

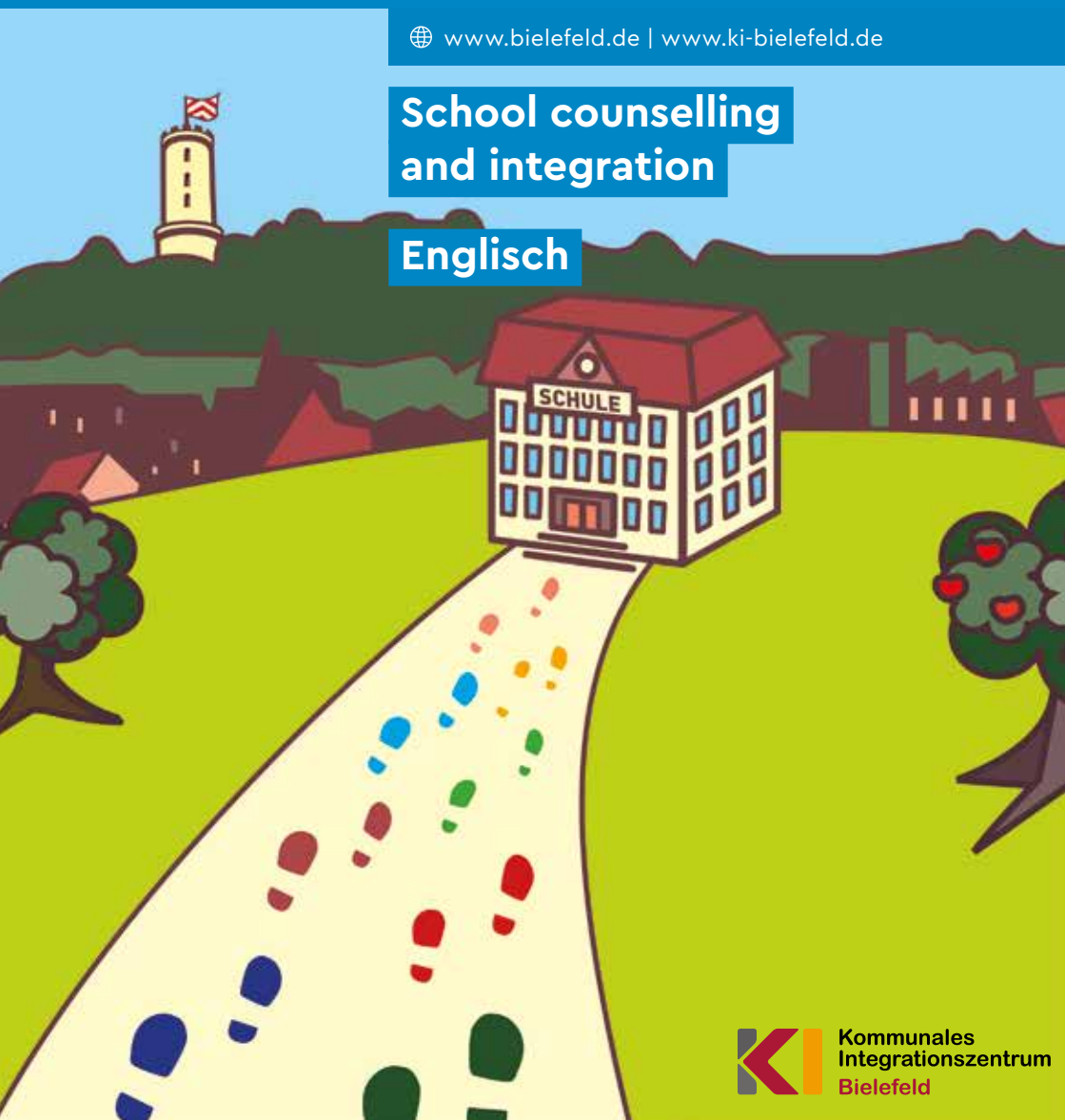
EBI

Stadt Bielefeld
Schulische Beratung
und Integration

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**School counselling
and integration**

Englisch



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09/2019

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discovering.“
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„...learning German.“
Falah, 15

School means to me...

„...a second
home.“
Hazheen, 15



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learn.“
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1. Introduction

Dear parents, dear children, dear families,
Welcome to Bielefeld!

Are you new in our city and looking for a school for your child or children? The Kommunales Integrationszentrum Bielefeld and the Rege mbH can help you.

School counselling is for all children and youths, that have recently moved to Bielefeld from another country.

In North Rhine-Westphalia, all children and youths between the age of 6 and 18 have to go to school. This means that they are "schulpflichtig".

At the Kommunales Integrationszentrum all children between the age of 5 and 16 receive school counselling. Afterwards, they will be registered at a primary school or at a secondary school.

At the Rege mbH all youths at the age of 16 until 18 receive counselling and are then registered at a vocational college.

In this booklet you will find important information regarding the school start in Bielefeld.

Please enjoy reading the booklet! 😊



2. Consultation

First you need to register yourself and your family at the Citizens Advice Bureau (Bürgerberatung) in the new town hall. The Bürgerberatung will send this information to the Kommunales Integrationszentrum. After that, you will receive a letter by mail. Please, then get in contact with the counsellor. You can either come directly to the Kommunales Integrationszentrum along with your child, or you can make an appointment on the telephone.

Which documents should you bring along?

- Identity document or Passport
- Registration confirmation (Anmeldebestätigung) from the Bürgerberatung
- Latest school report, if existent

If you are not able to speak German yet, please bring along a person that can translate for you.

The counselling can also be done in the following languages:

- English
- Turkish
- Polish
- Spanish

For other languages there are translators, who can be invited by the Kommunales Integrationszentrum to join the conversation.

Contents of the Counselling

Please come to the Kommunales Integrationszentrum together with your child. This is important, because the counsellor would like to meet your child in person.

Also, the law, Article 12 of the UN Convention for the rights of children, states that the will of the child must always be included at all levels.

The counsellor will collect the information about your child. This includes name, age, address and previous school attendance.

The counsellor would like to know whether your child can read and write in Latin-script, and whether he or she can understand the German language.

After that, you will receive information regarding the school system in North Rhine-Westphalia.

Following the counselling the counsellor will look for a school that suits your child. There your child will be able to learn German.

Children between the age of 6 – 10 visit the primary school (Grundschule).

Children between the age of 10 – 16 visit a secondary school.

There are different types of schools:

- Gymnasium
- Gesamtschule
- Sekundarschule
- Realschule
- Hauptschule

The **REGE** mbH will give advice to you and your child, if your child is between the ages 16–18.

When receiving advice from the Kommunales Integrationszentrum and the **REGE** mbH you will also get information about the examination at the health department.



Consulting Team / Kommunales Integrationszentrum

Contact

Neues Rathaus, Niederwall 23, 33602 Bielefeld

Phone number: (0521) 51 34 11, (0521) 51 27 95, (0521) 51 85 21

E-Mail: komm.integrationszentrum@bielefeld.de



3. Registration at the School

When the right school has been found, you will receive a message from the Kommunales Integrationszentrum:

The counsellors will call you or your contact, or you will receive a letter with information. In it you will find an appointment date and an address for the school registration.

At the appointment you will receive all the important information regarding school attendance.

Please attend with your child and bring the following documents:

- Passport
- Birth certificate
- Registration confirmation (Anmeldebestätigung)
- School report

If you can't speak enough German, you can bring along somebody to translate.

If the school is far away you can request a ticket for public transport in the school office (see glossary Schulwegticket).

After the registration your child can start at school.

4. Welcome to school

Which class will my child attend?

Your child has newly arrived in Bielefeld and does not speak German or only a little. He or she will need help at school. The age and the previous school experience determine the class your child will attend.

There are 3 models of German language support. The school decides, which model they offer:

Model 1: Your child will attend the regular education class (Regelklasse) and in addition receive 4 hours of German language support per week in a small learning group.

Model 2: Your child is visiting a learning group for 10 – 12 hours a week. The rest of the time your child will be in the regular education class.

Model 3: Your child is visiting an international class at the school, in which he or she will learn German. Your child will only attend this class. In addition to German there are also other subjects, for example Mathematics, Physical Education and Arts. This is important: Each subject has its own words and texts that your child will have to understand.

School and teaching is different in every country. Your child will have enough time to become accustomed to the new school in Bielefeld.

If you have questions regarding the school or your child, do not hesitate to ask your child's teacher.

How long will my child be receiving German language support?

Once your child has been registered at a school, he or she will have 2 years to learn the German language. If your child needs less time, the German language support can be finished earlier.

However, there may also be reasons for why some children need more than 2 years of German language support:

- They have never gone to the school or they only went occasionally.
- They need to learn how to read and write in Latin-script

When will my child only attend the regular education class?

Your child's teachers will decide together, whether your child should only attend the regular education class.

This is important for the decision:

- The progress in learning the German language and
- The achievements in school

The teachers will also decide, whether your child needs to change to a different school. This may happen when the achievements in school do not match requirements of the school type.

5. Municipal Partners

Schulamt für die Stadt Bielefeld



The education authority (Schulamt) of the city of Bielefeld controls primary schools, Förderschulen (primary and secondary level) and Hauptschulen.

The Schulamt provides classes that offer German language support.

Every child that speaks another first language can attend native language lessons (see glossary Herkunftssprachlicher Unterricht / HSU). The native language lessons are currently available in the following languages: Albanian, Arabic, Greek, Italian, Kurdish, Polish, Russian, Spanish and Turkish.

The Schulamt will help with questions.

Contact

Neues Rathaus, Niederwall 23, 33602 Bielefeld

Eduard Rammert – Generalist Integration

E-Mail: eduard.rammert@bielefeld.de

Gabriele Koch – Fachberatung Integration

Phone number: (0521) 51 8351

E-Mail: gabriele.koch2@bielefeld.de

Offices of the Schulamt

Phone number:

(0521) 51 2343

Secretariat school authorities primary school

Phone number:

(0521) 51 2347

Secretariat school authorities Hauptschulen und Förderschulen (form of secondary school and special schools)

Phone number:

(0521) 51 3914

REGE

If your child is between the age of 16 and 18, the **REGE** mbH will help you and your child find a school.

There is a legal obligation to attend school for all youths between the age of 16 and 18. This means they are "berufsschulpflichtig".

The counsellors will ask about the previous school experience of your child. After that your child will go to a vocational college or to another vocational school. Often, your child will learn German in an international support class (Internationale Förderklasse), before continuing with school education.

The **REGE** mbH also assists all young adults until the age of 27 in:

- German language courses
- School-leaving qualifications
- Applications for jobs
- Practical training at a place of employment
- Apprenticeship and work

Contact

REGE

Kommunale Koordinierung im Übergang Schule-Beruf

Herforder Str. 73, 33602 Bielefeld

Phone number: (0521) 96 22-0

E-Mail: service@rege-mbh.de



Stadt Bielefeld

Gesundheits-, Veterinär- und
Lebensmittelüberwachungsamt

Kinder- und Jugendgesundheitsdienst

The doctors invite you and your child for a school entry health examination.

Every child that lives in Bielefeld and attends school will receive this examination. This examination is obligatory for all children. This is stated by school law. You will receive an invitation to the examination by mail.

What happens at the examination?

- The doctors will ask questions about the development of your child's health.
- Vaccination status will be checked.
- Body weight and height will be measured.
- Examined will be: eyes, ears, heart, lungs, stomach and teeth.
- Your child will be given a drawing test, language test and a movement test.

The Examination does not hurt. There will also be no injections.

If available, please bring with you the following items to the examination of your child:

- Glasses and / or hearing device
- Vaccination certificate
- Important medical documents

At the end of the examination the doctor will discuss the results with you. If your child has a disease or health-related impairment that could make attending school more difficult the school will be informed, with your agreement, about the condition. Your child will then receive support at school that he or she needs.

The school will receive a report by the school doctor regarding the examination. You will also get a copy.

Contact

Nikolaus-Dürkopp-Str. 5–9, 33602 Bielefeld
 Secretariat: Frau Heike Weinreich
Phone number: (0521) 51 3878
E-Mail: heike.weinreich@bielefeld.de



The regional school-advice centre (Regionale Schulberatungsstelle) gives advice and supports your child with different problems that can occur at school.

For example:

- Problems with teachers
- Fear of school
- Frequent absence at school without permission
- Test anxiety
- Difficulties with learning
- Problems with other pupils

Advice for you and your child is:

- personal, confidential, optional, free, independent from the school

Contact

Turnerstr. 5–9, 33602 Bielefeld
Phone number: (0521) 51 6916
E-Mail: rsb@bielefeld.de

Further counselling centres after entering the country

The following counselling centres can help you and your family after you have arrived in Bielefeld. Here you will receive further information and will be advised about the following topics: General information and rights, health and social, education and career, language courses and integration courses, personal concerns.

Logo	Counselling centre	address	Phone number / E-mail
	Clearingstelle Information for newly arrived Immigrants	Neues Rathaus Niederwall 23 Ground floor, room A05	(0521) 55 731 79
	Amt für soziale Leistungen - Sozialamt -Sozialarbeit für Flüchtlinge (social work for refugees)	Neues Rathaus Niederwall 23 2. floor room B 240 – B252 and room C 248 – C258	(0521) 51 32 97 sozialamt@bielefeld.de
	DRK Soziale Dienste OWL gGmbH (socialser- vices)	August-Bebel-Str. 8 33602 Bielefeld	(0521) 32 98 98 0 info@drk-bielefeld.de
	Jugendmigrationsdienst Bielefeld (youth migration service until the age of 27)	Arndtstr. 6–8 33602 Bielefeld	(0521) 13 65 722 jmd@awo-bielefeld.de
	Caritas	Turnerstr. 4 33602 Bielefeld	(0521) 96 19 0 info@caritas- bielefeld.de
	Diakonie	Schildescher Str. 101 33611 Bielefeld	(0521) 98892 500 info@diakonie-fuer-bielefeld.de

Glossar

A

Alphabetisierung / Literacy

German script belongs to the Latin-script. Some children do not know Latin letters because they have learned a different script in their country. Some children must begin learning to read and write. In the literacy lessons (Alphabetisierungs-Unterricht) the children will learn all the letters, one after another. Then over time they can read and write more and more letters, sentences and texts

B

BuT – Bildung und Teilhabe

The education and participation package (Bildungs- und Teilhabepaket) will pay a part of the school supplies, tutoring, meals at the canteen, class trips and much more. To receive this kind of support, you must fill out an application. The social workers at the school will help you with this application.

E

Elternmitwirkung / parent co-operation

The cooperation between parents and school will have a positive effect on the education of the children. At school you will have different possibilities to participate. You have the right to play a part in the school committees. This is written in the school law¹. You can also for example help with the school parties or in other projects such as contributing to the parent's café.

F

Feststellungsprüfung

At the end of the 10th grade your child can replace a foreign language with his or her first language through an assessment test (Feststellungsprüfung). The test will be done outside of the school with an external teacher. You can apply for this test at school.

G

Ganztagsbetreuung / all-day care

Gebundene Ganztagschule

This model is used at some primary schools and secondary schools. On 3 or 4 days a week school lessons are from 8:00 until 15:00 o'clock for all pupils. At the school you can get daily meals. Lunch participation costs money and is optional.

Offene Ganztagschule(OGS)

This model only exists at primary schools. The participation is optional. There is no entitlement for a place. You must pay for it. The costs depend on your income. There are activities for the children such as arts and music, games and sports and help with homework. This type of all-day care is also available during the school holidays.

Außerunterrichtliche Ganztags- und Betreuungsangebote (extra-curricular all-day care)

This model exists especially at secondary schools. You must pay for it. The participation and costs are regulated informally: You as parents decide on which days your child should receive this all-day care.

H

Herkunftssprachlicher Unterricht (HSU)

After your child has learned German, he or she can take part in the native language lessons (Herkunftssprachlicher Unterricht). In these lessons your child can improve speaking, reading and writing in his or her first language. You can inform yourself about this option at school or at the education authority for the city of Bielefeld (Schulamt).

K

Kindertageseinrichtungen / Day care centre

Children that do not go to school yet can visit a day care centre. In a KiTa all children can play together, learn the German language and get prepared for school. In the new town hall you can find employees that can assist you in finding a place at a KiTa.

¹ <https://www.schulministerium.nrw.de/docs/bp/Eltern/Schulmitwirkung/Elternmitwirkung.pdf>

Klassenfahrten und Klassenausflüge / Class trips

Every school organizes class trips. These trips are important for the class to get to know each other better. The children also learn to treat everyone with respect and kindness. Through this experience pupils can learn better in school. You as parents will have to sign, so that your child can participate. The class teacher will inform you via mail.

P

Praktikum / Practical training

During practical training your child will be educated in a company and get to know what it is like to work in a particular occupation. He or she will gain experience for his or her future career. Also your child can find out if he or she is really interested to work in this vocational field.

S

Schulanmeldepflicht / School registration obligation

You must register your child at a school. You can find this legal obligation in the school law (§ 41 Abs. 1). You must also unsubscribe your child, if you are for example moving to another city.

Schulwegticket / Ticket for public transport to school

For the time your child is taking part in the German language support he or she will receive a Schulwegticket handed out by the school, if:

- The way to the primary school is longer than 2 km.
- The way to the secondary school is longer than 3,5 km.

Your child receives the Schulwegticket at the beginning of the school year. You apply for and receive the ticket at school.

Until your child receives the Schulwegticket you will have to buy a 4er Ticket. You will have to collect these tickets to get your money refunded. You will have to fill in an application at the school office and hand in the collected tickets.

If your child loses the Schulwegticket, he or she will not get a new one. You then have to buy a new Schulwegticket. **The Schulwegticket is only valid for the route to school and back!**

The Schulwegticket can be used from Monday – Friday until 19 o'clock (7 pm) and Saturday until 15 o'clock (3 pm).

In addition you can also buy a Funticket. This allows your child to use public transportation in the whole city area at all times at the day. If you buy a Funticket for a whole year it costs less than buying one each month.

Sonderpädagogischer Förderbedarf

Some children need special support in school. The school will test if your child needs support and if so, what sort of support. This test is called AOSF-Verfahren. If special support is necessary, your child will go to a special school or a school with collaborative learning.

U

Unfallversicherung / accident insurance

Your child is insured for accidents:

- On the way from home to school and back
- At school
- During school events

You can find further information at the school office.



