccination card (copy is sufficient)
<input type="checkbox"/>	Travel provisions (food and drink)
<input type="checkbox"/>	Personal medicine(s)
<input type="checkbox"/>	Mobile phone

### Clothing

<input type="checkbox"/>	Sturdy footwear
<input type="checkbox"/>	Slippers
<input type="checkbox"/>	Clothing (jacket, trousers, pullover, T-shirts, socks, underwear)
<input type="checkbox"/>	Pyjamas
<input type="checkbox"/>	Sportswear (swimwear, sports shoes, shorts / T-shirt)
<input type="checkbox"/>	Rain jacket

### Other items

<input type="checkbox"/>	Toiletries (toothbrush, toothpaste, shower gel, shampoo, tissues, plasters)
<input type="checkbox"/>	Towels
<input type="checkbox"/>	Sun protection (sunglasses, hat, sun cream)
<input type="checkbox"/>	Rucksack
<input type="checkbox"/>	Drinking bottle
<input type="checkbox"/>	Adapter, charger
<input type="checkbox"/>	Other personal items

### Notes:

- Alcoholic beverages, drugs and cigarettes are strictly prohibited!
- Please add a label to your luggage with your name and address / mobile phone number



## Information on work placements

### **What is a work placement?**

A work placement represents first contact with the world of work. During a work placement, pupils spend several weeks (generally 2-3 weeks) at a company to gain a better impression of a certain career. It is a kind of "trial run" that allows pupils to get a feel for the world of work. At our school, every pupil is required to attend a work placement to help prepare them for their later career. After all, young people are often also required to complete one or more work placements even after leaving school when attending professional training or studying at a university.

### **Do those attending a work placement receive payment?**

There is no legal entitlement to payment, but certain companies choose to pay a small allowance anyway.

### **How can I get a work placement position?**

Once you have given some thought as to what kind of career you would like to learn more about, the companies can be contacted directly or you can get assistance from the contact at the school. Many companies require a written application and / or motivation letter. You may also be asked to provide a police clearance certificate in certain fields. You can apply for this in the town / city where you are registered.

Contact at your school: \_\_\_\_\_

### **Information on working times**

As a general rule, the working times during the work placement must not exceed eight hours a day. Those on work placements typically also get Sundays and public holidays off, although there are also exceptions to this. For example, if you are keen to attend a work placement with the fire brigade, at a hospital or in a restaurant, you may well have to work on the weekend as well. However, the company offering the work placement must then give the student a different day off to make up for this.