New in Germany?
Information and helpful advice on schools in Berlin
Imprint

Published by:
Senatsverwaltung für Bildung,
Jugend und Familie
Unit ZS I
Thorsten Metter
Bernhard-Weiβ-Straße 6, 10178 Berlin
www.berlin.de/sen/bjf

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Arbeit und Soziales
Der Beauftragte des Berliner Senats
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Potsdamer Straße 65, 10785 Berlin
www.integrationsbeauftragter.berlin.de

Photos/Illustrations:
Depositphotos (Yaruta, ArturVerkhovetskiy,
sergeyypkhonin, ZouZou, Rawpixel, yupiramos,
adamson, gpointstudio, riverlim, macrovector,
G.Wolf, CamillaCasablanca, bioraven,
Vikasuperstar, Ghenadie, Syda_Productions,
Sonya_Illustration), Shutterstock (Sky and
glass, Alex Gorka, Rawpixel.com, SunKids,
Natanael Ginting, Chinnapong, Ko Backpacko)

Printed by:
Bonifatius GmbH, Druck-Buch-Verlag
Karl-Schurz-Straße 26, 33100 Paderborn

No. of copies
5.000, April 2019

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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

Andreas Germershausen

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**Sandra Scheeres**  
Senator for Education, Youth and Family Affairs

**Andreas Germershausen**  
Integration and Migration Officer
## THIS IS YOUR CHILD'S SCHOOL

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<th>Name of school</th>
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<tr>
<td>Address</td>
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<td>Telephone no.</td>
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<td>Email, website</td>
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<tr>
<td>Principal</td>
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<tr>
<td>Secretary's office</td>
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<tr>
<td>Head of &quot;Hort&quot; (after-school care)</td>
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<tr>
<td>Hort, telephone no.</td>
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COMPULSORY ATTENDANCE – SO EVERYONE CAN LEARN
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.

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.
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.
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.

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.
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.
**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 dangers en 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.

**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.

**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. Your child should also bring a mid-morning snack and a drink to school.

**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 16-17).
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).

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.
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.)

www.berlin.de/sen/bildung/schule/bildungswege/
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
- Mittlerer 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.

www.berlin.de/sen/bildung/schule-und-beruf/berufliche-bildung/
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.

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.

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.

www.berlin.de/sen/BJF/fluechtlinge/
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
**SCHOOL DINNERS**
Parents pay just one euro per school dinner. Please ask your child's school where to show your BuT Berlin Pass. From 1st August 2019 on, school dinners will be free of charge for children in years 1-6.

**SCHOOL MATERIALS**
You are entitled to an allowance of €100 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**
Class trips will be paid for in full. For this purpose, you will need to submit an application in advance to the respective authorities. This application must be signed first by the school.

**CULTURE, SPORT, RECREATIONAL ACTIVITIES**
You can apply for benefits so that your child can participate in sports, cultural programs 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. You are entitled to €10 per month, but you can save up several months' worth of money to use it for a special event such as a holiday camp. In addition, you can apply for up to €90 per year towards the purchase or hire of equipment (e.g., sports equipment or a musical instrument). Travel expenses to the respective activities may also qualify for support.

**PUBLIC TRANSPORT**
The BuT Berlin Pass with hologram sticker is valid for public transport and entitles you to travel free of charge on all buses and trains in Berlin (zone AB). You will need to apply to your benefits office for this hologram. From 1st August 2019 on, the school travel pass for local public transport in Berlin will be free of charge.
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/Ganztagsschule
During after-school care – "Hort" – children can enjoy a range of sports, music, art, games and recreational activities. In the Hort, children can also receive educational support for special needs (e.g., for language development) and complete their homework under supervision. School dinners are compulsory for all children in the Hort – please ask your school how much you will be expected to pay towards these meals.

PRIMARY SCHOOLS AND SPECIAL NEEDS SCHOOLS

In primary school, children are supervised from 7:30am to 1:30pm, even if lessons end earlier or are cancelled (half-day school). This service is free of charge. In addition, you can sign your child up for after-school care. This lasts from 1:30pm to 4pm. After-school care is also available during school holidays. This service is free of charge for one year for children living in emergency shelters and shared accommodation; please ask your primary school for an application form. You can also ask the Youth Welfare Services for an application, or download it online at www.berlin.de/sen/bjf/service/formulare. Fill out the application form and return it to your child’s primary school. Some primary schools prescribe that children remain in school until 4pm on four days per week, and finish at lunchtime one day per week (compulsory all-day school). The timetables in these schools will include lessons, special needs lessons and recreational activities.

SECONDARY SCHOOLS

Secondary schools offer three different structures which apply to all classes, including welcome classes. These structures are called OGS (Offene Ganztagsschule), GGS (Gebundene Ganztagsschule) and TGS (Teilgebundene Ganztagsschule). OGS schools follow compulsory timetables in the morning, and offer voluntary activities until 4pm on four afternoons per week. GGS schools require compulsory attendance at school until 4pm on four days a week, with school finishing on the fifth day at lunchtime. The timetables in these schools contain a mixture of regular lessons and extra-curricular activities, spread throughout the day. TGS schools are a mixture of the first two structures: children are required to stay in school until 4pm on two afternoons per week; attendance is voluntary on two further afternoons, and school finishes on the fifth day at lunchtime.
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.
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.

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.
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 ("Umschulungskarte").
- Your child must continue to attend their old school until they are given a place in a new school.

ALWAYS ACT IN THE BEST INTERESTS OF YOUR CHILD!

In other words, you should talk to your child's teachers and your Local Education Authority or Coordinating Office for Welcome Classes to find a good solution for your child.
ADDRESSES AND CONTACTS FOR ENQUIRIES CONCERNING EDUCATION AND SCHOOLS IN BERLIN
WHERE CAN I FIND HELP?

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
WHO TO CONTACT IN YOUR DISTRICT

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, ryagiz@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)
Frankfurter Allee 35-37, 10247 Berlin
Tel. 030 90298-3095
marita.misch@senbjf.berlin.de

Department of Health for Children and Adolescents
Urbanstr. 24, 10967 Berlin
Tel. 030 90298-4968
Mon-Thu 9am-3pm, Fri 9am-1pm

Department of Mental Health for Children and Adolescents
Mathilde-Jakob-Platz 1, 10551 Berlin
Tel. 030 9018-33241
goette@sprachfoerderzentrum.de
Tue-Thur 8am-1:30pm

Counselling and Support Centre for Educational Psychology and Inclusion (SIBUZ)
Tino-Schwierzina-Str. 32, 13089 Berlin
Tel. 030 90249-1100, 03SPBZ@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 9029-14640
cw253001@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, 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 9029-25121
barbara.hecke@senbjf.berlin.de and esgbuero@t-online.de

Counselling and Support Centre for Educational Psychology and Inclusion (SIBUZ)
Waldschulallee 31, 14055 Berlin
Tel. 030 9029-25150, 04sibuz@senbjf.berlin.de

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 and 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)
Tino-Schwierzina-Str. 32, 13089 Berlin
Tel. 030 90249-1002
ramona.basting@senbjf.berlin.de

Department of Health for Children and Adolescents
Grunowstr. 8-11, 13187 Berlin
Tel. 030 90295-2894 or -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 90249-1100, 03SPBZ@senbjf.berlin.de
Thu 3pm-6pm
5 Spandau

Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)
Streitstr. 6–7, 13587 Berlin
Tel. 030 90279-3139
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 90279-5850/1, 08SPBZ@senbjf.berlin.de
Thu 2pm–4pm

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.

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 90299-54 52
sven.starke@ba-sz.berlin.de and 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 90299-51 92, kristin.schulze@ba-sz.berlin.de and pamela.koester@ba-sz.berlin.de
Mon 9am–12 noon, Tue 9am–12 noon, Thu 9am–12 noon

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

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
Thu 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 90277-60 10
ilon.a.ludwig-schulze@senbjf.berlin.de
Thu 3pm–6pm

Department of Health for Children and Adolescents
Klosterstr. 36, 13581 Berlin
Entrance/Staircase A (Ruhlebener Str.), ground floor
Tel. 030 90277-2254/-2256/-2658
Please ask at reception which office is responsible for you.

8 Neukölln

Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)
Bodinistr. 34, 12053 Berlin
Tel. 030 90239-41 75 and 90239-2848
lars.heller@bezirksamt-neukoelln.de and marina.rochner@bezirksamt-neukoelln.de
daily 9am-1pm

Schools Inspectorate, Coordinating Office for Welcome Classes (assessment of language proficiency and level of education)
Bodinistr. 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 9am-12 noon, Tue 9am-12 noon, Thu 9am-12 noon

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
This Department has various offices:
jugendgesundheitsdienst@ba-sz.berlin.de and kjgd-sozialdienst@ba-sz.berlin.de
Tue 3pm–4.30pm

9 Treptow-Köpenick

Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)
Köpenick Town Hall
Alt-Köpenick 21, 12555 Berlin
Tel. 030 90297-21 94, marei.keneek@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)
Alt-Köpenick 21, 12555 Berlin, room 319a
Tel. 030 90297-32 60
09-Klaerungsstelle@senbjf.berlin.de
Wed 9am-12 noon and 2pm-5pm
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

Department of Health for Children and Adolescents
Janusz-Korczał-Str. 32, 12627 Berlin
Tel. 030 90293-3671/-3827
kjd@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–Thur 9am–3pm, Fri 9am–1pm

Counselling and Support Centre for Educational Psychology and Inclusion (SIBUZ)
Naumburger Ring 17, 12627 Berlin
Tel. 030 9114867-0
10SPBZ@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 90296-3820
christina.sakawitsch@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
Tel. 030 920 296-9040
karim.grundmann@senbjf.berlin.de

Department of Health for Children and Adolescents
Postcodes: 13051, 13053, 13055, 13057, 13059
Oberseestr. 98, 13503 Berlin
Tel. 030 90296-4921
constanze.schiweier@lichtenberg.berlin.de
Tue and Thu 2pm–6pm

Postcodes: 10315, 10317, 10318, 10365, 10367
Alfred-Kowalke-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-Kowalke-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)
Zum Hechtgraben 1, 13051 Berlin
Tel. 030 515882711, 11SPBZ@senbjf.berlin.de
Thu 3pm–6pm

12 Reinickendorf

Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)
Buddestr. 21, 13507 Berlin
Tel. 030 90294-4768
andre.grunde@reinickendorf.berlin.de
Mon 9am–12 noon, Tue 9am–1pm, Thu 3pm–6pm

Schools Inspectorate, Coordinating Office for Welcome Classes (assessment of language proficiency and level of education)
Buddestr. 21, 13507 Berlin
Tel. 030 90294-5043
Mon–Thu 9am–3pm, Fri 9am–1pm

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)
Nimrodst. 4-14, 13469 Berlin
Tel. 030 90294-44837, 12SPBZ@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
klaerungsstellebbs@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
Frankfurter Allee 73c, 10247 Berlin
Tel. 030 90249-1300
QUESTIONS?

NEED HELP?

Please contact our infoPunkt if you have any questions concerning education, schools, children/adolescents and family.
School is cool

Good luck!

Together is better than alone

Learning with fun

Knowledge means future