

Imprint

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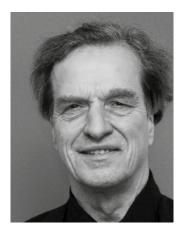








Sandra Scheeres Senator for Education, Youth and Family Affairs



Andreas GermershausenIntegration and Migration Officer

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!

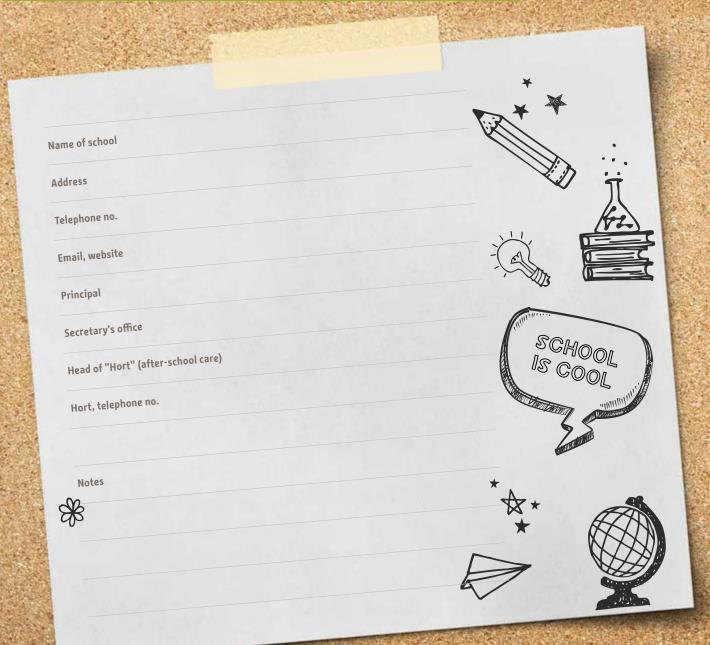
Warm regards,

Sandra Scheeres

Sandia Scheeres

Andreas Germershausen

THIS IS YOUR CHILD'S SCHOOL







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 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 parentteacher 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.



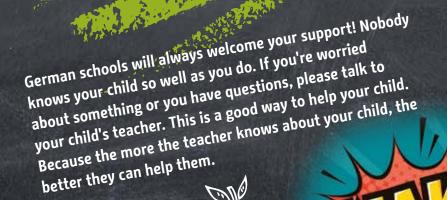
Contact your child's class

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.

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

HOW YOU CAN SUPPORT YOUR CHILD









PUNCTUALITY

Please make sure your child wakes up early enough to get to school on time. If you live at a distance from the school, make sure you set off early enough so that your child arrives on time. Please also pick your child up punctually at the end of the school day. Your child's timetable will tell you what time school starts and finishes each day.

SLEEP

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

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.

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.

SPECIAL NEEDS / AFTER-SCHOOL CARE

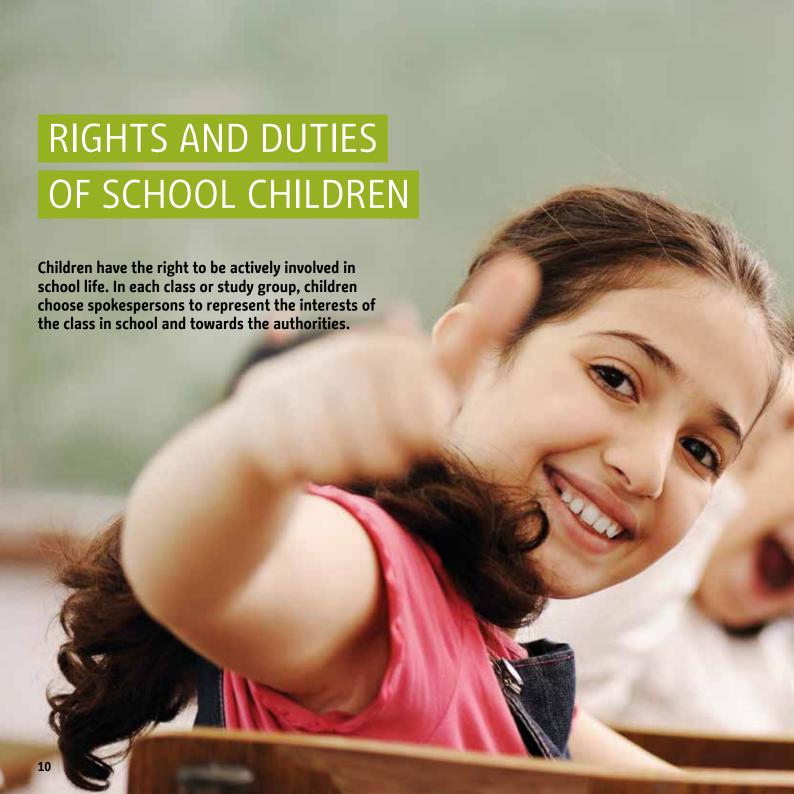
Alongside regular lessons, primary schools, integrated comprehensive schools (ISS) and communal education schools ("Gemeinschaftsschulen") all cater for special needs and also offer after-school care (particularly in the afternoons). After-school care is run by qualified staff. Activities include handicrafts, sports, music and excursions. Children can also do their homework during after-school care.

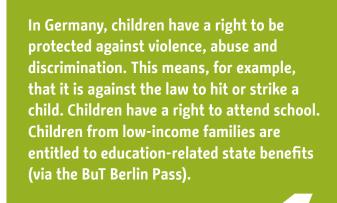
BREAKFAST

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).



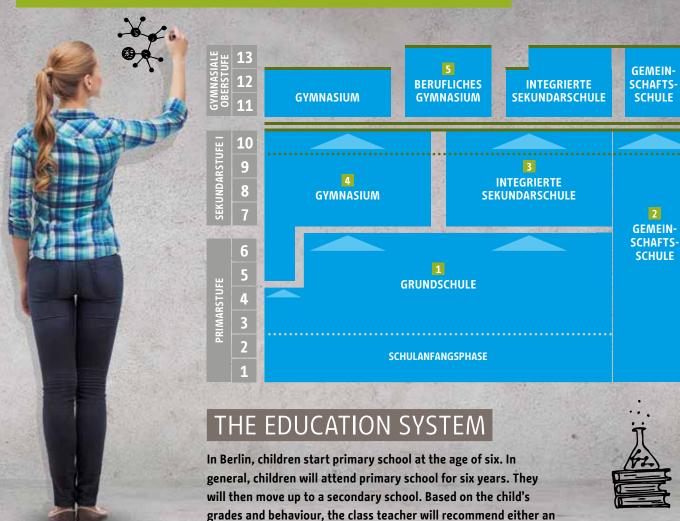


following: attend school regularly; arrive punctually; do their homework; bring all the materials they need; participate in PE lessons, swimming lessons, school trips and excursions. Children are expected to act in a respectful and courteous manner towards their classmates, teachers and all other staff. Children may not use violence against any person or property.

Children are expected to do the

IS COMPULSORY

THE BERLIN SCHOOL SYSTEM





ABITUR

MSA eBBR

BBR

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

or a "Gymnasium" (grammar school.)

"Integrierte Sekundarschule" (integrated comprehensive school)

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.



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/



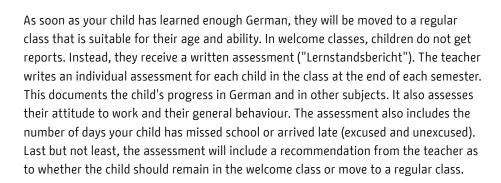


Welcome classes are study groups for children and teenagers who can't speak German. They are designed to help your child learn German as quickly as possible. They will also help your child to become familiar with the German school system. If your child has never been to school before, or has never learned to read or write, or is unable to do so using the Latin alphabet, they will learn these things in the welcome class.

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.



EVERYONE SHOULD BE INCLUDED! EDUCATION-RELATED STATE BENEFITS

All children and teenagers should have equal chances when it comes to receiving a good education and joining in social and cultural activities. Children from low-income families are no exception! To ensure this is the case, the government provides state benefits for educational purposes. These benefits cover everything from school dinners to excursions and school trips to after-school activities.



Education-related state benefits and the BuT Berlin Pass



In order to receive state benefits connected to education, children will generally need a BuT Berlin Pass. "BuT" stands for "Bildung und Teilhabe" - "Education and Participation".

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

IF YOU HAVE A BUT BERLIN PASS, YOU ARE ENTITLED TO:

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.

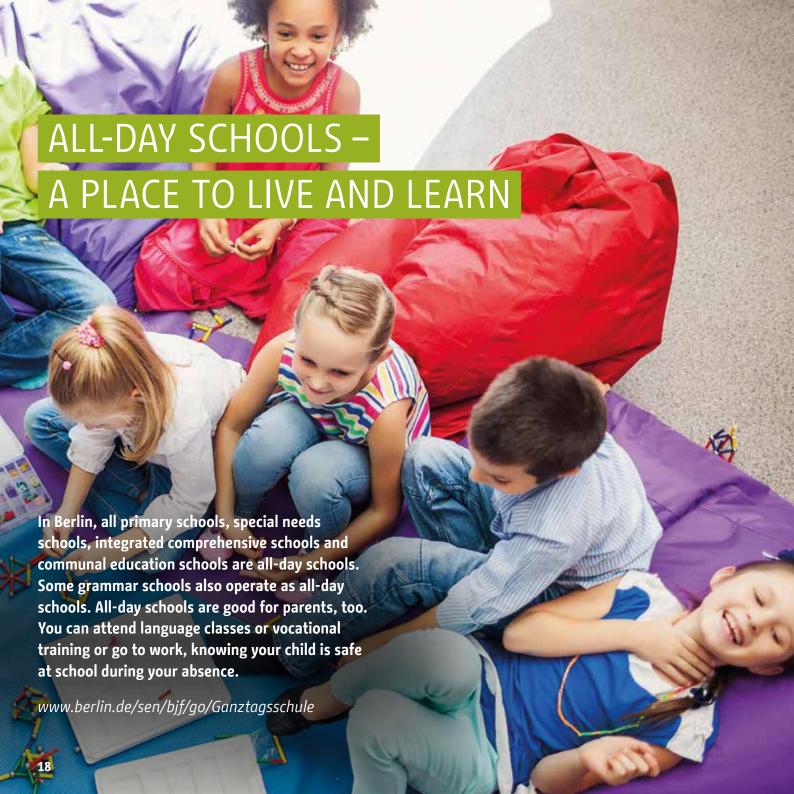
CULTURE, SPORT, RECREATIONAL ACTIVITIES

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.



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/bif/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.

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.

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 atten-

dance 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.





YOUR CHILD ATTENDS A PRIMARY 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.

SECONDARY SCHOOL

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.



MOVING TO A NEW PRIMARY SCHOOL

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.

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.

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 Education For Welcome Classes to find a good solution for your child.

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.

ADDRESSES AND CONTACTS

FOR ENQUIRIES CONCERNING

EDUCATION AND SCHOOLS

IN BERLIN

HELP?

QUESTIONS?

SUPPORT!



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.



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, r.yagiz@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)

Turmstr. 75, 10551 Berlin Tel. 030 9018-33431 vogt@sprachfoerderzentrum.de Tue-Thu 8am-1:30pm

Department of Health for Children and Adolescents

Reinickendorfer Str. 60b, 13347 Berlin Tel. 030 9018-46130, kjgd@ba-mitte.berlin.de Tue 9am-12 noon, Thu 2pm-6pm

Department of Mental Health for Children and Adolescents

Mathilde-Jakob-Platz 1, 10551 Berlin Tel. 030 9018-33241 Mon-Thu 9am-3pm, Fri 9am-1pm

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

Badstr. 10, 13357 Berlin Tel. 030 40394922-61, 01SPBZ@senbjf.berlin.de Thu 3pm-6pm

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)

Frankfurter Allee 35–37, 10247 Berlin Tel. 030 90298-3095 marita.misch@senbif.berlin.de

Department of Health for Children and Adolescents

Urbanstr. 24, 10967 Berlin Tel. 030 90298-7342 or -2813 kjgd@ba-fk.berlin.de Thu 3pm-6pm

Department of Mental Health for Children and Adolescents

Urbanstr. 24, 10967 Berlin Tel. 030 90298-4968 Mon-Thu 9am-3pm, Fri 9am-1pm

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

Fraenkelufer 18, 10999 Berlin Tel: 030 22508 311 02sibuz@senbjf.berlin.de Thu 3pm-6pm

3 Pankow

Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)

Fröbelstr. 17, 10405 Berlin, building no. 9, rooms 203 and 209
Tel. 030 90295-5040
sabrina.roehl@ba-pankow.berlin.de

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@senbif.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

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, jutta.liesenfeld@senbjf.berlin.de Tue 9am-1pm, Thu 2pm-3pm and Waldschulallee 29-31, 14055 Berlin Tel. 030 9029-25121 barbara.hecke@senbjf.berlin.de and espbuero@t-online.de

Department of Health for Children and Adolescents

Hohenzollerndamm 174/177, 10713 Berlin Entrance: Mansfelder Str. 16 Tel. 030 9029-16444/-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 90298-18536 Mon-Thu 9am-3pm, Fri 9am-1pm

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

Waldschulallee 31, 14055 Berlin Tel. 030 9029-25150, 04sibuz@senbjf.berlin.de

5 Spandau

Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)

Streitstr. 6-7, 13587 Berlin Tel 030 90279-2235 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 90279-3139 sibylle.behnes@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.

Department of Mental Health for Children and Adolescents

Klosterstr. 36.13581 Berlin Tel. 030 90279-2759 Thu 4pm-6pm

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

Streitstr. 6, 13587 Berlin Tel: 90279 5850/1, 05SPBZ@senbjf.berlin.de Thu 3pm-6pm

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.schulz@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 kigd-sozialdienst@ba-sz.berlin.de Tue 3pm-4.30pm

Department of Mental Health for Children and Adolescents

Königstr. 36, 14163 Berlin Tel. 030 90299-5842 Mon-Thu 9am-3pm, Fri 9am-1pm

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

Dessauerstr. 49-55, 12249 Berlin Tel. 030 90299-2572, 06SPBZ@senbjf.berlin.de Thu 3pm-6pm

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 Tue 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 ilona.ludwig-schulze@senbjf.berlin.de Thu 3pm-6pm

Department of Health for Children and Adolescents KJGD Schöneberg I

Welserstr. 23, 10777 Berlin Tel. 030 90277-6129 Thu 3pm-5pm

KJGD Mariendorf

Kaiserstr. 126, 12105 Berlin Tel. 030 90277-6501/-6799/-6770 Thu 2pm-4:30pm

KJGD Tempelhof

Kaiserstr. 126, 12105 Berlin Tel. 030 90277-2697/-2125/-2677 Tue 2pm-4.30pm

Department of Mental Health for Children and Adolescents

Welserstr. 23, 10777 Berlin Tel. 030 90277-6900 Mon-Thu 9am-3pm, Fri 9am-1pm

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

Ebersstr. 9a, 10827 Berlin Tel. 03090277-4374 07SPBZ@senbjf.berlin.de Thu 3pm-6pm

8 Neukölln

Local Education Authority, Coordinating Office for Welcome Classes (allocation of places)

Boddinstr. 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)

Boddinstr. 34, 12053 Berlin, rooms B 0.46 and B 0.38 Tel. 030 90239-2730 and 90239-2509 michael.dahms@senbif.berlin.de and corinna.zang@senbjf.berlin.de Mon 12 noon-3pm, Thu 3pm-6pm, Fri 10am-1pm

Department of Health for Children and Adolescents

Neuköllner Str. 333, 12355 Berlin Tel. 030 6662-1110, kigd@bezirksamt-neukoelln.de

Department of Mental Health for Children and Adolescents District Office (north)

Böhmische Str. 39, 12055 Berlin Tel. 030 688748-0 Mon-Thu 9am-3pm, Fri 9am-1pm District Office (south)

Britzer Damm 93, 12347 Berlin Tel. 030 6809-1242, by prior arrangement

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

Boddinstr. 34, 12053 Berlin Tel. 030 90239-2788, 08SPBZ@senbjf.berlin.de Thu 3pm-6pm

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, mareike.neek@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

Department of Health for Children and Adolescents

Ortolfstr. 182-184, 12524 Berlin Tel. 030 90297-6703 viola.seeliger@ba-tk.berlin.de Thu 2pm-6pm

Department of Mental Health for Children and Adolescents

Hans-Schmidt-Str. 16, 12489 Berlin Tel. 030 90297-4711 Mon-Thu 9am-3pm, Fri 9am-1pm

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

Luisenstr. 16, 12557 Berlin Tel. 030 65661230 09SPBZ@senbjf.berlin.de Thu 3pm-6pm

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-Korczak-Str. 32, 12627 Berlin Tel. 030 90293-3671/-3827 kjgd@ba-mh.berlin.de Thu 20m-60m

Department of Mental Health for Children and Adolescents

Etkar-André-Str. 8, 12619 Berlin Tel. 030 90293-3691/-3684 Mon-Thu 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@senbif.berlin.de

Department of Health for Children and Adolescents Postcodes: 13051, 13053, 13055, 13057, 13059

Oberseestr. 98, 13503 Berlin Tel. 030 90296-4921 constanze.schiewer@lichtenberg.berlin.de Tue and Thu 20m-60m

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.grundei@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 90294-4721 angelika.prase-mansmann@senbjf.berlin.de

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)

Nimrodstr. 4-14, 13469 Berlin Tel. 030 9029-44837, 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



Senatsverwaltung für Bildung, Jugend und Familie

Bernhard-Weiß-Str. 6, 10178 Berlin-Mitte Nearest station: Alexanderplatz Tel. 030 90227-5000, infopunkt@senbjf.berlin.de www.berlin.de/sen/bjf/service/infopunkt/ Mon, Tue, Fri 10am-12 noon, Thu 3pm-6pm



Senatsverwaltung für Bildung, Jugend und Familie

be Berlin

Unit ZS I Bernhard-Weiß-Straße 6 10178 Berlin, Germany Tel. 030 90227-5050 www.berlin.de/sen/bjf briefkasten@senbjf.berlin.de