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Ministerium für Bildung,
Wissenschaft und Kultur



Diese Publikation wurde aus Mitteln des Ministeriums für Bildung, Wissenschaft und Kultur Mecklenburg-Vorpommern gefördert.

Dear Families,

You have recently settled in Mecklenburg-Vorpommern. We bid you welcome!

You probably have a lot of questions on the topic of schooling:

Where will my children go to school?

Where do I have to register them?

How will they get to school?

Where can I have previous school reports accredited?

What will my children need for school?

These questions and more are answered in this brochure. You will also find contact information for individuals who will be happy to help you with any other questions you may have.

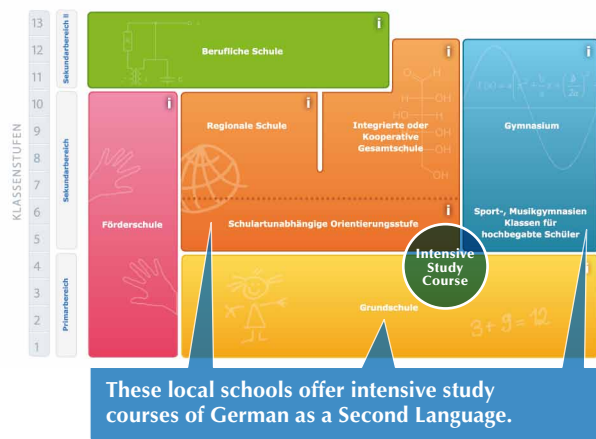
This brochure offers basic information about the school system in Mecklenburg-Vorpommern and was created to help you find your way around your new home more quickly.

I want to encourage you to take advantage of the many offers available to you and wish you and your family a great start in school.

Mathias Brodtkorb

Minister of Education, Science and Culture Mecklenburg-Vorpommern.

The school system in Mecklenburg-Vorpommern



KLASSENSTUFEN – GRADE LEVELS

Primarbereich – **Primary Level**

Sekundarbereich – **Secondary Level**

Sekundarbereich II – **Upper Secondary Level**

Berufliche Schulen – **Vocational Schools**

Förderschule – **School for Children with Learning Difficulties**

Schulartunabhängige Orientierungsstufe –
School Type-Independent Orientation Level

Regionale Schule – **Regional School**

Integrierte oder kooperative Gesamtschule –
Integrated or Cooperative Comprehensive School

Grundschule – **Primary School**

Gymnasium – **Grammar School**

Sport-, Musikgymnasium, Klassen für hochbegabte Schüler –
Grammar schools for sports or music, classes for gifted children

These local schools offer intensive study courses of German as a Second Language.

You can have school reports and diplomas accredited here:

Ministry of Education, Science and Culture
Mecklenburg-Vorpommern
Department 2 / Office 201

Jutta Olejko

Werderstrasse 124 / 19055 Schwerin

Phone: 03 85/588- 72 15

Email: J.Olejko@bm.mv-regierung.de

Tips and information for initial enrolment and linguistic proficiency assessment



In Mecklenburg-Vorpommern, school is compulsory for all children and teenagers.

That means:

They must go to school.

A number of meetings will be organised before your child attends the first lesson at school. The office at the school of your place of residence, the relevant Local Education Authority (LEA) or the coordinators for German as a Second Language (GSL coordinators) will let you know which school your child will be attending.

Arrange an **appointment at your local school**. The local school is the appropriate school close to your place of residence.

Sekretariat



The objective is to complete an official **enrolment** at an appropriate school. The school administration will decide on the best course of action for your child. The school will require information about your child and will help you to fill out the registration form. You will need to bring documentation, like the **resident registration certificate**, the **passport** or **ID card**, the **birth certificate** and **reports from the previous school**.

The linguistic proficiency test assesses your child's ability to speak German. Your child will be tested by a teacher of the school or by GSL coordinators in conversation. This procedure is important to pinpoint the grade level, and the intensive study course or literacy course your child will be attending. Then your child can start to attend school.

Exceptions: School attendance is not compulsory for immigrants in initial registration centres.



First enrolment at a local school > local school (Wohnortschule)
= the school located close to your current place of residence

Consultation meeting
between the school administrator/student/parents
school career guidance
Educational support measures
1. Linguistic proficiency test conducted by appropriate teachers/GSL coordinator

Students without or with very little German language proficiency

Basic tenet is the actual language competence of the student and its applicability in time-tabled lessons

Intensive study course at local schools offering German language courses: Intensive courses in German as a Second Language are only offered at these specific schools. For definitions please see "School keywords", p. 7

Intensive study course at local schools offering German language courses
During the time of attendance on the intensive study course the appropriate school offering German language courses will generally be your local school.

Enrolment of students at the **relevant school** in the appropriate **year group** = Regelklasse relevant to the student's age and previous schooling, final assessment of the student after 3 months

Additional support/request submission to the school authority

Recognition of the student's native language as foreign language
Creation of a study support plan GSL

Additional support/request submission to the school authority

School keywords



Before the first day of school: All students will need appropriate school materials for their lessons. That includes a school bag or backpack, a pencil case and gym clothes. A list is provided on page 11.



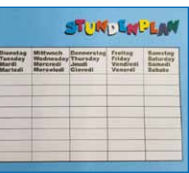
Work material: Parents are not required to buy everything for school. The school provides all text books for the students free of charge. The textbooks are handed out at the start of each school year. They must be returned at the end of the school year. The textbooks must be handled with care so that they will last for many years and many students.



Food and drink: Learning makes you hungry. Food and drink to be consumed at break times should always be brought from home. That should include a drinking bottle and a lunch box with fruit, vegetables and sandwiches. The school cafeteria offers lunch for all students. Lunch, if required, must be paid for.



The route to school: Parents are responsible for the safety of their children to and from school. Children can arrive and leave on foot if they live close to the school. School bus services or public transport are available if the school is further away. The school will provide relevant information. Practise the school route with your children.



Lesson plan: Your child will be given a lesson plan in which the times of the lessons and the subjects he/she will be attending are listed for each day of the week.

Obligatory school attendance, leave of absence: Children must attend school from Monday to Friday. The start and finish time of each school day is listed in the lesson plan. School holidays are the exception. In addition, you can request leave of absence for your child for important family or personal reasons. Leave of absence must be requested in advance in writing. You must inform the school personally or by phone of the absence of your child due to illness before the start of school in the morning.

Intensive study course and allocated year group: Students with no or very little German proficiency will be attending intensive study courses at their relevant local school offering German language courses. At primary school level, children will be attending 10 hours of intensive study per week, and 20 hours per week at secondary level (from grade 5). Your child will additionally attend regular lessons in his/her allocated year group. The transition to full integration into your child's regular grade level lessons will occur gradually. The intensive study course and the regular grade level lessons may be held at two separate school locations. These schools will cooperate closely where that is the case. The GSL coordinator will offer assistance.

Educational and participation package: Parents are entitled to financial support from the social welfare office. This applies to the paid lunches offered at school, membership fees in an association or sports club, or the payment of fees for music school.



Lesson keywords

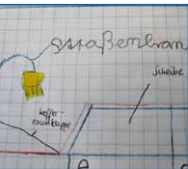


Duty of supervision: The teachers have the duty of supervision for your children during school times. That means they are responsible for the health and welfare of your child. Students are covered by insurance during their time at school. Please inform the school administration if your child is injured in school or on the way to or from school.



Grades and reports: The report offers information about the performance level, talents and learning development of a student. The report distinguishes between study subjects, which are graded or summarised in a learning development report. All students receive two reports per school year. The following grades apply for the Mecklenburg-Vorpommern school system:

1	very good	Student performance fulfils the highest requirements (best grade)
2	good	Student performance fulfils requirements completely
3	satisfactory	Student performance fulfils general requirements
4	adequate	Student performance has some weaknesses
5	poor	Student performance does not fulfil requirements, basic knowledge exists
6	unsatisfactory	Student performance does not fulfil requirements, basic knowledge is lacking

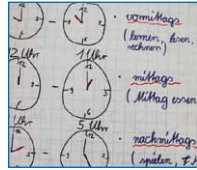


Compensation for disadvantages: In their lessons, teachers must consider the fact that a student is only beginning to learn German and is unable to speak and comprehend the language as well as a native speaker. This consideration applies to oral and written tests, reviews or examinations. Grading can be suspended fully or partially for up to two years. That decision will depend on how well your child speaks and writes German right now, or how quickly he/she learns. the language.

Dictionaries: Bilingual dictionaries help during lessons. They allow your child to better understand. They are also permitted during tests of any kind and while taking exams.



Homework: Homework is a regular part of after-school life. Homework helps your child to prepare for lessons. That includes tasks like packing the school bag according to the next day's lesson plan, solving problems for the next day, and informing parents about the latest news from school.



School trips: School trips are a very enjoyable part of school life. They are fun and take lessons to new locations. Participation in school trips is mandatory and costs money. Cost reimbursement for school trips can be requested from social welfare. Where school trips are to another federal state or to a foreign country, the local immigration office will have to issue a permit.



Sports and swimming lessons: These are regular components of the mandatory lesson plan for all children and teenagers. Sports clothes and swimwear are required for these lessons.



Parent-teacher meetings: The class teacher is the main point of contact for parents during the school year. He or she will report on the learning success of your child and will explain where additional help is needed. Make sure to set aside time for parent-teacher meetings. You have a right to request personal meetings with the class teacher of your child. On parent-teacher days, you have the opportunity to speak to the teachers of the various subjects. You can request the attendance of an interpreter or language mediator for parent-teacher meetings. Make sure to maintain good relations with the school your child is attending. You will then get to know other students in your child's class, as well as other parents and families.



Checklist for parents

Enrolment at the district school

- Address or phone number for the school
- Local “language school” offering intensive study course
Enquire about German as a Second Language
- Make an appointment
- Documents needed for the enrolment meeting: resident registration certificate, passport or ID card, birth certificate and previous school reports of the child

Before the first day of school

- Lessons start at am
- Buy school materials
- School bag
- Pencil case and contents
- Gym clothes and sports shoes
- Drinking bottle and lunch box for break-time snacks
- Bilingual dictionary
- Clarify the route to and from school (by bus?/on foot?)

After school

- Talk to your child about news from school and life at school
- Make sure appropriate time is set aside for homework
- Seek personal contact with the class teacher and maintain that contact
- Notify the school administration in case of illness of your child before the start of school

Visits to public authorities

- Request educational and participation packages from the social welfare office

Basic school kit • Recommendations



School bag/backpack

- Binder
- Notepads or exercise books (squared and lined)
- Sketch pad
- Water colours
- Homework book
- Drinking bottle and lunch box
- Bilingual dictionary



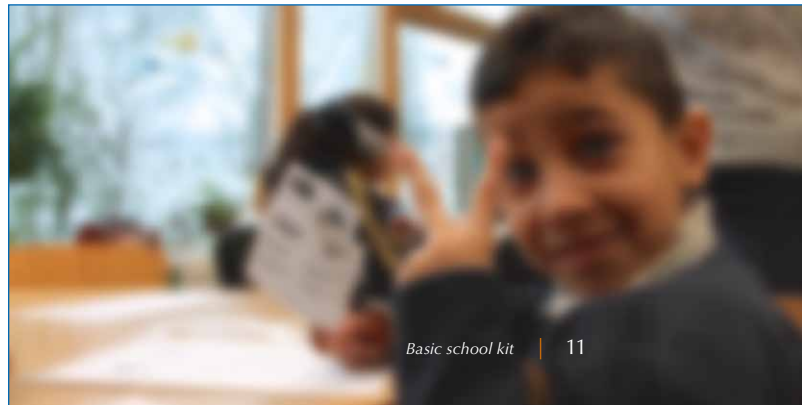
Pencil case

- Fountain pen
- Ink cartridges
- Pencils
- Coloured pencils/ felt tip pens
- Eraser
- Pencil sharpener
- Ruler
- Geometric triangle
- Scissors
- Glue stick



Gym bag

- Sports shoes with white soles
- Sports clothes
- Swimwear
- Towel





From A to Z:
This is where your child can attend intensive study courses for German.

A current overview of local language schools is available online at:
www.daz-mv.de/schulen



I live in:

.....

The school my child attends to study **German as a Second Language** is:

.....

The name of the GSL coordinator is:

.....

Contact person

State School Authority Greifswald Staatliches Schulamt Greifswald

Martin-Andersen-Nexö-Platz 1
17489 Greifswald

Dr. Michael Kossow

Phone: 0 38 34/59 58 28
Email: M.Kossow@schulamt-hgw.bm.mv-regierung.de

Ms Gesine Utess

GSL Coordinator for Secondary Levels I and II
Phone: 0 38 34/79 20
Email: daz-sekundar@arcor.de
G.Utess_01@schulamt-hgw.bm.mv-regierung.de

Dr. Petra Kock

GSL Coordinator for Primary Level
Phone: 03 83 26/4 65 67
Email: daz-primar@gmx.de

Ms Magdalena Chwastek-Puczowska

*GSL Coordinator for Schools
in the German-Polish Border Area*
Phone: 03 97 54/2 06 11
Email: schule-daz@t-online.de

State School Authority Neubrandenburg Staatliches Schulamt Neubrandenburg

Helmut-Just-Strasse 4
17036 Neubrandenburg

Mr Jürgen Schumacher

Phone: 03 95/3 80 7 83 26
Email: J.Schumacher@schulamt-nb.bm.mv-regierung.de

Dr. Peggy Nikelski

GSL Coordinator
Phone: 03 99 54/2 20 43
Email: P.Nikelski_01@schulamt-nb.bm.mv-regierung.de

State School Authority Rostock Staatliches Schulamt Rostock

Möllner Strasse 13
18109 Rostock

Mr Klaus Scherer

Phone: 03 81 /7 00 07 84 02
Email: K.Scherer@schulamt-hro.bm.mv-regierung.de

Ms Martina Scherf

GSL Coordinator Rostock City
18107 Rostock, Warnowallee 25
Consultation times on Wednesdays
between 9:00 am and 1:00 pm by appointment only
Phone: 03 81/1 21 42 84
Email: krusensternschule@web.de

Ms Kerstin Giesecking

GSL Coordinator Rostock County (East)
Phone: 0 38 43/21 40 75
(District school "Thomas Müntzer" Güstrow)
Email: K.Giesecking_01@schulamt-hro.bm.mv-regierung.de

Mr Mirko Murk

GSL Coordinator Rostock County (West)
Phone: 03 84 64/2 02 50
(District school with primary school Bernitt)
Email: M.Murk_01@schulamt-hro.bm.mv-regierung.de

State School Authority Schwerin Staatliches Schulamt Schwerin

Zum Bahnhof 14
19053 Schwerin

Mr Torsten Kröll

Phone: 03 85/588-7 81 62
Email: T.Kroell@schulamt-sn.bm.mv-regierung.de

Ms Anke Engelmann

GSL Coordinator
Phone: 01 57/35 41 97 56
Email: ankeengelmann@aol.com

Contact

**Ministry of Education, Science and Culture
Mecklenburg-Vorpommern**

Ms Ada Quade

Project Management

Coordination of Educational Issues of Migration

(Ministerium für Bildung, Wissenschaft und Kultur
Mecklenburg-Vorpommern)

Frau Ada Quade

*Referat „Schulische Belange der Migration,
Deutsch als Zweitsprache und interkulturelle Bildung“*)

Werderstrasse 124

19055 Schwerin

Internet: www.bm.regierung-mv.de

Email: poststelle@bm.mv-regierung.de

**Advisory Centre M-V GSL at School
RAA-Mecklenburg-Vorpommern e. V.
Landesfachstelle M-V DaZ in der Schule**

Frau Dr. Evelyn Röttger

Am Melzer See 1

17192 Waren (Müritz)

Internet: www.daz-mv.de

E-Mail: daz@raa-mv.de

Statutory basis

The **School Act** of the federal state Mecklenburg-Vorpommern and the **Administrative Guideline** of the Ministry of Education, Science and Culture dated August 1, 2011

“Regulation for the integration and enrolment of students with non-German native language in schools of Mecklenburg-Vorpommern”



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