



Guidebook for Parents School

des Kommunalen Integrationszentrums
Kreis Steinfurt

**ENGLISCH
ENGLISH**

Dear Parents,

In the school, there are many people who play an important part in the development of your child.

They are:

- **Class teacher, subject teacher,**
- **School director, secretary,**
- **Social worker, instructor,**
- **Caretaker, housekeeper,**
- **Cleaning workers and many others.**

All the above-mentioned people belong to the school team. We need mainly your support and involvement so that your child can freely get around in the school and successfully learn all that is taught there.

You will find some useful information here about general matters which must be followed in the school and about how you can support your child.

**Your child can only be strong
with your cooperation!**

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School rules and behaviour in the school

The basis for living and learning along with others in the school is the School Law of the state of NRW. Also, every school has rules that all have to follow. The rules say what is allowed in the school and what is not allowed and how one should interact with others.

The general principle is

We interact with others respectfully, friendly and appreciatively.

Boys and girls, men and women have the same rights.

Everyone is accepted just as he/she is.

Physical and verbal violence is forbidden. Problems and conflicts can be solved mutually and calmly.

You can ask for the School Rules of your child's school at the registration counter or in the school office.

Compulsory schooling

In the state of North Rhine-Westphalia, schooling is compulsory which means that those children that are 6 years old by 30th of September must attend a school.

The new academic year begins always in the summer of every year. Children and teenagers attend a school for at least ten years.

First, they attend the primary school from Class 1 to Class 4.

Thereafter, they will attend Classes 5 to 10 in a higher school.

Compulsory schooling ends at the final year of the school where your child completes his/her 18th year. Until then your child must attend

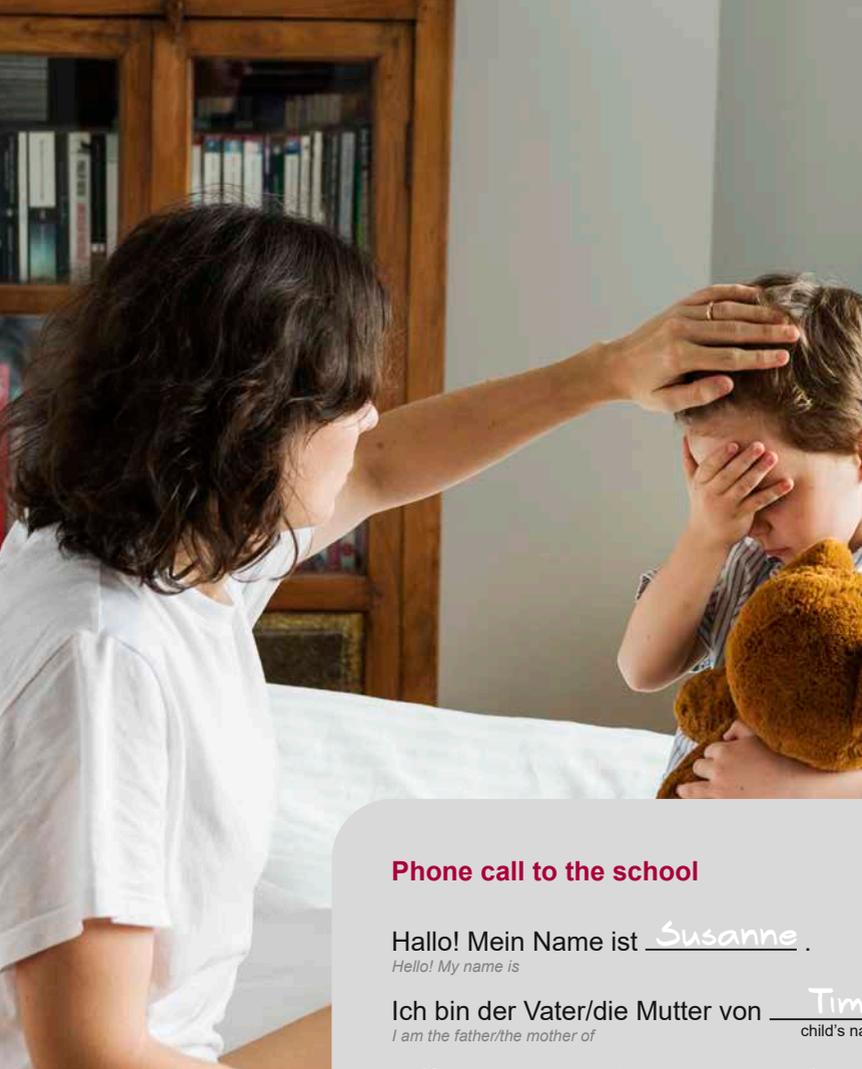
either a school or a vocational school or start with a vocational training.

So also, your child must take part in all activities of the school.

- Sports and swimming classes,
- Lessons in Religion / Ethics*,
- Class excursions and
- Class trips.

The lessons on **Religion / Ethics** deal with questions like what religions there are and which values we cherish in our society. The aim is not about teaching any particular Christian faith.





Reporting sickness / Excuse note

It is important that your child goes to school every day punctually and takes part in his/her lessons with full dedication.

If your child is sick, please call the school office in the forenoon on the same day and report that your child is sick. As soon as the child regains normal health, please write an excuse note and send it with your child.

On special occasions like religious festivals or cultural events, you can apply for leave in advance.



Phone call to the school

Hallo! Mein Name ist Susanne .
Hello! My name is

Ich bin der Vater/die Mutter von Tim .
I am the father/the mother of child's name

Er/Sie geht in die Klasse von Herrn/Frau Müller .
He/she is attending the class of Mr/Ms teacher's name

Mein Kind ist krank.
My child is sick.

Wahrscheinlich kommt er/sie morgen /am
He/she will come back to the school, if possible, tomorrow/on

12. Juni wieder in die Schule.
date

Vielen Dank. Auf Wiedersehen.
Thank you very much. Good bye.

Request letter asking to excuse a child's absence from school

Mein Sohn/Meine Tochter Tim
My son / My daughter child's name

konnte am 12. Juni nicht zur Schule
was not able to attend date the school on

kommen, weil er/sie krank war.
because he/she was sick.

Ich bitte Sie dies zu entschuldigen.
I request you to please excuse his/her absence from the class.

Susanne Meier
Signature

School materials

Your child needs everyday a full set of neatly arranged school materials, all tucked in a school bag / kit bag suitable for the child's age.

These items are

A pencil case/small pouch

containing pencils, a sharpener, an erasing rubber, colour pencils, ink pen, ink cartridges, and a ruler.

Notebooks and books of different subjects taught on a particular day.

The timetable of lessons tells you what subjects are taught on which day. Make note of your child's homework that must be done regularly.

Breakfast and a beverage.

What else your child needs, he/she will come to know from the teacher.



Healthy breakfast

A healthy breakfast at home and a snack during the school break are important so that your child does not feel hungry and can learn well.

This breakfast should contain less sugar and fats.



Drinks are important!

For example, you can give your child: Water, fruit juice with sparkling water or herbal teas. Please avoid lemonades like cola or ice tea.



Possibilities of cooperation for parents in the school

Parents are very important for the school. We at the school will be happy if you can cooperate and take part in some of the activities. It will also help your child in the academic development.

Some examples

Support during homework and checks

The homework diary contains a “to-do” list that your child must complete at home, including information and letters to parents. It can be used for exchanging messages between you and the teachers. Please check this diary every day for messages.

It is important that you talk to the teachers, personally or over the phone, about the class performance and behaviour of your child or about any issues in the family. To also enable the teachers, or in emergencies, to contact you, please inform immediately the school office if there is a change in your address and telephone number.

The school is a democratic institution where you as parents may also decide and voice your opinion about the teaching content.

For this purpose, there are the following committees:

- Class Care Group: Topics for the class are presented and discussed
- School Care Group: Topics for the school are presented and discussed
- School conference: Here extensive and farreaching decisions are made for the school

Don't hesitate to ask the class teacher where your support is needed.

Participation in school events like

- school festivals,
- at parent-teacher meetings, parents can meet their child's class teacher and discuss about different topics and events like celebrations or excursions for the class.
- parents' days. At such times you will come to know from the teachers about the progress of your child in the school,

Support at home

We wish to make some suggestions as to how you can support your child at home so that your child gets motivated in the school activities and likes to attend school regularly.

Taking interest in the school activities

Spend time with your child and look at him/her while speaking.

Check the school bag if all materials for the next school day are packed in fully and properly.

In the primary school, accompany your child on its way to the school.

Possible questions

How was your day?

Do you have homework?
Which?

Is there any information
from the teacher?



Homework

Prepare a systematic plan for the daily work routine

- with fixed times,
- make sure of quiet and tidy surroundings (TV, mobile phone off),
- read the homework diary every day to check what your child has to do and if there are any important messages,
- help your child when faced with problems,
- if necessary, arrange for tuition (assistance through BUT, see page 14),
- you can also get other helpful suggestions from the Counselling Helpdesk on questions related to school and family (see page 14).

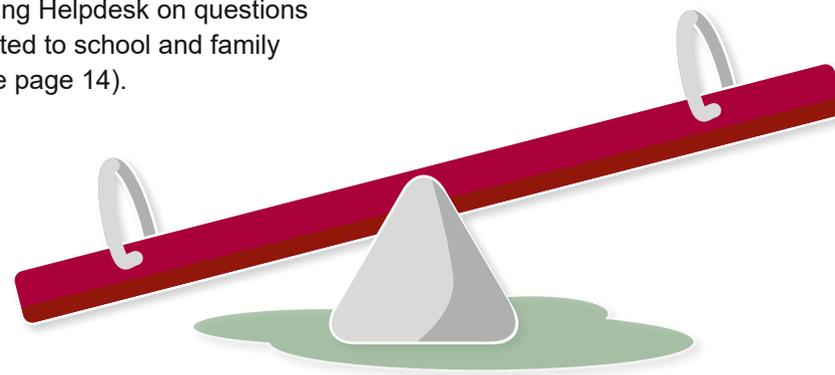
Leisure activities

Speak and play a lot with your child and organize joint activities suitable for the age of your child, like reading from a book before going to sleep, going to a library, playground and so on.

Interacting with other children is good for your child. For example, you can let your child join a sports club, music school, painting school, or something like it (BUT may assist).

Just make sure that the computer games and films are appropriate for the child's age.

Your child needs to have sufficient sleep (more than 8 hours) so that the child is fit for the school the next morning.



Assistance and contact persons

Integrationskarte

Institutions, initiatives and offers for people with a migration background (in German, English and Arabic)

www.kreis-steinfurt.de/integrationskarte

Sprachmittlerpool

The Language Mediator Pool supports people and institutions, e.g. day-care centres, schools, educational institutions, advice centres and public authorities by offering translation services

www.kreis-steinfurt.de/sprachmittlerpool

Further Information

Municipal Integration Centre Steinfurt District

Phone 02551 69-2730, Mail integration@kreis-steinfurt.de

www.kreis-steinfurt.de/integration

Regionale Schulberatungsstelle

Parents and pupils can contact the Regional School Advisory Service for the Steinfurt District in case of difficulties and questions related to school.

Regional School Advisory Service

Phone 02551 69-1579, Mail rsb@kreis-steinfurt.de

www.kreis-steinfurt.de/schulberatungsstelle



Herausgeber

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