

# Guidebook for Parents School



Englisch

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# 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.**



# 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.

Particularly in

- **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.

# 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.

# 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.

The next page shows a sample draft requesting to excuse your child's absence from school in case of sickness.

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



## Phone call to the school

*Hello! My name is \_\_\_\_\_.*

*I am the father/the mother of \_\_\_\_\_ (child's name).*

*He/she is attending the class of Mr/Ms \_\_\_\_\_ (teacher's name).*

*My child is sick.*

*He/she will come back to the school, if possible, tomorrow/on \_\_\_\_\_ (date).*

*Thank you very much. Good bye.*

*Hallo! Mein Name ist \_\_\_\_\_.*

*Ich bin der Vater/die Mutter von \_\_\_\_\_ (Name).*

*Er/Sie geht in die Klasse von Herrn/Frau \_\_\_\_\_ (Name der Lehrkraft).*

*Mein Kind ist krank.*

*Wahrscheinlich kommt er/sie morgen/am \_\_\_\_\_ (Datum) wieder in die Schule.*

*Vielen Dank. Auf Wiedersehen.*

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

*My son/My daughter \_\_\_\_\_ (name)*

*was not able to attend the school on \_\_\_\_\_ (date),*

*because he/she was sick.*



*I request you to please excuse his/her absence from the class.*

*Signature*

*Mein Sohn/Meine Tochter \_\_\_\_\_ (Name)*

*konnte am \_\_\_\_\_ (Datum) nicht zur Schule kommen,*

*weil er/sie krank war.*



*Ich bitte Sie dies zu entschuldigen.*

*Unterschrift*

# 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.

It may look like this:



Your child needs to have something to drink when in school. 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 can be:

- 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.
- It is important that you participate in school events like
  - school festivals,
  - parents’ days. At such times you will come to know from the teachers about the progress of your child in the school,
  - 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.
  
- Don’t hesitate to ask the class teacher where your support is needed.

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 far-reaching decisions are made for 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.

Possible questions:

**How was your day?**

**Do you have homework? Which?**

**Is there any information from the teacher?**

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.



### ■ 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.

# Help and who to contact

## ■ **BUT = Bildungs- und Teilhabepaket (BUT)** (Educational assistance for the needy)

This is an assistance provided by the Federal Government of Germany for children and teenagers belonging to families with low income.

It will enable your child to take part in class excursions, to have common lunch in Kita or school, to get tuition or to participate in sports, games and music in a club or any other suitable organization.

Those who receive unemployment benefits II, income support, social welfare, children's allowance or housing allowance can apply for the assistance from BUT at the Jobcenter or social welfare office. Your school (class teacher, school's social worker, secretary) will guide you in this matter.

## ■ **Counselling Helpdesk for school and family related questions**

- Regional School Counselling Helpdesk -

In case of any difficulty or questions regarding the school matters, parents as well as all school pupils can get in touch with the Regional School Counselling Helpdesk responsible for the district of Minden-Lübbecke. You can make an appointment by consulting the office.

### **The school office is open at these times:**

Mon-Thurs: 8 am – 12 pm and 1 pm – 5:30 pm, Fri: 8 am – 12:30 pm

### **Address and contacts:**

Portastrasse 9, 32423 Minden

Telephone: +49 571 807-12000

Email: [schul-undfamilienberatung@minden-luebbecke.de](mailto:schul-undfamilienberatung@minden-luebbecke.de)

[www.minden-luebbecke.de/Service/Regionale-Schulberatungsstelle](http://www.minden-luebbecke.de/Service/Regionale-Schulberatungsstelle)

# Contact address

Kreis Minden-Lübbecke  
Educational Authority – Community Integration Centrum  
Portastr. 13  
32423 Minden  
Tel.: 0571/807-21710



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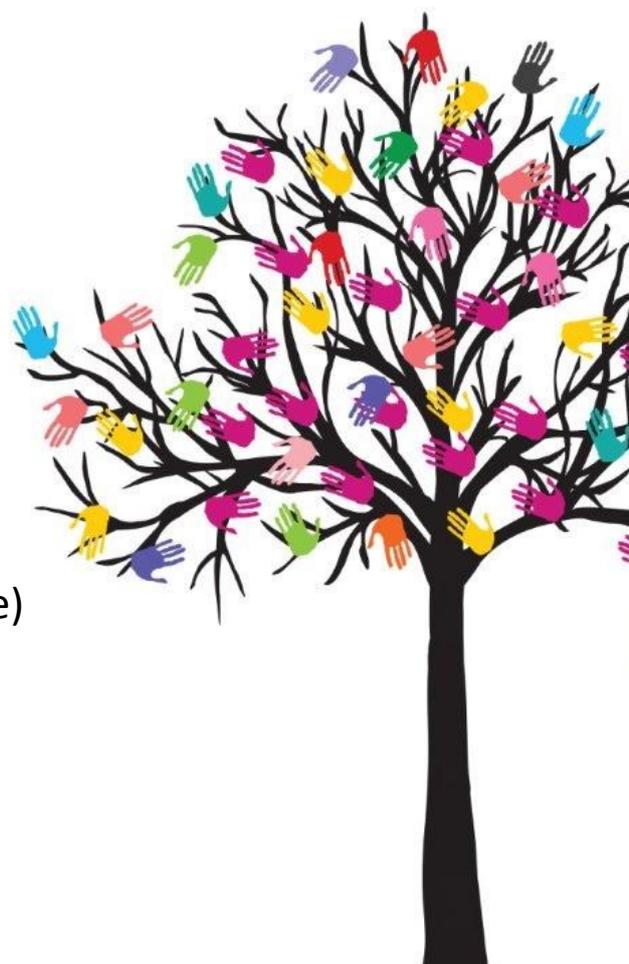
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