

# NEW IN GERMANY?

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Information and helpful advice  
on schools in Berlin

Englisch





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Youth and Family Affairs



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and Migration

## Dear parents,

**We're delighted to** welcome you and your child to Berlin and to a school in Berlin. Berlin is a cosmopolitan city, and is home to people from many different nations. In order for you to feel at home here, it's very important that you and your child learn the German language. There are lots of German courses on offer for adults, some of which also offer childcare. School-age children will learn German in school. Here, they will be put into small groups where they not only learn German, but also learn how the school system works in Germany.

**Welcome Classes** take part in normal school life just the same as "regular" classes. You and your child will be invited to school fêtes, trips and parents' evenings. If your child attends an all-day school, they will have even more opportunities to mix with German-speaking children. So make the most of this option! As soon as your child has learned enough German, they will be moved to a "regular" class.

**The education system in Berlin** leads to a number of different school leaving qualifications, depending on which path you take. After six years of primary school, your child can move up to an integrated comprehensive school ("Integrierte Sekundarschule") or a grammar school ("Gymnasium"). Both of these types of secondary school offer all school leaving qualifications up to and including "Abitur" (advanced level). Your child can also complete all school leaving examination levels at a vocational school or a sixth-form college.

**All children** should be able to join in with social life and activities. To ensure this can happen, this brochure contains a guide for low-income families, explaining how you can apply for benefits for school dinners, excursions, class trips and extracurricular activities. We wish your child every success at school and hope they not only have fun learning new things, but also make lots of new friends!

Warm regards

*Sandra Scheeres* *K. Niewiedzial*

Sandra Scheeres

Katarina Niewiedzial

# THIS IS YOUR CHILD'S SCHOOL

Name of school

Address

Phone

Email, website

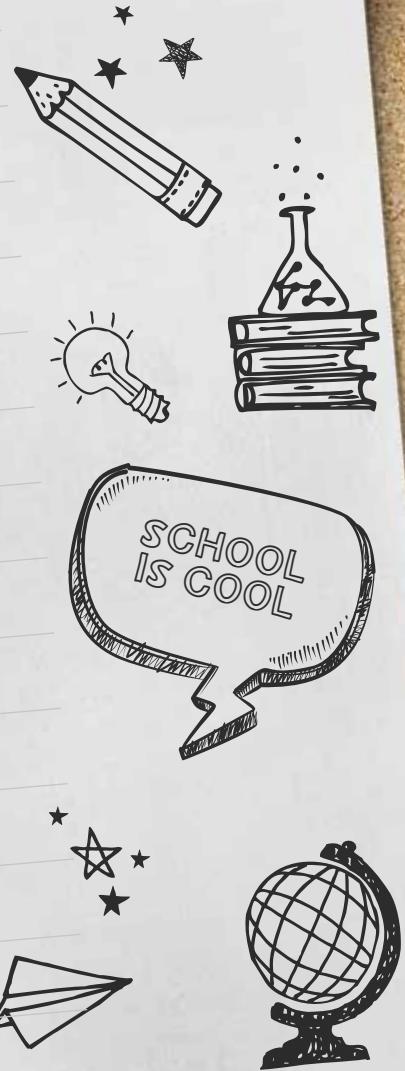
Principal

Secretary's office

Head of "Hort" (after-school care)

Hort, telephone no.

Notes



# WELCOME TO *Berlin*

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A close-up photograph of a young boy with short, light brown hair, smiling warmly at the camera. He is wearing a blue and red plaid shirt over a grey t-shirt. He is holding a thick, light blue book in his hands. In the background, the blurred profiles of other children are visible, suggesting a classroom or library setting.

COMPULSORY  
ATTENDANCE –  
SO EVERYONE  
CAN LEARN



**In Germany, children are legally required to attend school. If your child is six years or older, they must go to school. Children have to attend school for at least ten years. Compulsory attendance ends when your child is 18 years old. However, your child may continue to attend school even after they reach this age.**



**Is your child ill and unable to go to school?** If your child is ill, please call the secretary's office on the same morning to inform the school. You are also required to send a written note excusing your child within three days.

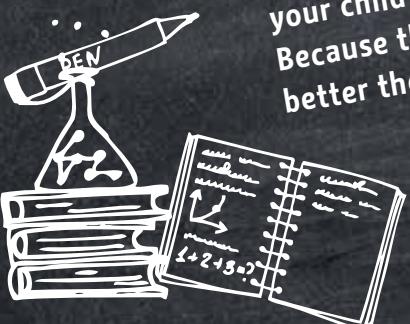
**Compulsory attendance means your child has to attend school every day.** Your child may not stay home simply because they don't feel like going to school, or because you "need" them to interpret for you at a meeting, or to look after younger brothers or sisters.

**If your child does not come to school and has not been excused, the school will contact you and ask to talk to you about it.** Unexcused absences are recorded on your child's end-of-year report or in their academic assessment. If your child is frequently absent without being excused, you may have to pay a fine.



# HOW YOU CAN SUPPORT YOUR CHILD

German schools will always welcome your support! Nobody knows your child so well as you do. If you're worried about something or you have questions, please talk to your child's teacher. This is a good way to help your child. Because the more the teacher knows about your child, the better they can help them.



**WAKE  
UP!**



## PUNCTUALITY

Please make sure your child wakes up early enough to get to school on time. If you live at a distance from the school, make sure you set off early enough so that your child arrives on time. Please also pick your child up punctually at the end of the school day. Your child's timetable will tell you what time school starts and finishes on each day.

## SLEEP

Your child needs to get enough sleep so that they can focus properly at school. At first, your child will find the lessons particularly demanding and tiring because they are in a different language.

## SCHOOL SATCHEL

Has your child packed their school satchel? Have they remembered everything they need for the whole day (pens and pencils, exercise books, textbooks, PE bag, food and drink)?

## CLOTHES

Please make sure your child is dressed appropriately for the time of year. Some schools may ask you to pack slippers for your child to wear in the classroom.

## PE LESSONS

Pack appropriate clothing for PE lessons. PE and swimming lessons are compulsory for all children – girls and boys.

## GETTING TO SCHOOL

Please practice the journey to school with your child and make sure they are aware of any dangerous parts of the route. Perhaps your child can walk to school with a group of children.

## HOMEWORK

Please make sure your child does their homework regularly. Your child will need a quiet place where they can work without being disturbed. Don't worry if your child doesn't understand everything immediately. If your child has difficulties in a subject, you could ask their classmates or teacher for help.

## SPECIAL NEEDS/

## AFTER-SCHOOL CARE

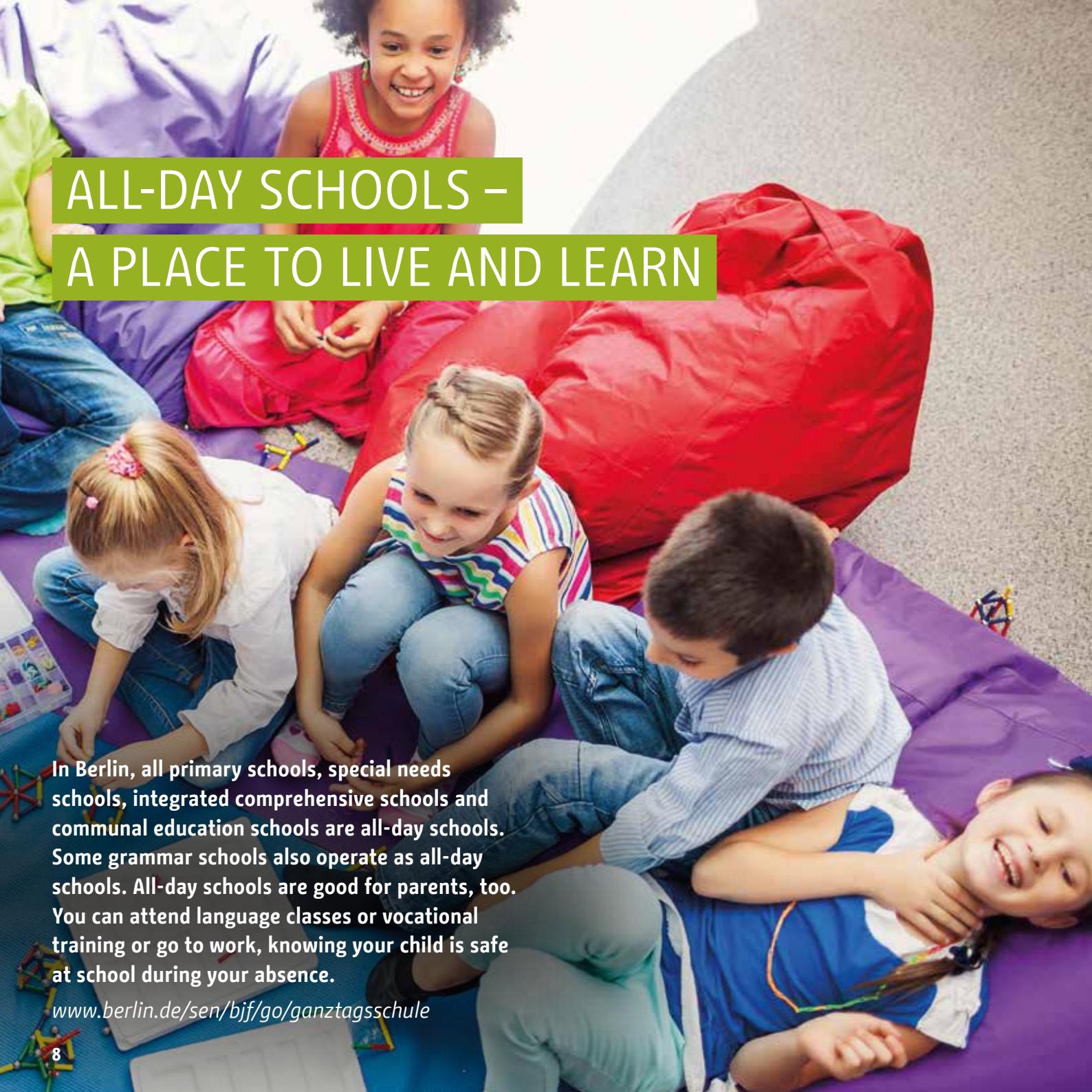
Alongside regular lessons, primary schools, integrated comprehensive schools (ISS) and communal education schools ("Gemeinschaftsschulen") all cater for special needs and also offer after-school care (particularly in the afternoons). After-school care is run by qualified staff. Activities include handicrafts, sports, music and excursions. Children can also do their homework during after-school care.

## BREAKFAST

Please make sure your child has eaten breakfast before they leave home in the morning. They should also bring a mid-morning snack and a beverage.

## SCHOOL DINNERS

Primary schools, integrated comprehensive schools (ISS) and communal education schools all offer school dinners. If your child has a BuT Berlin Pass, they will only need to pay one euro per day for their school dinner (for more information, please see pages 8/9).



# ALL-DAY SCHOOLS – A PLACE TO LIVE AND LEARN

In Berlin, all primary schools, special needs schools, integrated comprehensive schools and communal education schools are all-day schools. Some grammar schools also operate as all-day schools. All-day schools are good for parents, too. You can attend language classes or vocational training or go to work, knowing your child is safe at school during your absence.

[www.berlin.de/sen/bjf/go/ganztagschule](http://www.berlin.de/sen/bjf/go/ganztagschule)

## PRIMARY SCHOOLS AND SCHOOLS WITH A FOCUS ON SPECIAL EDUCATIONAL NEEDS

In grades 1 to 6, your children are reliably looked after at open all-day schools from 7:30am to 1:30pm, even if classes should end earlier (reliable half-day primary school). At compulsory all-day schools, your children are required to be present from 7:30am to 4:00pm on four days of the week. Lessons and leisure activities alternate during this time. This service is free of charge.

All children can go to the open all-day school from 1:30pm to 4:00pm for additional support and after-school care. This option is also available during holidays. This service is free of charge for grades 1 and 2 as well as for children in the first year who live in temporary or communal shelters.

If you are employed or in training or further education and your child needs to be looked after before 7:30am and/or after 4:00pm, you can also submit an application for supplementary support and care.

**The extra-curricular supplementary support and care at the all-day school offers many opportunities in sports, music, art, games and leisure. In addition, a wide range of support and remedial opportunities can be used, such as language support or homework supervision.**

**Lunch is free of charge in grades 1 to 6 and compulsory at the compulsory all-day school. In secondary school, your child can also receive a free lunch if he or she shows the BuT Berlin Pass.**



Application forms for supplementary support and care are available at the primary school, the Youth Welfare Office or at [www.berlin.de/sen/bjf/service/formulare](http://www.berlin.de/sen/bjf/service/formulare). Please hand in the completed application to the primary school.

Open means that pupils can voluntarily take advantage of additional activities after lessons until 4pm. Compulsory means that school lasts until 4pm four days a week and until the end of lessons on the fifth day.

## SECONDARY SCHOOLS

Secondary schools offer three different structures which apply to all classes, including welcome classes. These are open, compulsory and partially compulsory full-day programmes.

During the course of the day, regular lessons alternate with supplementary learning and leisure activities. Partially compulsory refers to a mixture of both variants, two days compulsory and two days open all-day school.

# EVERYONE SHOULD BE INCLUDED!

## EDUCATION-RELATED STATE BENEFITS

All children and teenagers should have equal chances when it comes to receiving a good education and joining in social and cultural activities. Children from low-income families are no exception! To ensure this is the case, the government provides state benefits for educational purposes. These benefits cover everything from school dinners to excursions and school trips to after-school activities.



### Education-related state benefits and the BuT Berlin Pass



In order to receive state benefits connected to education, children will generally need a BuT Berlin Pass. "BuT" stands for "Bildung und Teilhabe" – "Education and Participation".

### How can I apply for education-related state benefits? Who is entitled to these benefits?

If you already receive other state benefits, you will need to contact the same office to apply for education-related benefits. In other words, you will need to apply to:

- the job centre, if you receive Hartz IV unemployment benefits or income support
- the housing benefits authorities if you receive housing benefits and child supplements
- social services if you receive welfare
- the State Office for Refugees

Further information: [www.berlin.de/bildungspaket](http://www.berlin.de/bildungspaket)

# IF YOU HAVE A BuT BERLIN PASS AND EDUCATION-RELATED STATE BENEFITS, YOU ARE ENTITLED TO:

## SCHOOL DINNERS

For grades 1 to 6, school lunch is free of charge. From grade 7 on, your child can also have lunch free of charge if he or she shows the BuT Berlin Pass.

## SCHOOL MATERIALS

You are entitled to an allowance of 150 euros per year to cover personal school supplies (exercise books, pens and pencils, school satchel etc.)

## EXTRA TUITION

The school will decide whether extra tuition could help your child achieve an important goal (e.g., gain a school leaving qualification, qualify for sixth form, improve language skills). If this is the case, the school will organise extra tuition with a partner organisation. Parents do not enter into a direct contract with the service provider.

## SINGLE DAY EXCURSIONS

Your child can take part in single day school events (class trips, school walks, excursions and project days) free of charge. Please make sure you show the school your BuT Berlin Pass well in advance. If your child needs pocket money or food for the event, you will need to provide this out of your own pocket.

## CLASS TRIPS

The costs for participation in class trips lasting several days are fully covered. You must submit proof of this to your service centre, confirmed by the school. You can obtain the form online at: [www.berlin.de/bildungspaket](http://www.berlin.de/bildungspaket)

## CULTURE, SPORT, RECREATIONAL ACTIVITIES

You can apply for benefits so that your child can participate in sports, cultural programmes and other recreational activities. For example, this could include a sports club, music lessons or activities offered by leisure centres or youth associations. Your child must be under 18 to qualify for these benefits.

The service centre will pay 15 euros per month towards such costs. You can also save up the money over several months to use it for a special event such as a holiday camp. In addition, you can apply for up to 90 euros per year towards the purchase or hire of equipment (e.g., sports equipment or a musical instrument). Expenses for travel to the respective activities may also qualify for support.

## PUBLIC TRANSPORT

The student ticket for the AB zone of the Berlin public transport system is free for your child. School children who are also entitled to it and who are not able to use this offer of the BVG will be reimbursed by your service centre for the cost of the trip to the school.

You can apply for the student ticket online at: [www.bvg.de/schuelerticket](http://www.bvg.de/schuelerticket). To do so, you have to upload a passport photo and the student ID card I of your child.

# THE MOST IMPORTANT STEPS IN THE YEAR BEFORE ENROLMENT

SEPTEMBER – OCTOBER

## OPEN HOUSE DAY AT THE SCHOOLS

Parents and children can look around the school, ask questions and meet teachers and other school children.



NOVEMBER – MAY

## EXAMINATION BY THE SCHOOL DOCTOR

Your child must have a medical examination before starting school. The school doctor will assess how well your child hears, sees, speaks, moves and as well as his or her mental and physical development.

## SCHOOL REGISTRATION AND ADDITIONAL SUPPORT AND AFTER-SCHOOL CARE ("HORT")

When your child reaches school age, you will receive a letter from your local school. You will bring this letter to the school and register your child personally for the school and the additional support and care.





MAY

### INFORMATION ABOUT THE SCHOOL PLACE

You will receive a letter from the future school of your child.



MAY – JULY

### INFORMATION EVENT FOR PARENTS

Your child's school will invite you to a parents' evening. Here you will receive important information about the start of school. You will get to know the teachers and other parents.



JULY – AUGUST

### ENROLMENT CEREMONY

On the Saturday before the first day of school, the children and parents celebrate the enrolment at the new school. In Germany, parents usually give their children a special school bag with little surprises.

### START OF THE SCHOOL YEAR

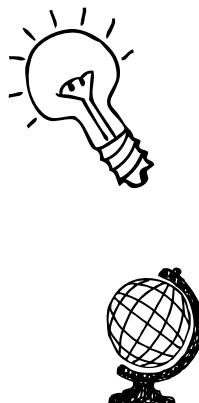
Children and teachers get to know each other in the first weeks of school. There is a parents' evening for the parents.



# BEFORE THE START OF SCHOOL: LEARNING BY PLAYING IN THE KINDERGARTEN



**All children in Germany who are not yet of school age can attend a kindergarten (Kita). In Germany, every child has this right as soon as he or she is one year old.**



## ATTENDING A KINDERGARTEN IS GOOD FOR YOUR CHILD AND GOOD FOR YOU:

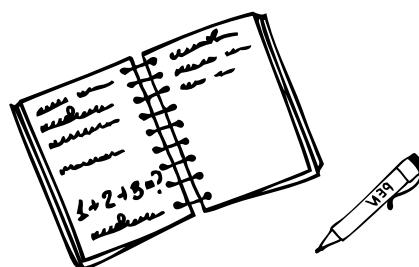
- Your child can play with other children, move around, learn German and much more.
- Your child makes new friends, gets to know Berlin and prepares for school.
- While your child is being looked after in the kindergarten, you also have time to learn German, pursue vocational training or work.
- At the kindergarten you can get to know other families and socialise.

Kindergarten attendance is free of charge. You only have to pay for lunch if your child does not have a BuT Berlin Pass (more about this on pages 10/11).

**As many families need a place in a kindergarten, you should start looking early. You can search the Internet for available daycare places: [www.kita-navigator.berlin.de](http://www.kita-navigator.berlin.de) Or you can ask the Youth Welfare Office for advice and help.**

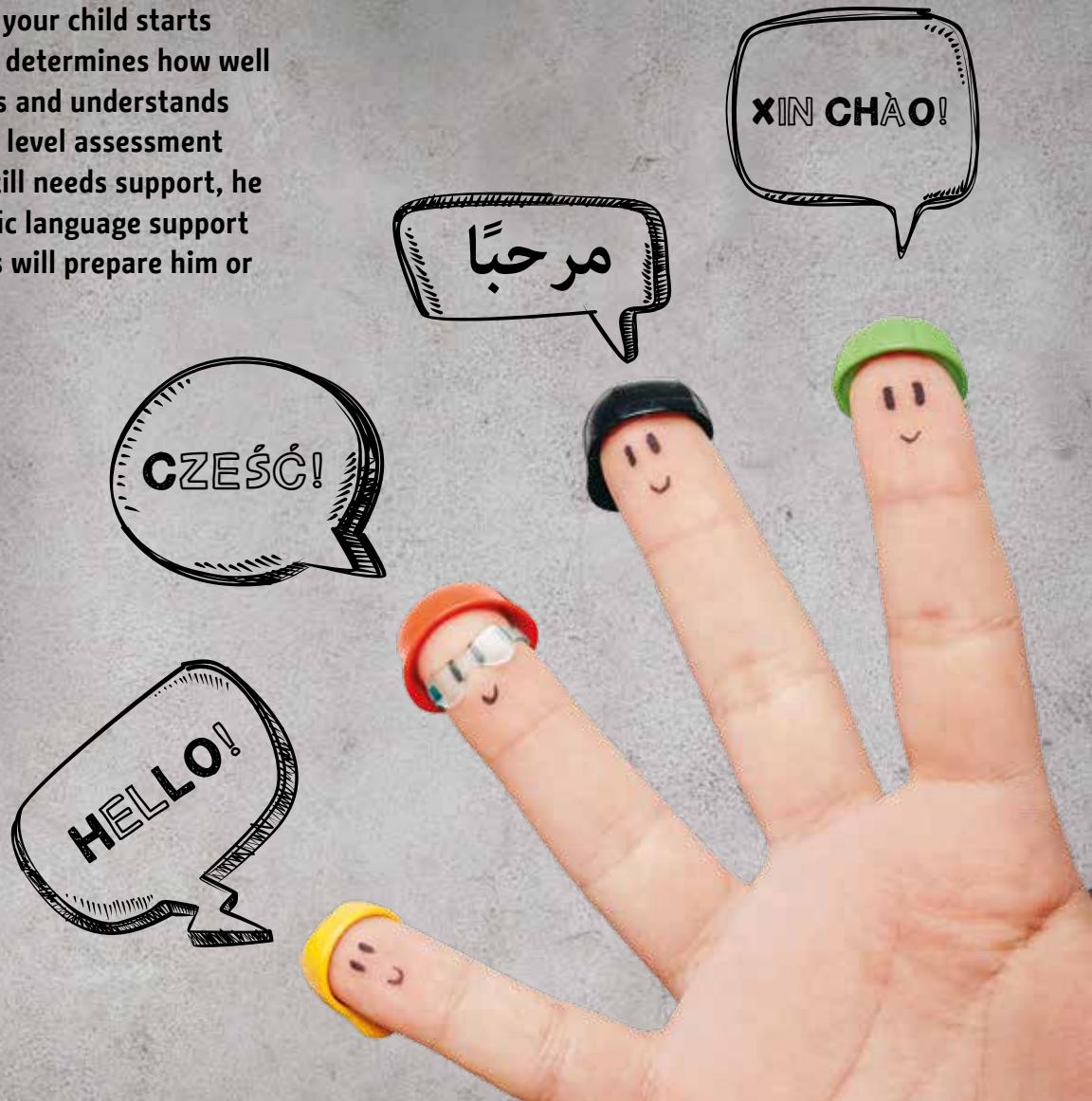
## FIND A KINDERGARTEN AND APPLY FOR A VOUCHER

Before your child can attend a kindergarten, you have to apply for a kindergarten voucher at the Youth Welfare Office of the district in which you live. The form is available at the Youth Welfare Office, at Social Services, in communal shelters or online. The kindergarten voucher indicates from when on and for how long your child may visit the kindergarten daily. If you have found a kindergarten with a free place for your child, you can redeem the voucher there.



# LANGUAGE SUPPORT – FOR A GOOD START IN SCHOOL

About 18 months before your child starts school, the kindergarten determines how well your child already speaks and understands German. If this language level assessment reveals that your child still needs support, he or she will receive specific language support at the kindergarten. This will prepare him or her well for school.





All Berlin children must participate in the pre-school language assessment. This also applies to children who do not attend kindergarten. You will receive a written invitation from the education authority of your district of residence. Participation in the language assessment is compulsory.

**NOTE:** The language support voucher is different from the kindergarten voucher. Generally, the kindergarten voucher allows your child to attend any kindergarten for seven hours. You can only redeem the language support voucher at certain kindergartens or institutions that offer pre-school language support. Here your child is looked after and supported for five hours a day.

You can obtain a list of the language support groups from your local Youth Welfare Office.



## LEARNING GERMAN FOR CHILDREN WHO DO NOT ATTEND A KINDERGARTEN

If it turns out that your child does not yet speak German very well and should be given further language support, he or she will have to take part in a language support programme. You will receive a language support voucher from your school authority. This will allow your child to receive language support at a kindergarten near you.

The support is provided for five hours each day of the week for a period of 18 months (1 February to 31 July of the following year).

## “EARLY EDUCATION ON SITE” – SUPPORT IN COMMUNAL SHELTERS

Some communal shelters or local places offer children of families without their own home and daycare facilities an opportunity to participate in the half-day “Early Education on Site” (FBO) programme.

In preparation for kindergarten or school, your child learns German here in small groups, can play and make friends. Language mediators (translators) are also on site. They can also assist you in the search for a kindergarten place.

You can check at the kindergarten voucher offices at the Youth Welfare Office to find an FBO. Here you can also apply for the kindergarten voucher required for the FBO.



# LEARNING GERMAN IN A WELCOME CLASS

**Welcome classes are study groups for children and teenagers who can't speak German. They are designed to help your child learn German as quickly as possible. They will also help your child to become familiar with the German school system. If your child has never been to school before, or has never learned to read or write, or is unable to do so using the Latin alphabet, they will learn these things in the welcome class.**

**Where possible, children who have just reached school age should join a regular reception class.**

**Older children will normally attend a welcome class for up to one year.**

**From the start, children and teenagers in welcome classes should join regular classes for subjects such as music, art and PE.**

As soon as your child has learned enough German, they will be moved to a regular class that is suitable for their age and ability. In welcome classes, children do not get reports. Instead, they receive a written assessment ("Lernstandsbericht"). The teacher writes an individual assessment for each child in the class at the end of each semester. This documents the child's progress in German and in other subjects. It also assesses their attitude to work and their general behaviour. The assessment also includes the number of days your child has missed school or arrived late (excused and unexcused). Last but not least, the assessment will include a recommendation from the teacher as to whether the child should remain in the welcome class or move to a regular class.

# BERLIN HOLIDAY SCHOOL FOR NEW ARRIVALS



## LANGUAGE AND EVERYDAY LIFE – COURSES FOR PARENTS

Mothers and fathers from newly settled families can learn the German language and a lot about the German and Berlin educational system in parents' courses at adult education centres ("Volkshochschulen") in Berlin. This includes topics such as everyday family and school life, raising children, health and leisure activities. You will be able to use this knowledge to provide strong support for your children in their education.

The courses are offered three times a week – usually while your child is in school or kindergarten. Sometimes the courses are at the same school or kindergarten, sometimes very close by. Some courses also offer childcare. You can find out more about parents' courses at every adult education centre.

### PARTICIPATE – BUT HOW?

Information on enrolment for the holiday school can be requested from your child's school. Participation is voluntary and free of charge, but compulsory after registration.



[www.berlin.de/vhs/kurse/  
deutsch-integration/elternkurse](http://www.berlin.de/vhs/kurse/deutsch-integration/elternkurse)

Newly arrived children and teenagers can improve their German at the Berlin holiday school, discover Berlin, try out new things and spend time with their peers.

[www.dkjs.de/ferienschulen](http://www.dkjs.de/ferienschulen)

The holiday schools operate during the Easter, summer and autumn holidays. There are many creative activities for different age groups throughout Berlin. Children or teenagers make films, perform plays, play music or sports, for example football, cycling, skateboarding, dancing, climbing, and much more.

In addition, there are also class trips. Teachers provide support in learning German and give information about educational paths and future career opportunities.

# RIGHTS AND DUTIES OF SCHOOL CHILDREN

**Children have the right to be actively involved in school life. In each class or study group, children choose spokespersons to represent the interests of the class in school and towards the authorities.**





**In Germany, children have a right to be protected against violence, abuse and discrimination. This means, for example, that it is against the law to hit or strike a child. Children have a right to attend school. Children from low-income families are entitled to education-related state benefits (via the BuT Berlin Pass).**

# RESPECT! IS COMPULSORY



Children are expected to do the following: attend school regularly; arrive punctually; do their homework; bring all the materials they need; participate in PE lessons, swimming lessons, school trips and excursions. Children are expected to act in a respectful and courteous manner towards their classmates, teachers and all other staff. Children may not use violence against any person or property.



# YOU CAN GET INVOLVED – YOUR RIGHTS AS A PARENT

**You have the right to be actively involved.** Every class organises three or four parents' evenings during the course of the school year. At the first of these evenings at the beginning of the school year, two parents are chosen to represent the class. These spokespersons represent the interests of the parents and guardians on the school board and towards the authorities.

**Parents' evenings and parent-teacher conferences are organised regularly so that you can keep up to date.** It's very important that you attend parents' evenings/parent-teacher conferences. If your German is limited, you could ask other parents to explain things, or organise an interpreter, or talk to your class teacher to find a solution.



**IN GERMANY, YOU HAVE THE  
RIGHT TO BE INVOLVED IN SCHOOL  
LIFE. SCHOOLS AND TEACHERS  
WELCOME YOUR SUPPORT AND  
INVOLVEMENT IN YOUR CHILD'S  
EDUCATION!**

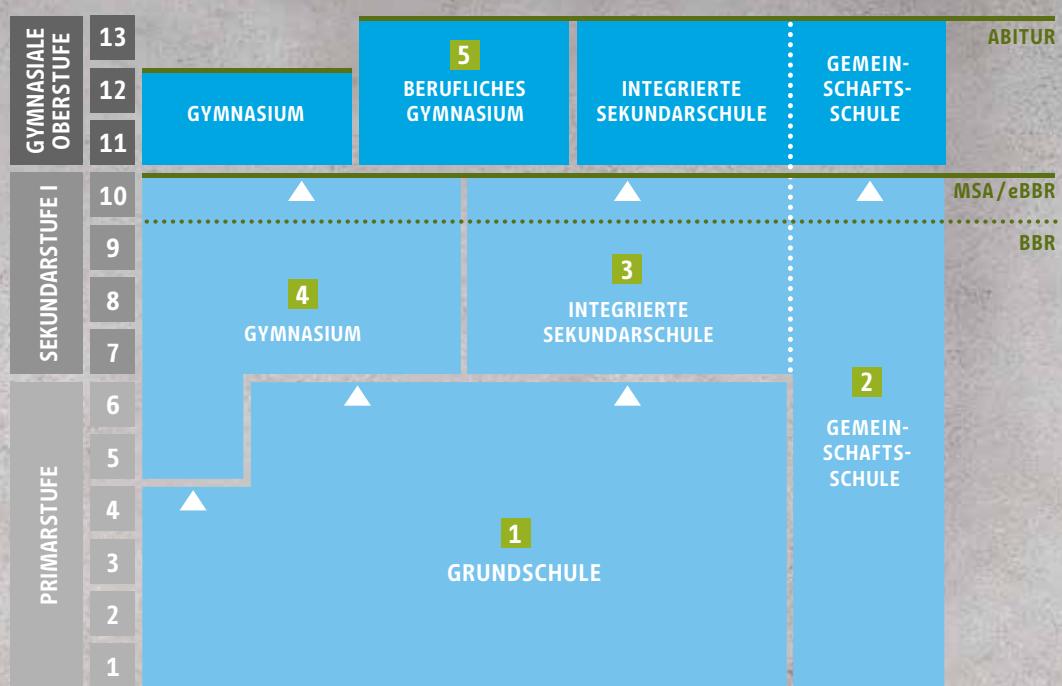


**Contact your child's class teacher** and/or other teachers if you have any questions, if you don't understand something or if you're worried about your child for any reason. Most teachers will give you their contact details at the beginning of the school year.

**Do you need help overcoming a language barrier?** If your German is still limited, please ask friends or acquaintances for support. If you live in a home or shelter, you could ask for help there. Alternatively, you could ask the school to help you find an interpreter. Schools also employ social workers who can help you access the support you need.

**If you live in an emergency shelter or shared accommodation, the social worker assigned to your accommodation** can help you with any questions you may have concerning your child's schooling. Homes and shelters provide separate rooms where children can do their homework.

# THE BERLIN SCHOOL SYSTEM



## THE EDUCATION SYSTEM

In Berlin, children start primary school at the age of six. In general, children will attend primary school for six years. They will then move up to a secondary school. Based on the child's grades and behaviour, the class teacher will recommend either an "Integrierte Sekundarschule" (integrated comprehensive school) or a "Gymnasium" (grammar school.)



## 1 Primary school (“Grundschule”) and reception phase (“Schulanfangsphase”)

In Berlin, children who have reached the age of 6 by 30th September will start school at the beginning of that same school year. The reception phase lasts one to three years. In general, children will then spend a further four years in primary school before moving up to secondary school. In special cases, children may move up to secondary school after four years of primary school.

## 2 Communal education schools (“Gemeinschaftsschule”)

In communal education schools, children remain in study groups from year one through to the end of their school career. In other words, these schools include both primary and secondary level education. Students can complete all school leaving qualification levels here.

## 3 Integrated comprehensive schools (“Integrierte Sekundarschule”)

In general, children will move up to an integrated comprehensive school (ISS) once they have completed six years of primary school. Students can complete all school leaving qualification levels here. They will sit their Abitur exams in year 13. Some ISS schools will allow children to sit their Abitur exams at the end of year 12. Children who attend these schools will also complete work experience and be given career guidance to prepare them for the world of work.

## 4 Grammar school (“Gymnasium”)

Students at grammar schools sit their Abitur exams at the end of year 12. Abitur is an advanced school leaving qualification that entitles students to go to university. The first year at grammar school is a probation year.

## 5 Vocational College (“Berufliches Gymnasium”)

In vocational colleges, students choose one of six specialisations and fields of work. Traditional subjects are supplemented by extra courses in the chosen field.

# VOCATIONAL EDUCATION CHOICES



**After they finish school, many young people move on to occupational orientation or vocational training. Sixth-form colleges (“Oberstufenzentrum” or OSZ) offer a wide range of educational programs:**

- Occupational orientation (“Berufsvorbereitung”)
- Vocational school (“Berufsschule”)
- Vocational college (“Berufliches Gymnasium”)
- Technical college (“Berufsfachschule”)
- Higher technical college (“Fachoberschule”)
- Higher vocational school (“Berufsoberschule”)
- College (“Fachschule”)



**In an OSZ sixth-form college, students can acquire the following qualifications:**

- Berufsbildungsreife (BBR), basic school leaving qualification
- erweiterte Berufsbildungsreife (eBBR), expanded basic school leaving qualification
- Mittleren Schulabschluss (MSA), intermediate school leaving qualification
- Abitur, advanced school leaving qualification



**Young people who are completing an integrated apprenticeship (“Duale Ausbildung”) will attend the vocational college connected to their respective workplace. OSZ sixth-form colleges also offer full-time school-based vocational training.**

# MOVING TO A DIFFERENT DISTRICT AND MOVING SCHOOLS – WHAT TO DO



THE FOLLOWING RULE  
APPLIES TO ALL CHILDREN:

Until your child has been offered a place in a new school, they must continue to attend their “old” school!  
Moving house does not automatically mean that your child has to move school.





## YOUR CHILD ATTENDS A PRIMARY SCHOOL

**Ideally, your child should attend a primary school close to your home. It should be within easy walking distance. If you move to an apartment/home further away, you will need to decide whether you and your child are willing to accept the longer journey, or whether it would be better to find a place in a school nearer to your new home. However, you will need to check whether the new school has free places.**

If your child is travelling by bus or train, the journey should not take longer than thirty minutes and your child should not have to change more than once. Practice the new school journey with your child. Younger children should always be accompanied, at least for the first few weeks.

## YOUR CHILD ATTENDS A SECONDARY SCHOOL

**Children and teenagers who attend a secondary school (integrated comprehensive school, grammar school or communal education school) don't necessarily need to change schools if you move house. A school journey of 45 minutes (with public transport) is perfectly acceptable at this age.**



# MOVING TO A NEW PRIMARY SCHOOL

YOU WOULD LIKE YOUR CHILD TO  
STAY IN THEIR OLD SCHOOL

## Welcome classes

- Please tell the school your child currently attends that you would like your child to continue going to the same school. Please also inform the Coordinating Office for Welcome Classes.
- If your child attends a welcome class, this does not necessarily mean they will be able to move to a regular class in the same school. So ask the school (or the coordinating office for welcome classes) whether your child will be able to move later to a regular class in the same school or not. Moving into a regular class may mean moving school. If this is the case, it would make sense for your child to move to a primary school closer to home.
- Inform the school of your new address.

## Regular classes

- Inform the Local Education Authority responsible for your child's school that you wish your child to continue attending the same school.
- Inform the school of your new address.

YOU WOULD LIKE YOUR CHILD TO  
MOVE TO A NEW SCHOOL

## Welcome classes

- Inform the "old" school that you are moving home and would like your child to move schools.
- The school will inform the local coordinating office about your move. They in turn will contact the Coordinating Office for your new district.
- The "new" Coordinating Office or Local Education Authority will then contact you and tell you about the new school. Next, you can register your child at the new school.

## Regular classes

- Tell the current school that you are moving house and you want your child to move to a different school. The school will issue you a Changing School Card ("Umschulungskarte").
- Take this card immediately to a primary school in your new district and ask whether they have any free places. If the school does not have free places, contact the Local Education Authority ("Schulamt") in the new district. Alternatively, you can contact the Local Education Authority first and ask them which schools have free places.
- As soon as they name a suitable school, you can go there and register your child.
- Your child must continue to attend their old school until they are given a place in a new school closer to home.

# MOVING TO A NEW SECONDARY SCHOOL

YOUR CHILD WANTS TO  
STAY IN THEIR OLD SCHOOL

## Welcome class or regular class

- Inform the school of your change of address.
- Practice the new route to school with your child.
- Attention: if your child attends a welcome class, this does not necessarily mean they will be able to move to a regular class in the same school.

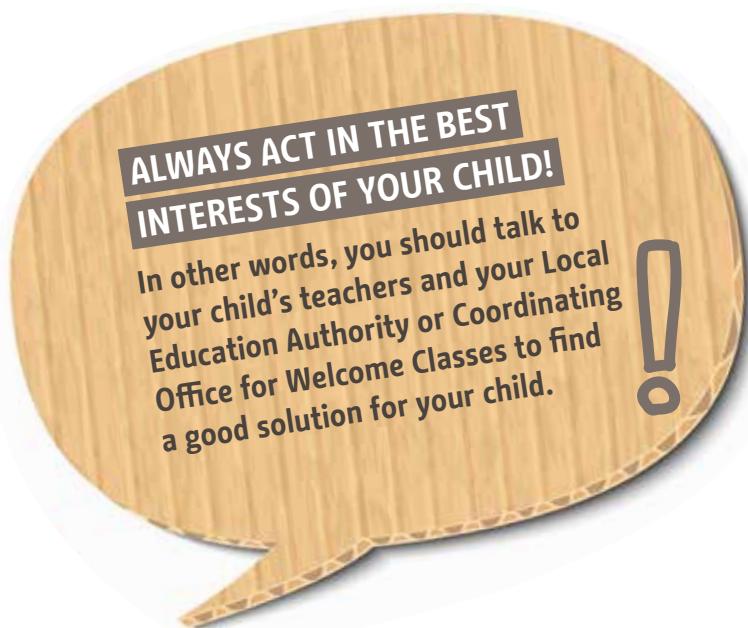
YOUR CHILD WANTS TO  
MOVE TO A NEW SCHOOL

## Welcome classes

- Please contact the Local Education Authority ("Schulamt") in your new district and apply for a place in a welcome class in a school closer to home.
- Tell your child's current school that you have moved house and that your child would like to move to a different school.
- As soon as the Local Education Authority assigns your child to a new school, you must register your child there.
- Your child must continue to attend their old school until they are given a place in a new school.

## Regular classes

- If you would like your child to attend a different secondary school closer to your new home, please contact the Local Education Authority in the new district and apply for a place.
- You are also free to find a new school of your choice for your child. The school does not have to be in the district in which you live. However, your child will only be able to attend the school of your choice if it has a free place.
- Tell your child's current school that you have moved house and that your child would like to move to a different school. The school will issue you a Changing School Card ("Um-schulungskarte").
- Your child must continue to attend their old school until they are given a place in a new school.



# WHO TO CONTACT IN YOUR DISTRICT

If you have any questions, please contact the relevant offices or authorities in your district. You will find contact details on the next three pages.



## Berlin districts

- 1 Mitte
- 2 Friedrichshain-Kreuzberg
- 3 Pankow
- 4 Charlottenburg-Wilmersdorf
- 5 Spandau
- 6 Steglitz-Zehlendorf
- 7 Tempelhof-Schöneberg
- 8 Neukölln
- 9 Treptow-Köpenick
- 10 Marzahn-Hellersdorf
- 11 Lichtenberg
- 12 Reinickendorf

# Local Education Authorities, Coordinating Offices for Welcome Classes, Departments of Health for Children and Adolescents, Departments of Mental Health for Children and Adolescents, Counselling and Support Centres for Educational Psychology and Inclusion

## 1 Mitte

### Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)

Karl-Marx-Allee 31, 10178 Berlin  
Tel. 030 9018-26112, [r.yagiz@ba-mitte.berlin.de](mailto:r.yagiz@ba-mitte.berlin.de)  
Mon 9am-12 noon, Tue 9am-12 noon, Thu 3pm-6pm

### Schools Inspectorate, Coordinating Office for Welcome Classes (assessment of language proficiency and level of education)

Turmstr. 75, 10551 Berlin  
Tel. 030 9018-33341  
[schiwe@sprachfoerderzentrum.de](mailto:schiwe@sprachfoerderzentrum.de)

### Kindergarten voucher office ("Kita-Gutscheinstelle")

Karl-Marx-Allee 31, 10178 Berlin  
Kindergarten voucher ("Kita-Gutschein"): Tel. 030 9018-23233  
[kita.info@ba-mitte.berlin.de](mailto:kita.info@ba-mitte.berlin.de)  
Search for childcare places: Tel. 030 9018-23433  
[kitaplatz@ba-mitte.berlin.de](mailto:kitaplatz@ba-mitte.berlin.de)  
Tue 9am-12 noon, Thu 2pm-6pm

### Department of Health for Children and Adolescents

Reinickendorfer Str. 60b, 13347 Berlin  
Tel. 030 9018-46130  
[kjgd@ba-mitte.berlin.de](mailto:kjgd@ba-mitte.berlin.de)  
Tue 9am-12 noon, Thu 2pm-6pm

### Department of Mental Health for Children and Adolescents

Mathilde-Jakob-Platz 1, 10551 Berlin  
Tel. 030 9018-33241  
Mon-Thu 9am-3pm, Fri 9am-1pm

### Counselling and Support Centre for Educational Psychology and Inclusion (SIBUZ)

Badstr. 10, 13357 Berlin  
Tel. 030 403949 2261  
[01sibuz@senbjf.berlin.de](mailto:01sibuz@senbjf.berlin.de)  
Thu 3pm-6pm

## 2 Friedrichshain-Kreuzberg

### Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)

Frankfurter Allee 35-37, 10247 Berlin  
Tel. 030 90298-4630 and 90298-4640  
[doris.sternekieker@ba-fk.berlin.de](mailto:doris.sternekieker@ba-fk.berlin.de) and  
[sebastian.smyk@ba-fk.berlin.de](mailto:sebastian.smyk@ba-fk.berlin.de)  
Tue 9am-12 noon, Thu 2pm-6pm

### Schools Inspectorate, Coordinating Office for Welcome Classes (assessment of language proficiency and level of education)

Frankfurter Allee 35-37, 10247 Berlin  
Tel. 030 90298-3095  
[marita.misch@senbjf.berlin.de](mailto:marita.misch@senbjf.berlin.de)

## Youth Welfare Office/Family Services Office

Frankfurter Allee 35-37, 10247 Berlin  
Tel. 030 90298-1414  
[familienServicebuero@ba-fk.berlin.de](mailto:familienServicebuero@ba-fk.berlin.de)  
Mon-Fri 9am-12 noon

### Department of Health for Children and Adolescents

Urbanstr. 24, 10967 Berlin  
Tel. 030 90298-7342 or -2813  
[kjgd@ba-fk.berlin.de](mailto:kjgd@ba-fk.berlin.de)  
Thu 3pm-6pm

### Department of Mental Health for Children and Adolescents

Urbanstr. 24, 10967 Berlin  
Tel. 030 90298-4968  
Mon-Thu 9am-3pm, Fri 9am-1pm

### Counselling and Support Centre for Educational Psychology and Inclusion (SIBUZ)

Fraenkelufer 18, 10999 Berlin  
Tel. 030 22508 311  
[02sibuz@senbjf.berlin.de](mailto:02sibuz@senbjf.berlin.de)  
Thu 3pm-6pm

## 3 Pankow

### Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)

Fröbelstr. 17, 10405 Berlin, building no. 9,  
rooms 203 and 209  
Tel. 030 90295-5040  
[sabrina.roehl@ba-pankow.berlin.de](mailto:sabrina.roehl@ba-pankow.berlin.de)  
[nicole.stutz@ba-pankow.berlin.de](mailto:nicole.stutz@ba-pankow.berlin.de)

### Schools Inspectorate, Coordinating Office for Welcome Classes (assessment of language proficiency and level of education)

Tino-Schwierzina-Str. 32, 13089 Berlin  
Tel. 030 90249-1002  
[ramona.basting@senbjf.berlin.de](mailto:ramona.basting@senbjf.berlin.de)



## Youth Welfare Office, Specialist Service

### Child Day Care

Fröbelstr. 17, 10405 Berlin

Tel. 030 90295-5863

### Kindergarten voucher ("Kita-Gutschein"):

kindertagesbetreuung@ba-pankow.berlin.de

### Search for childcare places:

kitaplatzvermittlung@ba-pankow.verwalt-berlin.de  
Mon, Tue 9am-12 noon and 1pm-2:30pm,  
Thu 1pm-6pm, Fri 9am-12 noon

## Department of Health for Children and Adolescents

Grunowstr. 8-11, 13187 Berlin

Tel. 030 90295-2894 orr -2936

kjgd@ba-pankow.berlin.de

Mon-Wed 1pm-2:30pm

## Department of Mental Health for Children and Adolescents

Grunowstr. 8-11, 13187 Berlin

Tel. 030 90295-2830 or -2833

Mon-Thu 9am-3pm, Fri 9am-1pm

## Counselling and Support Centre for Educational Psychology and Inclusion (SIBUZ)

Tino-Schwierzina-Str. 32, 13089 Berlin

Tel. 030 90299-1100

03sibuz@senbjf.berlin.de

Thu 3pm-6pm

## 4 Charlottenburg-Wilmersdorf

### Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)

Charlottenburg Town Hall, Otto-Suhr-Allee 100,

10585 Berlin, Germany

Tel. 030 9029-649

cw259993@charlottenburg-wilmersdorf.de

### Schools Inspectorate, Coordinating Office for Welcome Classes (assessment of language proficiency and level of education)

Charlottenburg Town Hall, Otto-Suhr-Allee 100,

Tel. 030 9029-12928,

cw259991@charlottenburg-wilmersdorf.de

Tue 9am-1pm, Thu 2pm-6pm

and Waldschulallee 29-31, 14055 Berlin

Tel. 030 9029-25121

barbara.hecke@senbjf.berlin.de

## Kindergarten voucher office ("Kita-Gutscheininstelle")

Hohenzollerndamm 174-177, 10713 Berlin

Tel. 030 9029-15240

jug-kita-gutscheine@charlottenburg-wilmersdorf.de

Thu 3pm-6pm

## Department of Health for Children and Adolescents

Hohenzollerndamm 174-177, 10713 Berlin

Entrance: Mansfelder Str. 16

Tel. 030 9029-16444/-16577/-16250/-16579

kinder-und-jugendgesundheit@charlottenburg-wilmersdorf.de

Tue and Thu 2pm-4pm

## Department of Mental Health for Children and Adolescents

Haubachstr. 45, 10585 Berlin

Tel. 030 90298-18536

Mon-Thu 9am-3pm, Fri 9am-1pm

## Counselling and Support Centre for Educational Psychology and Inclusion (SIBUZ)

Waldschulallee 31, 14055 Berlin

Tel. 030 9029-25150

04sibuz@senbjf.berlin.de

## 5 Spandau

### Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)

Streitstr. 6-7, 13587 Berlin

Tel. 030 90279-2235

e.sarajlic@ba-spandau.berlin.de

### Schools Inspectorate, Coordinating Office for Welcome Classes (assessment of language proficiency and level of education)

Streitstr. 6-7, 13587 Berlin

Tel. 030 90279-3139

sibylle.behnes@senbjf.berlin.de

Thu 2pm-4pm

## Youth Welfare Office/Child Day Care

Carl-Schurz-Str. 2/6, 13597 Berlin

### Kindergarten voucher ("Kita-Gutschein"):

Tel. 030 90279-2432

kindertagesbetreuung@ba-spandau.berlin.de

Search for childcare places: Tel. 030 90279-2444

kita-koordination@ba-spandau.berlin.de

## Department of Health for Children and Adolescents

Klosterstr. 36, 13581 Berlin

Entrance/Staircase A (Ruhlebener Str.), ground floor

Tel. 030 90279-2254/-2256/-2658

Please ask at reception which office is responsible for you.

## Department of Mental Health for Children and Adolescents

Klosterstr. 36,13581 Berlin

Tel. 030 90279-2759

Thu 4pm-6pm

## Counselling and Support Centre for Educational Psychology and Inclusion (SIBUZ)

Streitstr. 6, 13587 Berlin

Tel. 030 90279 5850/1

05sibuz@senbjf.berlin.de

Thu 3pm-6pm

## 6 Steglitz-Zehlendorf

### Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)

Kirchstr. 1-3, 14163 Berlin, room A 10

Tel. 030 90299-64 85 and 90299-5452

sven.starke@ba-sz.berlin.de und

nataly.duewal@ba-sz.berlin.de

### Schools Inspectorate, Coordinating Office for Welcome Classes (assessment of language proficiency and level of education)

Kirchstr. 1-3, 14163 Berlin

Tel. 030 90299-5192

koordinierungsstelle-sz@ba-sz.berlin.de

Mon 9am-12 noon, Tue 9am-12 noon,

Thu 9am-12 noon

### Specialist Service Kindergarten/After-School Care ("Kita/Hort")

Kirchstr. 1-3, 14163 Berlin

Tel. 030 90299-3520

Mon-Fri 9am-11am (please arrange appointments by telephone.)

## Department of Health for Children and Adolescents

This Department has various offices:

jugendgesundheitsdienst@ba-sz.berlin.de

and kjgd-sozialdienst@ba-sz.berlin.de

Tue 3pm-4:30pm

## Department of Mental Health for Children and Adolescents

Königstr. 36, 14163 Berlin

Tel. 030 90299-5842

Mon-Thu 9am-3pm, Fri 9am-1pm

## Counselling and Support Centre for Educational Psychology and Inclusion (SIBUZ)

Dessauerstr. 49-55, 12249 Berlin

Tel. 030 90299-2572

06sibuz@senbjf.berlin.de

Thu 3pm-6pm

## 7 Tempelhof-Schöneberg

**Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)**  
Alarichstr. 12-17, 12105 Berlin  
Tel. 030 90277-4709  
ute.rupp@ba-ts.berlin.de  
Tue 9am-12 noon, Fri 9am-12 noon

**Schools Inspectorate, Coordinating Office for Welcome Classes (assessment of language proficiency and level of education)**  
Alarichstr. 12-17, 12105 Berlin  
Tel. 030 90277-6010  
kirsten.richter@senbjf.berlin.de  
matthias.goeritz@senbjf.berlin.de

**Kindergarten voucher office ("Kita-Gutscheinstelle")**  
Rathausstr. 27, 12105 Berlin  
Tel. 030 90277-2634/-2308  
kindertagesbetreuung@ba-ts.berlin.de  
Tue 9am-12 noon, Thu 3pm-6pm  
Online appointment:  
service.berlin.de/standort/123612/

**Department of Health for Children and Adolescents**  
**KJGD Schöneberg I**  
Weserstr. 23, 10777 Berlin  
Tel. 030 90277-6129  
Thu 3pm-5pm  
**KJGD Mariendorf**  
Kaiserstr. 126, 12105 Berlin  
Tel. 030 90277-6501/-6799/-6770  
Thu 2pm-4:30pm  
**KJGD Tempelhof**  
Kaiserstr. 126, 12105 Berlin  
Tel. 030 90277-2697/-2125/-2677  
Tue 2pm-4:30pm

**Department of Mental Health for Children and Adolescents**  
Weserstr. 23, 10777 Berlin  
Tel. 030 90277-6900  
Mon-Thu 9am-3pm, Fri 9am-1pm

**Counselling and Support Centre for Educational Psychology and Inclusion (SIBUZ)**  
Ebersstr. 9a, 10827 Berlin  
Tel. 030 90277-4374  
07sibuz@senbjf.berlin.de  
Thu 3pm-6pm

## 8 Neukölln

**Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)**  
Boddinstr. 34, 12053 Berlin  
Tel. 030 90239-1218  
yvonne.schultze@bezirksamt.neukoelln.de  
daily 9am-1pm

**Schools Inspectorate, Coordinating Office for Welcome Classes (assessment of language proficiency and level of education)**  
Boddinstr. 34, 12053 Berlin, rooms B 0.46 and B 0.38  
Tel. 030 90239-2730 and 90239-2509  
michael.dahms@senbjf.berlin.de and  
corinna.zang@senbjf.berlin.de  
Mon 12 noon-3pm, Thu 3pm-6pm, Fri 10am-1pm

**Child Day Care**  
Karl-Marx-Str. 83, 12043 Berlin  
Tel. 030 90239-2135  
kindertagesbetreuung@bezirksamt-neukoelln.de

**Department of Health for Children and Adolescents**  
Neuköllner Str. 333, 12355 Berlin  
Tel. 030 6662-1110  
kjgd@bezirksamt-neukoelln.de

**Department of Mental Health for Children and Adolescents**  
**District Office (north)**  
Böhmische Str. 39, 12055 Berlin  
Tel. 030 688748-0  
Mon-Thu 9am-3pm, Fri 9am-1pm  
**District Office (south)**  
Britzer Damm 93, 12347 Berlin  
Tel. 030 6809-1242, by prior arrangement

**Counselling and Support Centre for Educational Psychology and Inclusion (SIBUZ)**  
Boddinstr. 34, 12053 Berlin  
Tel. 030 90239-2788  
08sibuz@senbjf.berlin.de  
Thu 3pm-6pm

## 9 Treptow-Köpenick

**Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)**  
Köpenick Town Hall  
Alt-Köpenick 21, 12555 Berlin  
Tel. 030 90297-2194  
maraike.neek@ba-tk.berlin.de  
Tue 9am-12 noon, Thu 2pm-6pm

**Schools Inspectorate, Coordinating Office for Welcome Classes (assessment of language proficiency and level of education)**  
Luisenstr. 16, 12557 Berlin  
Tel. 030 90249-2219  
09-Klaerungsstelle@senbjf.berlin.de  
Wed 9am-12 noon and 2pm-5pm

**Youth Welfare Office**  
Großberliner Damm 154, Haus 9, 12489 Berlin  
**Kindergarten voucher ("Kita-Gutschein"):**

Tel. 030 90279-5329  
jugkitahort@ba-tk.berlin.de  
**Search for childcare places:**  
kita-platzsuche@ba-tk.berlin.de  
Mon 9am-12 noon (by appointment only),  
Tue 9am-12 noon, Thu 3pm-6pm  
Online appointment:  
service.berlin.de/standort/123613/  
Telephone consultation: Mon, Wed 10am-12 noon

**Department of Health for Children and Adolescents**  
Ortolfstr. 182-184, 12524 Berlin  
Tel. 030 90297-6703  
viola.seeliger@ba-tk.berlin.de  
Thu 2pm-6pm

**Department of Mental Health for Children and Adolescents**  
Hans-Schmidt-Str. 16, 12489 Berlin  
Tel. 030 90297-4711  
Mon-Thu 9am-3pm, Fri 9am-1pm

**Counselling and Support Centre for Educational Psychology and Inclusion (SIBUZ)**  
Luisenstr. 16, 12557 Berlin  
Tel. 030 65661230  
09sibuz@senbjf.berlin.de  
Thu 3pm-6pm

## 10 Marzahn-Hellersdorf

### **Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)**

Alice-Salomon-Platz 3, 12591 Berlin  
Tel. 030 90293-2787 and 90293-2786  
beate.klann@ba-mh.berlin.de and  
renate.klingenberg@ba-mh.berlin.de

### **Schools Inspectorate, Coordinating Office for Welcome Classes (assessment of language proficiency and level of education)**

Alice-Salomon-Platz 3, 12591 Berlin  
Tel. 030 90293-2965  
sabine.kircheisen@senbjf.berlin.de  
Tue 3pm-6pm

### **Kindergarten/after-school voucher office ("Kita/efÖB-Gutscheinstelle")**

Riesaer Str. 94, 12627 Berlin  
kita.hort@ba-mh.berlin.de  
Tue 9am-12 noon, Thu 3pm-6pm

### **Department of Health for Children and Adolescents**

Janusz-Korczak-Str. 32, 12627 Berlin  
Tel. 030 90293-3671/-3827  
kjgd@ba-mh.berlin.de  
Thu 2pm-6pm

### **Department of Mental Health for Children and Adolescents**

Etkar-André-Str. 8, 12619 Berlin  
Tel. 030 90293-3691/-3684  
Mon-Thu 9am-3pm, Fri 9am-1pm

### **Counselling and Support Centre for Educational Psychology and Inclusion (SIBUZ)**

Eisenacher Str. 121, 12685 Berlin  
Tel. 030 22501-3210  
10sibuz@senbjf.berlin.de  
Thu 3pm-6pm

## 11 Lichtenberg

### **Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)**

Alt-Friedrichsfelde 60, 10315 Berlin, building 1  
Tel. 030 90296-3846  
diana.rauch@lichtenberg.berlin.de

### **Schools Inspectorate, Coordinating Office for Welcome Classes (assessment of language proficiency and level of education)**

Alt-Friedrichsfelde 60, 10315 Berlin, building 1  
florian.koenig@senbjf.berlin.de

### **Youth and Health Department**

Große-Leege-Str. 103, 13055 Berlin  
Tel. 030 90296-5317  
juginfo@lichtenberg.berlin.de

### **Department of Health for Children and Adolescents**

**Postcodes: 13051, 13053, 13055, 13057, 13059**  
Oberseestr. 98, 13053 Berlin  
Tel. 030 90296-4921  
constanze.schiewer@lichtenberg.berlin.de  
Tue and Thu 2pm-6pm  
**Postcodes: 10315, 10317, 10318, 10365, 10367**  
Alfred-Kowale-Str. 24, 10315 Berlin  
Tel. 030 90296-4941  
linda.leepin@lichtenberg.berlin.de  
Mon and Thu 2pm-6pm

### **Department of Mental Health for Children and Adolescents**

**Lichtenberg Office**  
Alfred-Kowale-Str. 24, 13315 Berlin  
Tel. 030 90296-4961  
Mon-Thu 9am-3pm, Fri 9am-1pm  
**Hohenschönhausen Office**  
Oberseestr. 98, 13053 Berlin  
Tel. 030 90296-4954  
Mon-Thu 9am-3pm, Fri 9am-1pm

### **Counselling and Support Centre for Educational Psychology and Inclusion (SIBUZ)**

Alt-Friedrichsfelde 60, 10315 Berlin  
Tel. 030 90212-827  
11sibuz@senbjf.berlin.de  
Thu 3pm-6pm

## 12 Reinickendorf

### **Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)**

Eichborndamm 215, 13437 Berlin  
Tel. 030 90294-4768  
danny.buettig@reinickendorf.berlin.de  
Mon 9am-12 noon, Tue 9am-12 noon, Thu 3pm-6pm

### **Schools Inspectorate, Coordinating Office for Welcome Classes (assessment of language proficiency and level of education)**

Innungsstr. 40, 13509 Berlin  
Tel. 030 90249-1923, Fax 90249-1940  
petra.hildebrand@senbjf.berlin.de  
Thu 3pm-6pm

### **kathleen.weber@senbjf.berlin.de**

Nimrodstr. 4-14, 13469 Berlin  
Tel. 030 90294-6676 (please call outside  
visiting hours if possible)  
tagesbetreuung-kinder@reinickendorf.berlin.de  
Tue 9am-1pm, Thu 3pm-6pm

### **Department of Mental Health for Children and Adolescents**

Teichstr. 65, building 4, 13407 Berlin  
Tel. 030 90294-5043  
Mon-Thu 9am-3pm, Fri 9am-1pm

### **Counselling and Support Centre for Educational Psychology and Inclusion (SIBUZ)**

Nimrodstr. 4-14, 13469 Berlin  
Tel. 030 9029-44837  
12sibuz@senbjf.berlin.de  
Thu 3pm-6pm

## Sixth form colleges, vocational colleges and centrally administered schools

### **Coordinating Office for Welcome Classes**

Frankfurter Allee 73c, 10247 Berlin  
Tel. 030 90249-1382 or 90249-1380  
kathleen.weber@senbjf.berlin.de  
Tue 9am-12 noon, Thu 3pm-6pm  
(during term time only)

### **Counselling and Support Centre for Educational Psychology and Inclusion (SIBUZ) for vocational schools for vocational schools**

Frankfurter Allee 73c, 10247 Berlin  
Tel. 030 90249-1300  
13sibuz@senbjf.berlin.de

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SCHOOL  
IS COOL

GOOD  
LUCK!

Together  
better than alone

LEARNING  
WITH FUN

Knowledge  
means future

Senatsverwaltung  
für Bildung, Jugend  
und Familie

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