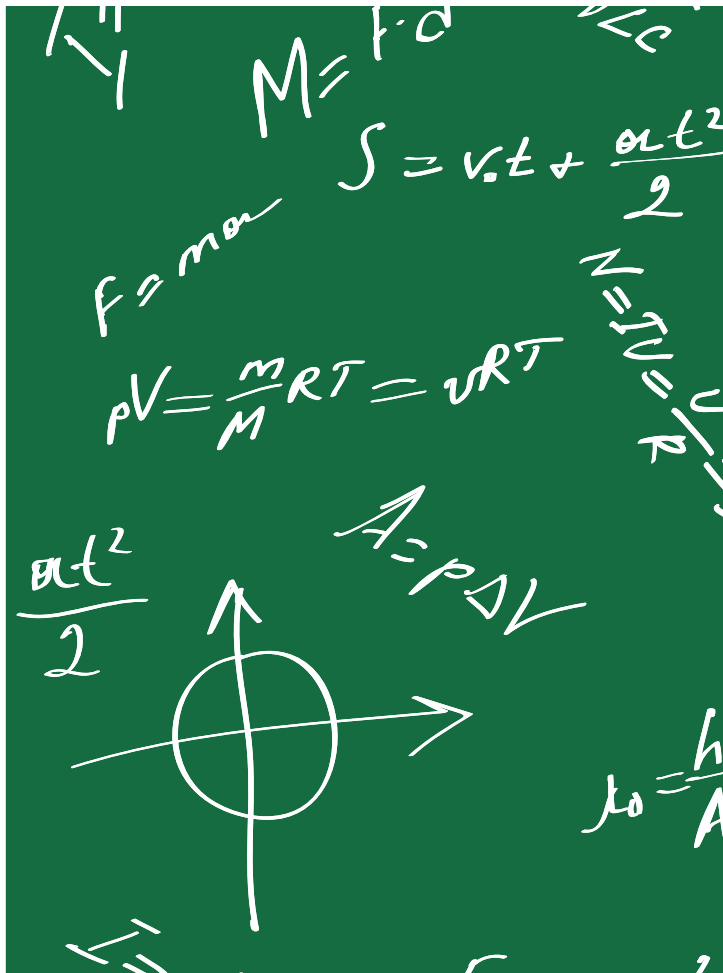


Information for parents of pupils attending secondary school



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With kind support from
the Sparkasse KölnBonn



and the
Center for Multilingualism and Integration (ZMI)

Information for parents of pupils attending secondary school

Dear parents and legal guardians,

your child is attending class 4 of elementary school and in the coming school year will change to a secondary school.

This flyer will give you general information about the different types of school and further related issues concerning secondary school.

$$E = mc^2$$

Compulsory school attendance

Secondary school forms following elementary school

Compulsory school attendance

German Law requires all children to attend school for at least ten years, - elementary school at first, followed by a secondary school providing a general education.

Up to their 18th year of life students must then attend a Berufsbildende Schule (vocational school) or a Gymnasium (academic high school (USA) or grammar school (UK)).

Secondary school forms following elementary school

These types of secondary school exist:

- | Secondary modern school
- | Junior high school for ages 10 to 16,
or secondary school leading to intermediate qualification
- | Academic high school or grammar school
- | Comprehensive school

Elementary school teachers will advise you on choosing a secondary school. There will be a recommendation for a form of secondary school included in your child's class 4 – report card. If you disagree with this recommendation, you can decide for your child which school he or she would attend.

Secondary school forms following elementary school

| Secondary modern school

The secondary modern school comprises classes 5 to 10 and provides the basic general education required for a vocational training. The secondary modern school may be attended by all children who have successfully completed an elementary school education.

| Junior high school for ages 10 to 16 or secondary school leading to intermediate qualification

This school form comprises classes 5 to 10. It provides a broadened general education required for higher educational or vocational training. All children having successfully completed an elementary school education and who have received a recommendation for Realschule (secondary intermediate school) may attend this school form.

| Academic high school or grammar school

This school form comprises classes 5 to 9 (Sekundarstufe 1) and classes 10 to 12 (Sekundarstufe 2 or Gymnasiale Oberstufe).

The Gymnasium provides an in-depth, academic general education leading to the Abitur (higher education entrance qualification). This qualification entitles one to study at a Hochschule (university) or to pursue a vocational training (often to be completed in a shorter time span).

All children having successfully completed an elementary school education and having received a recommendation for the Gymnasium may attend this school form.

Secondary school forms following elementary school

| Comprehensive school

The comprehensive school comprises classes 5 to 10 (Sekundarstufe 1) and classes 11 to 13 (Sekundarstufe 2 or Gymnasiale Oberstufe).

This school form integrates Hauptschule, Realschule and Gymnasium. It takes in children of different academic abilities. The decision as to whether the child then receives a basic, intermediate or higher education will remain open for longer. In the comprehensive schools the children are taught according to their academic abilities in a combination of standard and more challenging broadened lessons.

Probational years and change to a different form of school

Probational years and change to a different form of school

The probational years consist of the years 5 and 6 at the Hauptschule, Realschule and Gymnasium.

In the probational years, the teachers observe the children's knowledge level, skills and abilities, and actively encourage their development. During the probational years all pupils automatically progress from class 5 to class 6.

At the end of class 6 the school decides on your child's suitability to move up to class 7. At the same time it will also be decided whether your child should stay at the chosen secondary school or whether he/she will be better suited to a different form of secondary school. If the school thinks a change is necessary, the parents will be informed and at the same time offered a counselling session.

In the Realschule it is possible to change between basic, intermediate or higher education forms up until the beginning of class 9.

$$V = N_0 \cdot 2^{\frac{1}{1/2}}$$

$$N = IV = \frac{U^2}{R} = I^2 R$$

Graduation from Sekundarstufe 1

Graduation from Sekundarstufe 1

The classes 5 to 10 of the Hauptschule, Realschule and Gymnasium are referred to as Sekundarstufe 1.

The graduation certificates of Sekundarstufe 1 can be received from all secondary school forms.

The awarded qualifications of Sekundarstufe 1 are:

| Hauptschulabschluß at the end of class 9

(equivalent to the secondary modern school certificate)

This certificate is awarded by all secondary schools to pupils successfully moving up to class 10.

| Hauptschulabschluß at the end of class 10

This certificate is awarded by all secondary schools to pupils after the completion of class 10.

In the Hauptschule, this certificate is given upon successful completion of class 10, type A. The educational focus of class 10, type A is on the Natural Sciences and Business and Employment Studies.

| The Fachoberschulreife(mittlerer Bildungsabschluß)

(equivalent to the Intermediate high school or secondary intermediate or technical secondary school certificate)

This certificate is awarded upon completion of class 10, type B with a "Qualifikationsvermerk". In class 10, type B, the educational focus is on German, English and Mathematics.

Graduation from Sekundarstufe 1

| The Fachoberschulreife with the entitlement to enter the upper secondary school leading to Abitur (Gymnasiale Oberstufe or Sekundarstufe 2: classes 11 to 13).

Young adults having attended the Hauptschule (class 10, type B) or the Realschule (class 10) and having achieved the minimum of satisfactory grades (“befriedigend”) in their subjects, can go on to attend the upper secondary school leading to Abitur.

At the comprehensive School it is possible to move on to the upper secondary school leading to Abitur, if the student has completed at least 3 additional courses with satisfactory success and achieved above average grades in the basic courses and the compulsory subject. It is also required that the pupil achieve at least a satisfactory grade in all other subjects studied.

All-day-school

Support for children with special needs

All-day-school

The Gesamtschulen (Comprehensive schools), many Hauptschulen and some Realschulen and Gymnasien are all-day-schools. The pupils, in addition to the morning lessons, also have the possibility to engage in further lessons, to do school work or partake in social activities at school until 4 p.m. Additional pupil support actions as well as help with doing homework are also offered.

Support for children with special needs

Handicapped students or students with learning difficulties will receive special support to meet their needs.

Lessons will be held in Förderschulen (schools for children with special needs) or in classes which integrate non-disabled and disabled children.

Förderschulen focus on 7 different areas: the emotional and social development, intellectual development, listening and communication, physical and motor development, learning, seeing, and language.

Based upon an application made either by the parents or by the school, the municipal school board association (Schulrat) will then decide on how, where and for how long the special needs tuition (sonderpädagogische Förderung) is required.

The decision will be based on a medical and special needs assessment in cooperation with the parents.

Modern languages

Modern languages

| Foreign language lessons

In the Hauptschule, English will be taught from the beginning of class 5.

In the Realschule, English will be taught from the beginning of class 5 and French will be offered as additional foreign language starting with class 6. There exist Realschulen, which offer a German-English bilingual course of education beginning with class 5.

In the Gymnasium beginning with class 5, English, Latin or French are taught as the first foreign language. Starting with class 6 a second foreign language is added as a required compulsory subject.

In some Gymnasien, a bilingual course of education (German-English, German-French, German- Italian or German-Turkish) is taught from the beginning of class 5.

In the Gesamtschule, the first foreign language taught is English from the beginning of class 5. For the Abitur at least one further foreign language is required, which can be learned commencing in either class 6 or class 8 or upon entering the gymnasiale Oberstufe (Sekundarstufe 2). Lessons in the language of origin can be recognised as a second foreign language under certain conditions.

Do you speak
English?
Parlez-vous
anglais?

Modern languages

Schoolbooks, teaching aids

| Native language classes (formerly called MSU: Muttersprachlicher Unterricht or mother language classes)

Many schools offer native language classes for their students. The attendance is voluntary. It is important to cultivate one's native language. A good grade received in this class may compensate for a bad grade in a foreign language class. Special study groups are being organized for the different schools. In Cologne native language classes are being taught in 13 different languages.

Enrollment in a native language class can be done through the office of the school's principal/school's head teacher.

Schoolbooks, teaching aids

Parents are required to pay part of the cost of their child's school books and learning material. You will be exempted from these costs should you receive financial aid from social welfare, Hartz 4, in accordance with the German social welfare law for asylum seekers (Asylbewerberleistungsgesetz) or economic aid for young people (wirtschaftliche Jugendhilfe). In this case, please provide the necessary documentation justifying your exemption to the school.

School rules and regulations

School rules and regulations

When many children and adults come together on a daily basis, it makes sense, that certain rules are applied to ensure that school life runs calmly and to everybody's satisfaction. To this end, many schools have established their own specific regulations, worked out and agreed by the teachers, children and parents.

In any case, you should be aware of the following points:

| Rights and obligations

Students are entitled to school lessons, to information about their achievement level and to counseling. They have a right to freedom of expression, their need to be listened to on controversial questions, and they are entitled to their own personal school identity card.

Students must attend classes regularly and punctually and follow the rules of the school.

| Written excuse

If your child gets sick and cannot come to school, you must contact the school immediately.

On your child's return to school you must submit a written excuse explaining your child's absence. The school may request a doctor's certificate. After a 3-day-absence you are required to submit a medical certificate. Repeated absence from physical education also requires a medical certificate.

| Requests for a leave of absence

In foreseeable and good reasoned cases, your child may take a 2-day leave within a half year period.

A leave of absence immediately preceding or following a vacation is not possible.

Parent Teacher Meetings and Teacher Consultations

Parent participation

Parent Teacher Meetings and Teacher Consultations

At least once a year class teachers will offer a parent-teacher meeting in the evening.

This meeting will give you a chance to get to know the teacher and to ask any questions you might have regarding school lessons and the class situation.

At least once every 6 months-period the school invites parents to attend a teacher's consultation period. You will be able to have a private one to one discussion with your child's teacher.

Parent participation

As parents or legal guardians you are able to actively participate in making decisions concerning school matters, if you get involved in the following school committees:

| Class conference

Members of the class conference are the school teachers who teach the respective class. Two representatives chosen from the parents of the pupils in the class (Klassenpflegschaftsvorsitzende and a second nominated parent) take part regularly in the class conference in an advisory function.

| Class parent committee

Members of this association are the parents of the students of a class. They discuss and decide on all class issues. They elect the chairpersons and their substitutes, who in the class conference and meetings of the parents' association will represent the interests of the class. In addition, their representatives will also be sent to participate in subject conferences (Fachkonferenz).

Parent participation

All parents, whose children attend the same class, meet every six months at the parents' association to discuss class concerns.

At the first class parent committee meeting of the school year, two chairpersons will be elected, who function is to represent class concerns within the school and act in an advisory function at class conferences.

| School conference

At the school conference, the highest committee of the school, parents and teachers are represented. The school conference makes decisions over a number of issues concerning the school, for example also whether lessons will be distributed over 5 or 6 days of the week.

| Parent-teacher association

The parent-teacher association is represented by all chairpersons of the class parent committee (Klassenpflegschaft). The parent-teacher association elects parent representatives for the school conference and gives advice to parents on matters concerning the school.

| Fundraising committee

In many schools parents have founded a committee for fundraising. Members of this club pay a membership fee and are entitled to accept donations. This money helps to finance school events such as excursions and festivities. nehmen.



Newly arrived students

Newly arrived students

If your child has recently arrived from a foreign country please arrange for a personal consultation at the RAA (Regionale Arbeitsstelle zur Förderung von Kindern und Jugendlichen aus Zuwandererfamilien: local office for support of children and young adults of immigrated families) under this telephone number: 0221 22129292.

| Rheingasse 11
50676 Köln

After the consultation, the municipal education authority will secure a place for the child in a class consistent of children of numerous nationalities. In this class your child will learn German and other required subjects intensively and afterwards be integrated into the regular classroom lesson structure.



Counseling

Counseling

Throughout your child's entire time at school teachers will be available for consultation. For a consultation, please make an appointment with your child's teacher.

The RAA will also give advice and information on all questions and problems concerning school attendance and development with the school system.

Office hours

Tuesdays: 14:00 p.m. - 17:00 p.m.

Thursdays: 9:00 a.m. - 12:00 a.m.

Rheingasse 11

50676 Köln

Haltestelle: Heumarkt

Stadtbahn: 1, 7, 9 und Busse: 106, 132, 133

Tel. 02 21/221 - 29292

Fax 02 21/221 - 29166

raa@stadt-koeln.de

You may also consult the RAA with any questions regarding your own formal education, such as catching up on getting a school leaving qualification or how to find a German class meeting your needs.



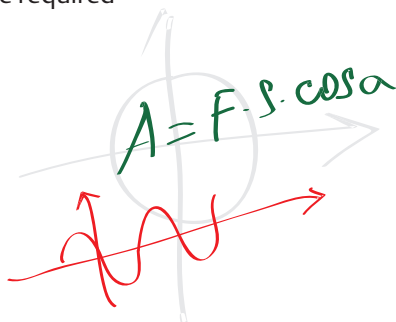
Regionale Arbeitsstellen
zur Förderung von Kindern
und Jugendlichen
aus Zuwandererfamilien

School forms and qualifications of general educational schools in Germany

Possible qualifications	Fachoberschulreife Secondary intermediate or technical secondary school certificate* (after class 10B)	Fachoberschulreife Secondary intermediate or technical secondary school certificate*
	Secondary modern school certificate (after class 10A)	Secondary modern school certificate (after class 10)
	Secondary modern school certificate (after class 9)	Secondary modern school certificate (after class 9)
School forms	Secondary modern school	Secondary school leading to intermediate qualification

Higher education entrance qualification (after class 13) Fachoberschulreife Secondary intermediate or technical secondary school certificate*	Higher education entrance qualification (after class 12) Educational part of the Fachhochschulreife Fachoberschulreife
Secondary modern school certificate (after class 10)	Secondary modern school Certificate (after class 10)
Secondary modern school certificate (after class 9)	Secondary modern school Certificate (after class 9)
Comprehensive school	Academic high school (U.S.) grammar school (U.K.)
Elementary school	

* with the Fachoberschulreife it is possible to transfer from the Hauptschule, Realschule and Gesamtschule into the upper secondary school (gymnasiale Oberstufe: Sekundarstufe 2) to further study for the Abitur, however particular school report grades are required



Impressum:



Der Oberbürgermeister

Amt für Weiterbildung

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aus Zuwandererfamilien

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