

# NEW IN GERMANY?

Information and helpful advice  
on schools in Berlin

Englisch

Commissioner of the Senate  
for Integration and Migration

Senatsverwaltung  
für Arbeit, Soziales, Gleichstellung, Integration,  
Vielfalt und Antidiskriminierung

Senatsverwaltung  
für Bildung, Jugend  
und Familie

**BERLIN**



# Legal notice

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Senator for Education, Youth and Family Affairs



## Katarina Niewiedzial

Commissioner for Integration and Migration



## Dear parents,

We are delighted to welcome you and your children to Berlin. Berlin is a cosmopolitan city, and is home to people from many different nations. The Berlin Senate is required to provide a place at school for every school-age child. There is also extensive care provision for children under the age of six in day care centres, increasingly with bilingual offerings. The child's heritage language is therefore encouraged alongside German as a personal strength. Educational opportunities are important, particularly for children who have recently moved to Berlin: nurseries and schools provide a structure to daily life and ensure social contact, children learn knowledge and skills for life and make new friends there.

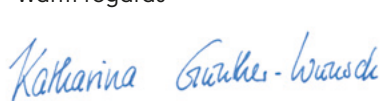
Understanding the language is an important element of life in Germany. For the first few weeks or months after moving here from abroad, your child can attend a “welcome class” in order to get targeted support while learning German. The learning groups are smaller, and targeted language support is provided. Other school activities are done together with all of the pupils, of course. As soon as your child has learned enough German, they will be moved to a “regular” class. The education system in Berlin offers numerous options after primary school. Your child will move to an integrated

comprehensive school (“Integrierte Sekundarschule”) or a grammar school (“Gymnasium”). After attending school for 10 to 13 years, they will obtain their school leaving qualification. In general, young people then move on to dual vocational training or academic studies. In Berlin, care for children is guaranteed until 4 pm at all-day schools. This is a great help for working parents.

Berlin schools enable all children to join in with social life. You can therefore also find information about participation in excursions or class trips and information about the provision of a free lunch in this brochure.

We hope that this brochure will answer your questions relating to school in Berlin. We hope your children have fun learning new things and wish them every success on their educational path.

Warm regards



Katharina Günther-Wünsch



Katarina Niewiedzial

# Welcome to Berlin



You can find the brochures online in a range of languages.  
You can also find further information for refugees on the topics of child protection, kindergarten, school, the higher education entrance qualification (“Abitur”) and education and work in Berlin.

# CONTENTS

Compulsory attendance - so everyone can learn	4
How you can support your child	6
All-day schools - a place to live and learn	8
Equal opportunities for all with education-related state benefits	10
The most important steps in the year before enrolment	14
Before the start of school: learning by playing in kindergarten	16
Language support - well prepared for school	18
Learning German in school	20
Berlin holiday schools for refugees	22
Rights and duties of school children	24
How parents can help to shape schools	26
The Berlin school system	28
Moving to a different district - changing school, yes or no?	32
Addresses and contacts	36



# COMPULSORY ATTENDANCE - SO EVERYONE CAN LEARN

In Germany, children are legally required to attend school. If your child is aged six or over, 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.

Compulsory attendance means your child has to attend school every day.

Your child has to go to school even if they don't feel like going, or if you "need" them to interpret for you at a meeting or to look after younger brothers or sisters.

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.

If your child does not come to school and has not been excused, the school will 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! You know your child best. If you're worried about something or have questions, please talk to your child's teacher. This helps and supports your child. Because the more the teacher knows about your child, the better they can help them.

## → Punctuality

Please make sure your child wakes up early enough to get to school on time. If your family lives further from the school, please bring your child to school on time and pick your child up punctually at the end of the school day. Your child's timetable will tell you what time the school day starts and finishes.

## → Sleep

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

## → School satchel

Has your child packed their school satchel? Does it contain everything they need for the 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.





### → 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

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 they show the BuT Berlin Pass.

### → Homework

Please make sure that your child always does their homework or learning assignments. Your child will need a quiet place where they can work without being disturbed. Don't worry if your child doesn't understand everything or can't do everything immediately. In this case, you could ask their classmates or teacher for help.

### → Support and after-school care

Alongside regular lessons, primary schools, schools with a special education focus, integrated comprehensive schools ("Integrierte Sekundarschule") and communal education schools ("Gemeinschaftsschule") offer a wide range of support and after-school care provided by experienced educators. This generally takes place in the afternoon. Children can play together, do handicrafts, play sports, play music or go on excursions there. They can also do their learning assignments here.

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

Most schools in Berlin are all-day schools. That's good for your child, and for you as a parent too: you can attend language classes or vocational training or go to work, knowing your child is safe at school during your absence.

## 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 7:30 am to 1:30 pm, even if classes start later or end earlier.

At compulsory all-day schools, your children are required to be present from 7:30 am to 4:00 pm on four days of the week. Lessons and leisure activities alternate during this time. This service is free of charge.

At open all-day schools, all children can take advantage of additional after-school care from 1:30 pm to 4:00 pm. This service is free of charge for grades 1 to 3. This option is also available during holidays.


Are you employed or in vocational training or further education? Does your child need to be looked after before 7:30 am and/or after 4:00 pm as a result? You can also submit an application for supplementary support and care in this case. You can get the form from your child's primary school, in the youth welfare office or online.

Please hand in the completed application to your child's primary school.



More information about all-day school 



Application form for supplementary support and care 



## Secondary schools

Secondary schools offer three structures for all-day learning. These are open, compulsory and partially compulsory full-day programmes.

Open means that pupils can voluntarily take advantage of additional activities after lessons until 4:00 pm.

Compulsory means that school lasts until 4:00 pm four days a week and until the end of lessons on the fifth day. During the course of the day, lessons alternate with supplementary learning and leisure activities.

Partially compulsory refers to a mixture of both structures: two days compulsory and two days open all-day school.

## Support and after-school care

Extra-curricular and supplementary support and after-school care offer your child a wide range of opportunities in sports, music, art, games and leisure.

In addition, there are plenty of support and assistance options, including language support or help with learning assignments.

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 they show the BuT Berlin Pass.

# EQUAL OPPORTUNITIES FOR ALL WITH EDUCATION-RELATED STATE BENEFITS



All children and young people should get a good education and be able to join in with social and cultural life. In order to ease the burden for low-income families, there is financial support available in the form of education-related state benefits, for school and leisure activities for example.

You receive education-related state benefits grants from the office that you have already applied for other benefits with:

- The job centre if you receive citizen's benefit.
- The housing benefits authorities if you receive housing benefits and child supplements.
- Social services if you receive welfare.
- The State Office for Refugee Matters if you receive asylum seekers' benefits.

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

Your child generally needs the BuT Berlin Pass in order to receive education-related state benefits. "BuT" stands for "Bildung und Teilhabe" - "Education and Participation".



Information about  
education-related state benefits 



BuT advice in various languages 

## If you have a BuT Berlin Pass and receive education-related state benefits, you are entitled to

### → School lunch

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 they show the BuT Berlin Pass.

### → School materials

You are entitled to an allowance of 174 euros per year to cover your child's personal school supplies such as exercise books, pens and pencils, or school satchel.

### → Extra tuition

The school determines whether extra tuition could help your child achieve an important goal. This includes gaining a school-leaving qualification, moving up to upper secondary level ("gymnasiale Oberstufe") or improving language skills, for example.

Ask the school about the possibility of extra tuition for your child.

### → Single day excursions

Your child can take part in single-day school events free of charge. These may be class trips, school walks, excursions or project days. Please make sure you show the school your BuT Berlin Pass well in advance. You will only need to provide pocket money or food out of your own pocket.

### → Class trips

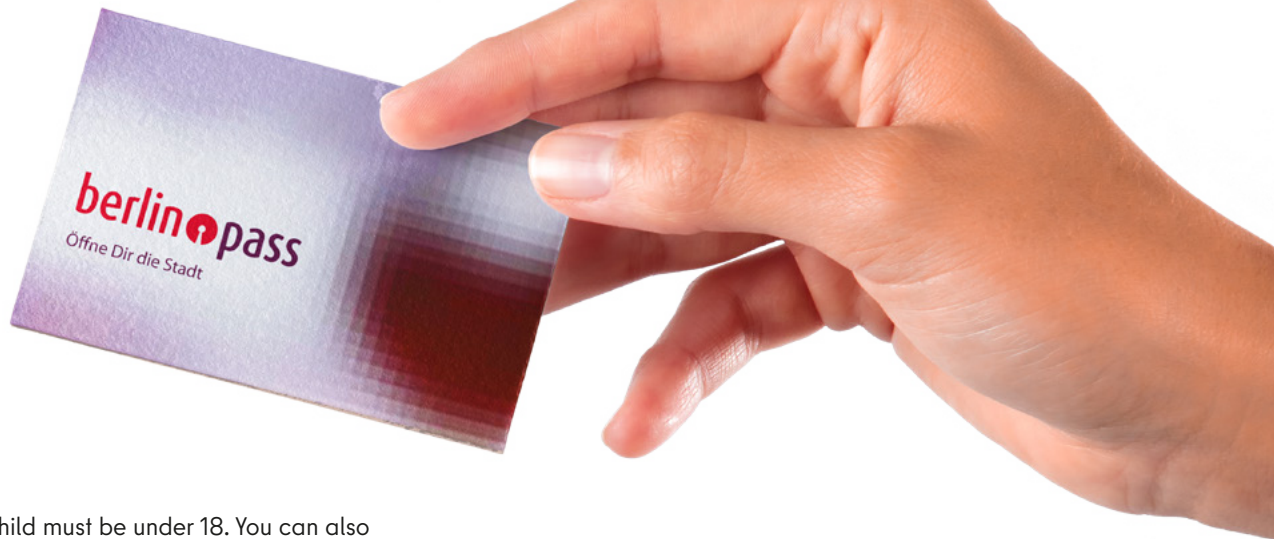
The costs for participation in class trips lasting several days are fully covered. You must submit proof of this to your service centre, confirmed by the school. You can find the form online: [www.berlin.de/bildungspaket](http://www.berlin.de/bildungspaket)



### → Culture, sport, recreational activities

The service centre will pay 15 euros per month so that your child can participate in sports, cultural programmes and other recreational activities.

For example, this could be music lessons or activities offered by sports clubs, leisure centres or youth associations. However, evidence of this must be provided, by means of a membership or a participation document, for example.



In addition, your child must be under 18. You can also save up the monthly allowance if your child wants to attend a holiday camp, for example.

You can get an additional allowance of 15 euros towards the purchase or hire of equipment such as sports equipment or musical instruments and the travel costs for the respective activities. Please provide evidence of this in the form of appropriate receipts or cost overviews.

### → Public transport

The student ticket for the AB zone of the Berlin public transport system is free for your child. School children who use the ABC tariff area will be reimbursed by your service centre for the cost of the travel to school.

You can order the student ticket online. To do so, you have to upload a passport photo and your child's student ID card.



Register for the student ticket



# THE MOST IMPORTANT STEPS IN THE YEAR BEFORE ENROLMENT



## September – October

### Open day at schools

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

### Registration for school and supplementary support and care

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 for school and for additional support and care in person.

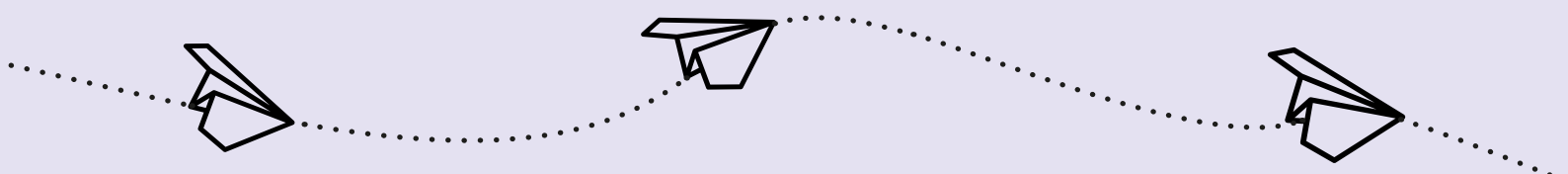
## November – May

### Examination by the school doctor

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

Children who are not yet ready for school and have a place in kindergarten can start school a year later.





## May

### Information about the school place

You will receive a letter from your child's future school.

## 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, children and parents celebrate 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 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 they are one year old.

## Attending 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.
- You can get to know other families and socialise at the kindergarten.

Kindergarten attendance is free of charge. You only have to pay for lunch if your child does not have a BuT Berlin Pass.

→ See pages 11 and 12

## 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 for the district you live in.

The form is available at the Youth Welfare Office, from Social Services, in communal shelters or online.

The kindergarten voucher indicates the date from which your child may attend kindergarten daily and for how long. If you have found a kindergarten with a free place for your child, you can redeem the voucher there.



## Looking for a kindergarten place

You should start looking early, because many families need a place in a kindergarten. You can search for available kindergarten places online, or you can ask the Youth Welfare Office for advice and help.



Kindergarten ("Kita") Navigator 

# LANGUAGE SUPPORT - WELL PREPARED FOR SCHOOL

About 18 months before your child starts school, the specialists at the kindergarten determine how well your child already speaks and understands German. If this language level assessment reveals that your child still needs support, they will receive specific language support at the kindergarten.

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 to participate from the Local Education Authority for the district you live in.



Information about language support in various languages 

## German language support for children who do not attend kindergarten

If it turns out that your child does not yet speak German very well and requires additional language support, he or she will have to participate in a language support programme. You will receive a language support voucher from your Local Education Authority. This will allow your child to receive language support at a kindergarten near you.

The support is provided for five hours every weekday for a period of 18 months - from 1 February to 31 July of the following year.

### Important:

The language support voucher is not the same as the kindergarten voucher. In general, 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. Your child is looked after and supported there for five hours a day.

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

## “Early education on site” – support in communal shelters

Some communal shelters or surrounding institutions can offer children in families without their own home and kindergarten place an opportunity to take advantage of the half-day “Early Education on Site” (FBO) programme.

In preparation for kindergarten or school, your child learns German here in small groups, and can play and make friends. There is also a professional interpreter on site. They can also assist you in the search for a kindergarten place.

The kindergarten voucher offices at the Youth Welfare Office can tell you where to find an FBO. You can also apply for the kindergarten voucher required for the FBO there.

# LEARNING GERMAN IN SCHOOL

## Welcome classes

Welcome classes are study groups for new pupils who can't speak German yet. These classes are designed to help your child learn German as quickly as possible in a small group and familiarise them with the German school system.

If your child has never been to school before, or has not yet learned to read or write, or doesn't know the Latin alphabet, they will also learn these things in the welcome class.

As soon as your child has sufficiently good command of German, they will be moved into a "regular" class that is suitable for their age and ability.

Children do not get reports in welcome classes. 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.

The assessment documents the child's progress in German and other subjects. It also assesses their attitude to work and their general behaviour. Furthermore, it includes the number of days your child has missed school or arrived late - excused and unexcused. The written assessment also contains 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.

Wherever possible, children and young people in welcome classes should participate in regular lessons in certain subjects such as music, art and PE from the outset.



Coordinating Offices for Welcome Classes in the Berlin districts





## “First language” lesson provision

At some schools, your child can get two additional hours of lessons a week in their first language. Pupils thus learn to read and write their families’ language. The advantage is that your child will also learn German, as well as other foreign languages and subject matter, more easily if they have a good command of their first language.



Info and registration for first language lessons (ESU) 

# BERLIN HOLIDAY SCHOOLS FOR REFUGEES

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

## Language support, education and participation

The holiday schools operate during the Easter, summer and autumn holidays. There are many creative activities for different age groups throughout Berlin. The children or young people shoot films, take part in excursions, act in plays, make music or do sports such as football, dancing, cycling, skateboarding or climbing.

Teachers provide support in learning German and give information about educational paths and future career opportunities.

### Participate - but how?

Participation is voluntary and free of charge, but compulsory after registration.



Information and registration for  
Berlin holiday schools







## Language and everyday life - courses for parents

Mothers, fathers and guardians from newly settled families can learn the German language and a lot about the educational system in Germany and Berlin in parents' courses at adult education centres ("Volkshochschule") 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 child during 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 at any adult education centre.




**German courses for parents  
at schools and kindergartens**



# RIGHTS AND DUTIES OF SCHOOL CHILDREN





Children have the right to be actively involved in school life. They choose their spokespersons in their class or study group, who then represent the interests of the class in school and towards the authorities.

The duties of school children include:

- attend school regularly,
- arrive punctually,
- complete their learning assignments,
- bring all the materials they need,
- participate in PE lessons and swimming lessons, and
- participate in 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 object.

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 also have a right to attend school. Children from low-income families or families with no income are entitled to education-related state benefits (via the BuT Berlin Pass).

# HOW PARENTS CAN HELP TO SHAPE SCHOOLS



In Germany, you have the right to be involved in school life.  
Your support for your child is also very important and is welcomed.

## Your right to be actively involved

In each class, there are three or four parents' evenings during the course of the school year. At the first of these parents' 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' evening and parent-teacher conferences

It is very important for you to regularly attend parents' evenings and parent-teacher conferences in order to stay informed. If your German is still limited, you could ask other parents to explain things, or organise an interpreter, or talk to the class teacher to find a solution.

## Talk to the class teacher

Contact your child's class teacher 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. In general, the class teacher will inform you how you can contact them at the beginning of the school year.

## Help with language difficulties

If your German is still limited, please ask friends or acquaintances for support. If you live in a communal shelter, you can enquire there or at the school about where and how to find an interpreter. There are also qualified social workers in schools who can help you. The integration pilots and district mothers ("Stadtteilmütter") can also provide support.

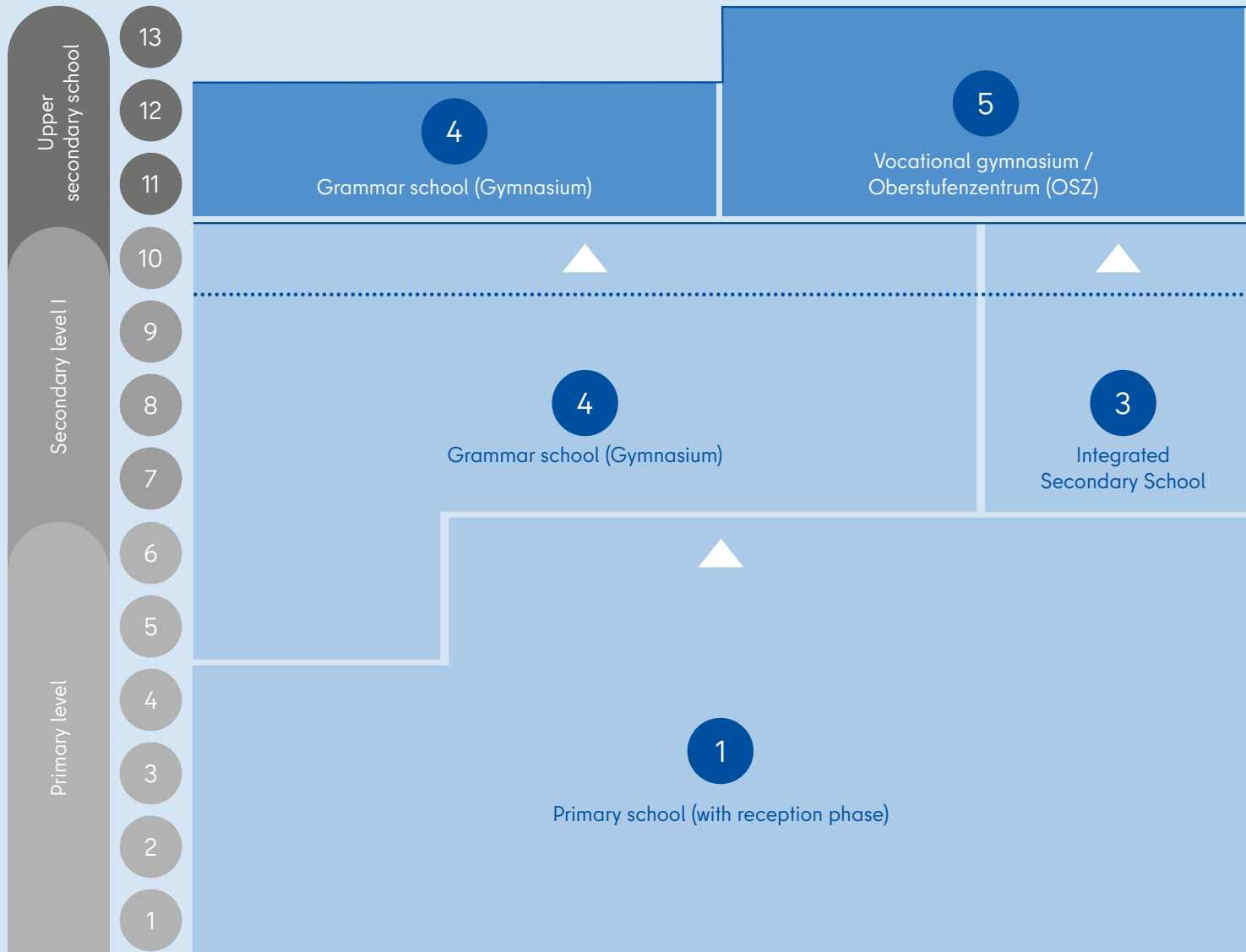
## Support in emergency shelters or communal shelters

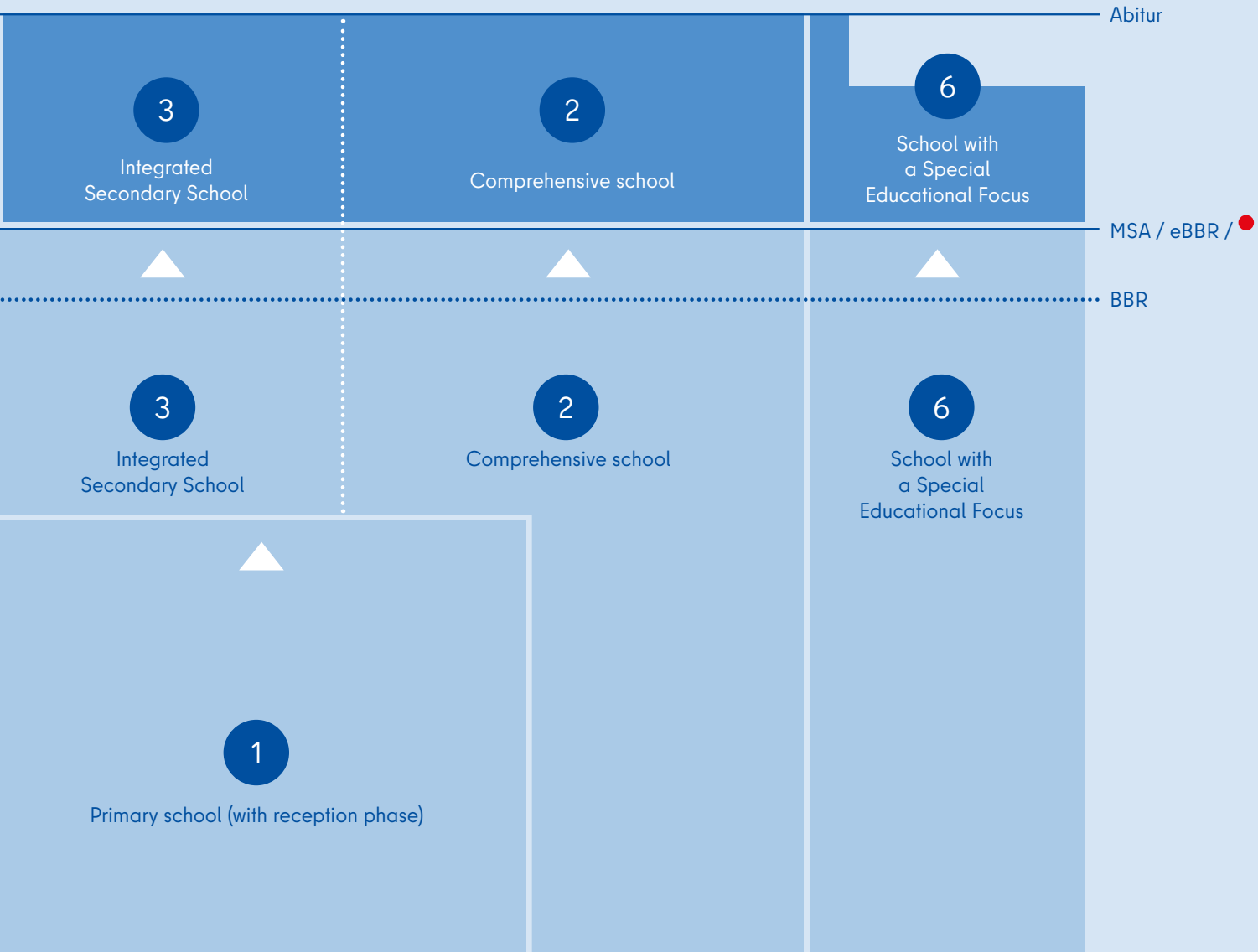
If you live in an emergency shelter or communal shelter, the social workers assigned to your accommodation can help you with any questions you may have concerning your child's schooling. Homes and shelters also provide separate rooms where children can do their homework.



More information about  
getting involved in school life 

# THE BERLIN SCHOOL SYSTEM





# The education system


In Berlin, all children start primary school at the age of six.

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

## School leaving qualifications

- Abitur = higher education entrance qualification
  - MSA = intermediate school leaving qualification
  - eBBR = advanced vocational qualification
  - BBR = vocational qualification
- Leaving certificates for young people with "learning" special educational support needs at the end of year 10:
- BOA = vocational leaving certificate
  - The leaving certificate which is equivalent in level to the vocational qualification (BBR)



Berlin educational system 

## 1 Primary school ("Grundschule") and reception phase ("Schulanfangsphase")

The reception phase generally lasts two years. Children move up to secondary school after year 6. If their performance and abilities are good enough, it is also possible to move up to a foundational grammar school ("grundständiges Gymnasium") after year 4.

## 2 Communal education schools ("Gemeinschaftsschule")

In communal education schools, the pupils stay together from year 1 through to year 10. All school leaving qualifications are possible. Pupils can get their Abitur after year 13.

## 3 Integrated Secondary Schools ("Integrierte Sekundarschule")

It is possible to move up to an integrated comprehensive school (ISS) after year 6. All school leaving qualifications are possible - pupils can get their Abitur after year 13. Career orientation and internship options provide some first insights into the world of work.

## 4 Grammar school ("Gymnasium")

Pupils can get their Abitur after twelve years of education at grammar school.



## 5 Vocational college ("Berufliches Gymnasium")/ Sixth-form college ("Oberstufenzentrum, OSZ")

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

## 6 Schools with a special educational focus

These schools only teach children and young people with disabilities, illnesses or impairments. They pave the way for the greatest possible degree of integration into society. It is also possible to transition from this type of school into a mainstream school.

# 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")

Students can obtain all school leaving qualifications at a sixth-form college:

- Vocational qualification ("Berufsbildungsreife", BBR)
- Advanced vocational qualification ("erweiterte Berufsbildungsreife", eBBR)
- Intermediate school leaving qualification ("mittleren Schulabschluss", MSA)
- Higher education entrance qualification ("Abitur")

Young people who are completing dual training ("Duale Ausbildung") will attend vocational college ("Berufsschule") at a sixth-form college. Sixth-form colleges also offer full-time school-based vocational training.



Info about sixth-form colleges (OSZ) 

# MOVING TO A DIFFERENT DISTRICT - CHANGING SCHOOL, YES OR NO?

## Your child attends a primary school

Your child's school should be as close to your place of residence as possible and should be within easy walking distance. If you move to a home or shelter which is further away, you will need to decide whether you are willing to accept a longer journey to school or whether you want to enrol your child at a closer school. However, there needs to be a place free there for your child.

If your child is travelling by bus or train, the journey should not take longer than 30 minutes. Your child should not have to change more than once. Practice the new journey to school with your child. Younger children should always be accompanied, at least for the first few weeks.

## Staying in the current school

### **Your child attends a welcome class:**

- Inform your child's school about the move and the new address.
- **Important:** if your child attends a welcome class, they may not necessarily be able to move to a regular class in the same school. You should therefore ask the school whether your child will also be able to attend a regular class there. If the transition to a regular class will mean moving school, then your child should go to a primary school close to your new home.

### **Your child attends a regular class:**

- Inform your child's school about the move and the new address.

## The following applies for every child:

Moving home doesn't necessarily mean that your child also has to change school.

## Moving to a new school

### **Your child attends a welcome class:**

- Inform the “old” school that you are moving home and would like your child to move to a school near your new home. Talk to your child’s teacher – perhaps your child can also move into a regular class at the same time as moving school?
- The school completes an application, the so-called “Laufzettel” (process slip). This contains all of the important information about your child and recommendations for whether they should continue to attend a welcome class or move into a regular class. The school will send the “Laufzettel” to the appropriate Coordinating Office for Welcome Classes. The Coordinating Office or Local Education Authority for your new residential district will then contact you in writing about the new school. You can register your child there.
- Your child must continue to attend their old school until they are given a place in a new school closer to home.

### **Your child attends a regular class:**

- 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 to a primary school in your new district immediately and ask whether they have any free places. Contact the Local Education Authority (“Schulamt”) in your new residential district if the school does not have free places. Alternatively, you can immediately ask the Local Education Authority for your new residential district about free places. As soon as you know the name of a suitable school, you can register your child there.
- Your child must continue to attend their old school until they are given a place in a new school closer to home.



## Your child attends a secondary school

Children and young people who attend an integrated comprehensive school (“Integrierte Sekundarschule”), communal education school (“Gemeinschaftsschule”), grammar school (“Gymnasium”) or sixth-form college (“Oberstufenzentrum”) can stay in their old school. In general, the following applies: a 45-minute journey to school on public transport is perfectly acceptable.

### Staying in the current school

#### **Your child attends a welcome class or regular class:**

- Inform the school of your change of address.
- Go over the new journey to school together with your child.
- Important: if your child attends a welcome class, they may not necessarily be able to move to a regular class in the same school.

### Your child’s well-being is the top priority

That means: work with the teacher and the Local Education Authority or the Coordinating Office for Welcome Classes to find a good solution for your child.

## Moving to a new school – if the journey to school is very long

### **Your child attends a welcome class:**

- Inform the “old” school that you are moving home and would like your child to move to a school in your new residential district. Talk to your child’s teacher – perhaps your child can also move into a regular class at the same time as moving school?
- The school completes an application, the so-called “Laufzettel” (process slip). This contains all of the important information about your child and recommendations for whether they should continue to attend a welcome class or move into a regular class. The school will send the “Laufzettel” to the appropriate Coordinating Office for Welcome Classes.
- The Coordinating Office or Local Education Authority for your new residential district will then contact you about the new school. You can register your child there.
- Your child must continue to attend their old school until they are given a place in a new school closer to home.

### **Your child attends a regular class:**

- Inform the “old” school about your move and your desire for your child to move to a secondary school closer to home.
- You will receive a Changing School Card (“Umschulungskarte”) from the school. Take the Changing School Card to the Local Education Authority (“Schulamt”) for the new residential district and apply for a new school place there.
- 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 you live in. However, your child will only be able to attend the school of your choice if it has a free place.
- Your child must continue to attend their old school until they are given a place in a new school.

### **After moving school**

Talk to your child’s new teacher. If your child has only recently moved into a regular class, find out what support the new school has available for your child. It is particularly important to know what German language support the school offers.

# ADDRESSES AND CONTACTS

Relevant offices and institutions in the districts

Coordinating Office for  
Welcome Classes

Department of  
Mental Health for Children  
and Adolescents

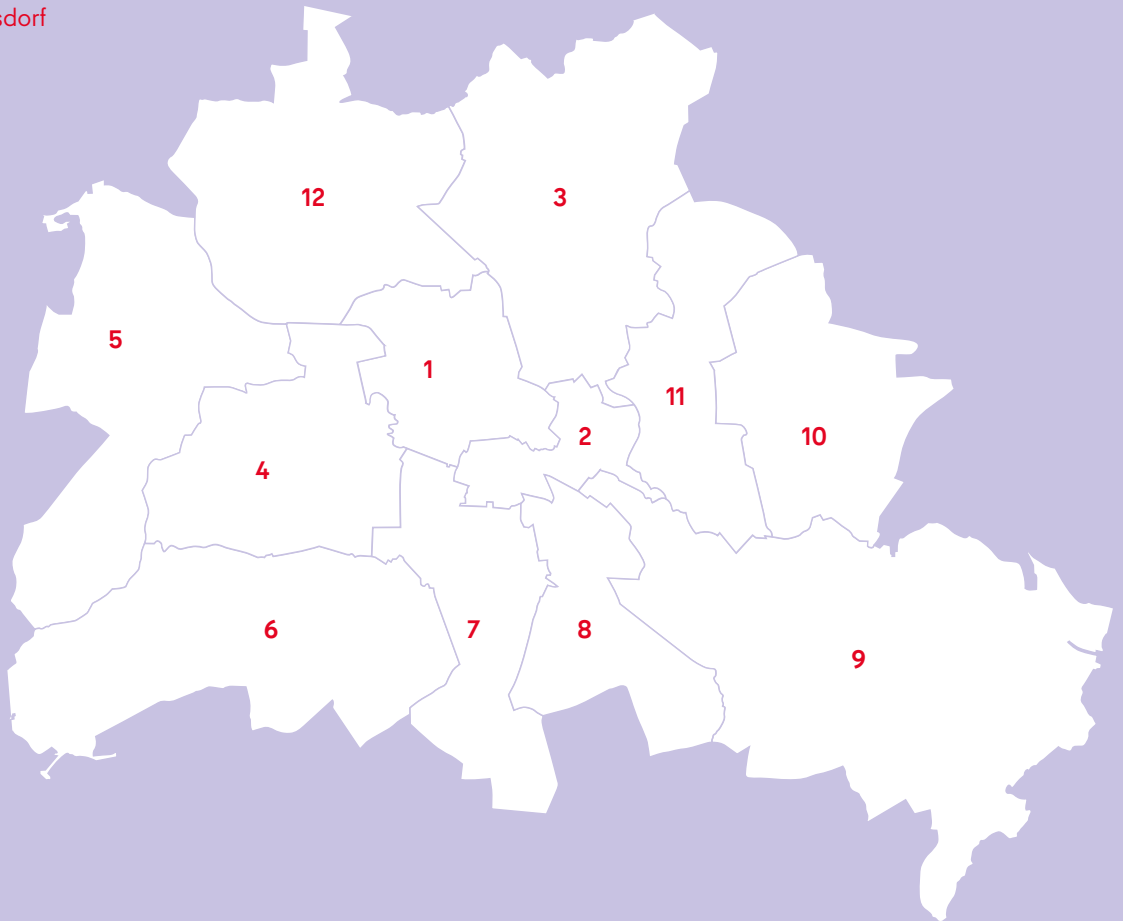
Youth Welfare  
Office

**SIBUZ**  
Counselling and Support  
Centre for Educational  
Psychology and Inclusion

Department of Health for  
Children and Adolescents

# 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



## Charlottenburg-Wilmersdorf

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

Charlottenburg Town Hall, Otto-Suhr-Allee 100, 10585 Berlin

#### **→Allocation of school places**

Tel. +49 30 90291-4648

cw253006@charlottenburg-wilmersdorf.de

Office hours by appointment

#### **→Advice and assessment of language proficiency**

Tel. +49 30 90291-2928

willkommensklasse@charlottenburg-wilmersdorf.de

Tue 9 am - 12 pm, Thu 1 pm - 4 pm

### **Youth Welfare Office/ Child Day Care**

Otto-Suhr-Allee 100, 10585 Berlin

Tel. + 49 30 90291-5240

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

Hohenzollerndamm 174-177, 10713 Berlin

Tel. +49 30 9029-15233

jug-kita-gutscheine@charlottenburg-wilmersdorf.de

Mon - Wed, Fri 9 am - 12 pm

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

Hohenzollerndamm 174-177, 10713 Berlin

(Entrance: Mansfelder Str. 16)

Tel. +49 30 9029-16444

kinder-und-jugendgesundheit@charlottenburg-wilmersdorf.de

Tue, Thu 2 pm - 4 pm

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

Hohenzollerndamm 174-177, 10713 Berlin

Tel. +49 30 9029-15536

Mon - Thu 9 am - 3 pm, Fri 9 am - 2 pm

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

Waldschulallee 31, 14055 Berlin

Tel. +49 30 9029-25150

04sibuz@senbjf.berlin.de



## Friedrichshain-Kreuzberg

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

Frankfurter Allee 35-37, 10247 Berlin

#### **→Allocation of school places**

Tel. +49 30 90298-4677

willkommensklassen@ba-fk.berlin.de

Office hours by appointment

#### **→Advice and assessment of language proficiency**

Tel. +49 30 90298-3095

ines.naschke@senbjf.berlin.de

Office hours by appointment

### **Youth Welfare Office/ Family Services Office**

Frankfurter Allee 35-37, 10247 Berlin

Staircase A, room 4103

Tel. +49 30 90298-1414

fsb@ba-fk.berlin.de

Mon - Fri 9 am - 12 pm, Mon - Thu 1 pm - 3 pm

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

Urbanstr. 24, 10967 Berlin

Tel. +49 30 90298-7342/-2813

kjgd@ba-fk.berlin.de

Thu 3 pm - 6 pm

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

Urbanstr. 24, 10967 Berlin

Tel. +49 30 90298-4968

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

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

Fraenkelufer 18, 10999 Berlin

Tel. +49 30 22508-311

02sibuz@senbjf.berlin.de

Thu 3 pm - 6 pm

## Lichtenberg

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

Alt-Friedrichsfelde 60, 10315 Berlin

#### **→Allocation of school places**

Tel. +49 30 90296-3844/-3846

willkommensklassen@lichtenberg.berlin.de

Office hours by appointment

#### **→Advice and assessment of language proficiency**

Tel. +49 30 9021-4727

florian.koenig@senbjf.berlin.de

Office hours by appointment

### **Youth Welfare Office/ Child Day Care**

Youth and Health Department

Große-Leege-Str. 103, 13055 Berlin

Tel. +49 30 90296-5317

juginfo@lichtenberg.berlin.de

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

Alfred-Kowalke-Str. 24, 10315 Berlin

Tel. +49 30 90296-4941

info.kjgd@lichtenberg.berlin.de

Tue, Thu 1 pm - 5 pm

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

Alfred-Kowalke-Str. 24, 10315 Berlin

Tel. +49 30 90296-4961

kjpd@lichtenberg.berlin.de

Mon - Wed 9 am - 3 pm, Thu 9 am - 6 pm,

Fri 9 am - 1 pm

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

Franz-Jacob-Str. 2b, 10369 Berlin

Tel. +49 30 90249-2055

11sibuz@senbjf.berlin.de

Thu 3 pm - 6 pm

## Marzahn-Hellersdorf

### Coordinating Office for Welcome Classes

#### →Allocation of school places

Alice-Salomon-Platz 3, 12591 Berlin  
Tel. +49 30 90293-2787/-2786  
manuela.schmidt@ba-mh.berlin.de  
andrea.guenther@ba-mh.berlin.de  
Office hours by appointment

#### →Advice and assessment of language proficiency

Fritz-Lang-Str. 6, 12627 Berlin  
Tel. +49 30 90249-1609  
sabine.kircheisen@senbjf.berlin.de  
Office hours by appointment

### Youth Welfare Office/ Child Day Care

#### →Kindergarten/eFöB voucher office

Riesaer Str. 94, 12627 Berlin  
Tel. +49 30 90293-4552  
kita.hort@ba-mh.berlin.de

### Department of Health for Children and Adolescents

Janusz-Korczak-Str. 32, 12627 Berlin  
Tel. +49 30 90293-3671/-3827  
kjgd@ba-mh.berlin.de  
Office hours by appointment

### Department of Mental Health for Children and Adolescents

Janusz-Korczak-Str. 32, 12627 Berlin  
Tel. +49 30 90293-3691/-3684  
kjpd@ba-mh.berlin.de  
Mon - Thu 9 am - 3 pm, Fri 9 am - 1 pm

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

Eisenacher Str. 121, 12685 Berlin  
Tel. +49 30 22501-3210  
10sibuz@senbjf.berlin.de  
Thu 3 pm - 6 pm

## Mitte

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

#### **→Allocation of school places**

Karl-Marx-Allee 31, 10178 Berlin  
Tel. +49 30 90182-6045  
schulorganisation@ba-mitte.berlin.de  
Mon, Tue 9 am - 12 pm, Thu 3 pm - 6 pm

#### **→Advice and assessment of language proficiency**

Badstr. 10, 13357 Berlin  
Tel. +49 30 403949-2231  
wiko-mitte@sprachfoerderzentrum.de  
Office hours by appointment

### **Youth Welfare Office/ Child Day Care**

Karl-Marx-Allee 31, 10178 Berlin  
Tel. +49 30 90182-3233

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

Tel. +49 30 9018-22400  
kita.info@ba-mitte.berlin.de

#### **→Search for childcare places**

Tel. +49 30 9018-23342  
kitaplatz@ba-mitte.berlin.de  
Mon, Tue, Fri, 9 am - 11 am, Thu 2 pm - 5 pm

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

Mathilde-Jacob-Platz 1, 10551 Berlin  
Tel. +49 30 9018-46130  
kjgd@ba-mitte.berlin.de  
Tue 9 am -12 pm, Thu 2 pm - 6 pm

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

Mathilde-Jacob-Platz 1, 10551 Berlin  
Tel. +49 30 9018-33241  
Mon - Thu 9 am - 3 pm, Fri 9 am - 1 pm

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

Badstr. 10, 13357 Berlin  
Tel. +49 30 403949-2261  
01sibuz@senbjf.berlin.de  
Thu 3 pm - 6 pm

## Neukölln

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

#### **→Allocation of school places**

Boddinstr. 34, 12053 Berlin  
Tel. +49 30 90239-1218  
yvonne.schultze@bezirksamt-neukoelln.de

#### **→Advice and assessment of language proficiency**

Buckower Damm 114, 12349 Berlin  
Tel. +49 30 90249-1726  
corinna.zang@senbjf.berlin.de

### **Youth Welfare Office/ Child Day Care**

Karl-Marx-Str. 83, 12043 Berlin  
Tel. +49 30 90239-2332/-4187

#### **→Child Day Care**

Tel. +49 30 90239-0  
kindertagesbetreuung@bezirksamt-neukoelln.de  
Tue, Thu 9 am - 12 pm

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

Neuköllner Str. 333, 12355 Berlin  
Tel. +49 30 6662-1110  
kjgd@bezirksamt-neukoelln.de

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

#### **District Office (north)**

Mittelbuschweg 8, 12055 Berlin  
Tel. +49 30 90239-4600  
Mon - Thu 9 am - 3 pm, Fri 9 am - 1 pm

#### **District Office (south)**

Britzer Damm 93, 12347 Berlin  
Tel. +49 30 90239-1242  
Office hours by appointment

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

Buckower Damm 114, 12349 Berlin  
Tel. +49 30 90249-1801  
08sibuz@senbjf.berlin.de

## Pankow

### Coordinating Office for Welcome Classes

#### →Allocation of school places

Fröbelstr. 17, building 9, 10405 Berlin  
Tel. +49 30 90295-5257  
willkommensklassen@ba-pankow.berlin.de  
Tue, Thu 9 am - 12 pm

#### →Advice and assessment of language proficiency

Tino-Schwierzina-Str. 32, 13089 Berlin  
Tel. +49 30 90249-1002  
denise.stephan-barczewski@senbjf.berlin.de  
Office hours by appointment

### Youth Welfare Office/ Child Day Care

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

Fröbelstr. 17, building 4, 10405 Berlin  
Tel. +49 30 90295-5841  
kindertagesbetreuung@ba-pankow.berlin.de  
Mon, Tue, Fri, 9 am - 12 pm, Thu 1 pm - 6 pm

### Department of Health for Children and Adolescents

Grunowstr. 8-11, 13187 Berlin  
Tel. +49 30 90295-2894/-2936  
kjgd@ba-pankow.berlin.de  
Thu 2 pm - 4 pm

### Department of Mental Health for Children and Adolescents

Grunowstr. 8-11, 13187 Berlin  
Tel. +49 30 90295-2830/-2833  
Tue 9 am - 12 pm, Thu 2 pm - 4 pm

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

Tino-Schwierzina-Str. 32-33, 13089 Berlin  
1st floor  
Tel. +49 30 90249-1100  
03sibuz@senbjf.berlin.de  
Thu 3 pm - 6 pm

## Reinickendorf

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

#### **→Allocation of school places**

Eichborndamm 215, 13437 Berlin  
Tel. +49 30 90294-4768  
willkommensklasse@reinickendorf.berlin.de  
Office hours by appointment

#### **→Advice and assessment of language proficiency**

Innungsstr. 40, 13509 Berlin  
Tel. +49 30 90249-1923  
petra.hildebrand@senbjf.berlin.de  
Office hours by appointment

### **Youth Welfare Office/ Child Day Care**

Nimrodstr. 4-14, 13469 Berlin  
Tel. +49 30 90294-6676/-6733  
tagesbetreuung-kinder@reinickendorf.berlin.de

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

Teichstr. 65, building 4, 13407 Berlin  
2nd floor  
Tel. +49 30 90294-6396  
Mon - Thu 9 am - 3 pm, Fri 9 am - 1 pm

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

Teichstr. 65, building 4, 13407 Berlin  
Tel. +49 30 90294-5043  
Mon - Thu 9 am - 3 pm, Fri 9 am - 1 pm

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

Nimrodstr. 4-14, 13469 Berlin  
Tel. +49 30 90294-4837  
12sibuz@senbjf.berlin.de  
Thu 3 pm - 6 pm

## Spandau

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

#### **→Allocation of school places**

Streitstr. 9, 13587 Berlin  
Tel. +49 30 90279-2235  
willkommensklassen@ba-spandau.berlin.de  
Mon, Tue, Thu 9 am - 1 pm

#### **→Advice and assessment of language proficiency**

Streitstr. 6-7, 13587 Berlin  
Tel. +49 30 90279-3139  
sibylle.behnes@senbjf.berlin.de  
Thu 2 pm - 4 pm and by appointment

### **Youth Welfare Office/ Child Day Care**

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

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

Tel. +49 30 90279-2432  
kindertagesbetreuung@ba-spandau.berlin.de

#### **→Search for childcare places**

Tel. +49 30 90279-2444  
kita-koordination@ba-spandau.berlin.de  
Tue 9 am - 12 pm, Thu 3 pm - 6 pm

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

Klosterstr. 36, 13581 Berlin  
Staircase A, Ruhlebener Str., ground floor  
Tel. +49 30 90279-2256  
Please ask at reception which  
office is responsible for you.

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

Klosterstr. 36e, 13581 Berlin  
Tel. +49 30 90279-2759  
Thu 4 pm - 6 pm

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

Streitstr. 6, 13587 Berlin  
2nd and 3rd floor  
Tel. +49 30 90279-5850  
05sibuz@senbjf.berlin.de  
Thu 3 pm - 6 pm



## Steglitz-Zehlendorf

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

Kirchstr. 1-3, 14163 Berlin  
Room A 10

#### **→Allocation of school places**

Tel. +49 30 90299-6485/-5452  
sven.starke@ba-sz.berlin.de  
nataly.duewal@ba-sz.berlin.de

#### **→Advice and assessment of language proficiency**

Tel. +49 30 90299-5192  
willkommensklassen@ba-sz.berlin.de  
Mon, Tue, Wed, Fri 9 am - 12 pm

### **Youth Welfare Office/ Child Day Care**

Kirchstr. 1-3, 14163 Berlin  
Tel. +49 30 90299-0

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

Tel. +49 30 90299-5289  
jugendamt-tagesbetreuung@ba-sz.berlin.de  
Mon - Fri 9 am - 11 am

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

This Department has various offices:  
kjgd@ba-sz.berlin.de  
kjgd-sozialdienst@ba-sz.berlin.de  
Tue 3 pm - 4:30 pm

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

Königstr. 36, 14163 Berlin  
Tel. +49 30 90299-5842  
kjpd@ba-sz.berlin.de  
Office hours by appointment

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

Dessauerstr. 49-55, 12249 Berlin  
Tel. +49 30 90299-2572  
06sibuz@senbjf.berlin.de  
Thu 3 pm - 6 pm

## Tempelhof-Schöneberg

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

Alarichstr. 12-17, 12105 Berlin

#### **→Allocation of school places**

Tel. +49 30 90277-4709

schulorg@ba-ts.berlin.de

#### **→Advice and assessment of language proficiency**

Tel. +49 30 90277-6008/-6593

kirsten.richter@senbjf.berlin.de

janka.seifert@senbjf.berlin.de

Wed from 11 am and by appointment

### **Youth Welfare Office/ Child Day Care**

Rathausstr. 27, 12105 Berlin

Tel. +49 30 90277-5329

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

Tel. +49 30 90277-4866/-2308

kindertagesbetreuung@ba-ts.berlin.de

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

#### **Schöneberg I Office**

Welserstr. 23, 10777 Berlin

Tel. +49 30 90277-6129

Thu 3 pm – 5 pm

#### **Mariendorf Office**

Kaiserstr. 126, 12105 Berlin

Tel. +49 30 90277-7595

Tue 2 pm – 4:30 pm

#### **Tempelhof Office**

Lichtenrader Damm 198-212, 12305 Berlin

Tel. +49 30 90277-3749/-3748

Mon 2 pm – 4:30 pm

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

Welserstr. 23, 10777 Berlin, 1. floor

Tel. +49 30 90277-6900

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

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

Ebersstr. 9a, 10827 Berlin

Tel. +49 30 90277-4374

07sibuz@senbjf.berlin.de

Thu 3 pm – 6 pm

## Treptow-Köpenick

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

#### **→Allocation of school places**

Rudower Chaussee 4, Haus M, 12489 Berlin  
Tel. +49 30 90297-2194  
willkommensklassen@ba-tk.berlin.de  
Tue 9 am - 12 pm, Thu 2 pm - 6 pm (over the phone)

#### **→Advice and assessment of language proficiency**

Luisenstr. 16, 12557 Berlin  
Tel. +49 30 90249-2219  
09-klaerungsstelle@senbjf.berlin.de  
Tue 9 am - 12 pm and 1 pm - 3 pm,  
Thu 9 am - 12 pm (if necessary)

### **Youth Welfare Office/Child Day Care**

Großberliner Damm 154, Haus 9, 12489 Berlin

#### **→Kindergarten voucher office (“Kita-Gutscheinstelle”)**

Tel. +49 30 90279-5329  
jugkitahort@ba-tk.berlin.de

#### **→Search for childcare places**

kita-platzsuche@ba-tk.berlin.de  
Tue, Wed 9 am - 12 pm

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

### **Clearing office for vocational schools**

Frankfurter Allee 73c, 10247 Berlin  
Tel. +49 30 90249-1382/-1380  
klaerungsstellebbs@senbjf.berlin.de  
Tue 9 am - 12 pm, Thu 3 pm - 6 pm (during term time only)

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

Hans-Schmidt-Str. 16, 12489 Berlin  
Tel. +49 30 90297-4777/-3781  
gesundheitsamt.kjgd.koepenick@ba-tk.berlin.de  
By appointment

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

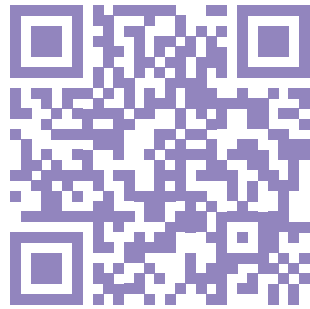
Hans-Schmidt-Str. 16, 12489 Berlin  
Tel. +49 30 90297-4711  
Office hours by appointment

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

Luisenstr. 16, 12557 Berlin  
Tel. +49 30 90249-2300  
09sibuz@senbjf.berlin.de  
Thu 3 pm - 6 pm

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

for vocational schools  
Frankfurter Allee 73c, 10247 Berlin  
Tel. +49 30 90249-1300  
13sibuz@senbjf.berlin.de



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

Senatsverwaltung  
für Bildung, Jugend  
und Familie

**BERLIN**



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