



Quentin-Blake-Grundschole 06G12

Staatliche Europa-Schule Berlin

Hüttenweg 40 • 14195 Berlin • Tel: (030) 90 29 9 - 80 31 • Fax: (030) 90 29 9 - 80 25

www.quentin-blake-europe-school.de • info@quentin-blake.schule.berlin.de

APPLICATION PROCEDURE

The application period for the learnbeginners who will be enrolled in the 2021/2022 school year,

starts on Monday, the 28th of September and ends on Friday, the 09th of October 2020 -

Please adhere to the time frame set by the school authority!

Office hours for the application of learnbeginners
at our school are

monday to friday from 10 to 11am30!

During office hours you can hand in your COMPLETE (!) application at the entrance of the right gateway (next to the bicycle racks) - our secretary will wait for you there during the given times and take your application(s)!

Please bring your own pen to complete some of the documents - this is for your own protection due to the Corona Pandemic!

REMEMBER NOT TO ENTER THE SCHOOL BUILDING

- the secretary's office is NOT to be visited for the applications of learnbeginners!

**Applications will only be accepted and processed during the above mentioned office hours
at the described location (entrance of the right gateway)**

- please pay attention to signs and office hours!

People who come to the registration for the learnbeginners are considered as external to the school!

External people are ALL people except parents of pupils, driving and delivery services or
people who have an arranged appointment with the school head!

This is a pandemic measure and instruction of the Berlin Senate Administration.

THANK YOU!

Children with the following date of birth are considered to be beginners - and thus compulsory school age:

| Date of birth | School enrolment |
|---|----------------------------------|
| October 01, 2014 to including September 30, 2015 | August 2021 |
| October 01, 2015 until 31st of March 2016 | upon request: August 2021 |
| October 01, 2015 until September 2016 | August 2022 |



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In general, you can apply or register your child at our school for a regular school class (Regelbereich) as well as for a bilingual German-English European school class (SESB). This generally applies to the current and the following school year. We cannot accept registrations that are further in the future than the coming school year.

In the regular school class (Regelbereich) - one class per grade level - lessons are taught exclusively in German as at any other elementary school in Berlin. The foreign language instruction takes place only starting from class level 3 after Berlin primary school regulation GsVO. However, our support association, which was founded on the initiative of the parents, offers English lessons from the first grade on - this makes our regular classes unique compared to other primary schools! Our regular classes (one class per year) are offered in an open all-day model (8am until 1:30/2:30 pm) - further supervision in our after-school care (until 4/6pm) is of course possible with an after-school voucher.

The **lessons of our European School Classes (SESB)** are held in the bound all-day model (Mon, Tue, Thu 8am to 4pm / Wed & Fri 8am to 2:30pm) from grade 1 onwards. In general, each grade level has two European School classes. Classes are taught in both German and English - subjects such as Mathematics and Physical Education are taught in German, while Topic, History, Science, Geography, Music and Art are taught in English. Mother Tongue and Partner Tongue classes are also taught - these subjects are taught in small, divided groups. From the 5th grade onwards, French language instruction is added.

The **application procedure for learnbeginners** is carried out by the school authority. We only accept the applications, coordinate the language tests for the European School Classes (SESB), organise the language tests and forward everything else (i.e. the applications for the regular and European School classes, as well as the protocols and results of the language tests) to the school authority. We will not inform you whether a candidate for the European School Class has passed the language test and will therefore be accepted at our school. Instead, you will only be informed by the school authority by mail. If you have any questions regarding the application process after the application period, we recommend that you contact the Steglitz-Zehlendorf School Authority.

The **language tests of the learnbeginners in the European School Class (SESB)** are carried out according to the language group specified in your application for enrolment. You have the choice between mother tongue German, mother tongue English or bilingual. If you choose one of the mother tongue groups, your child will be tested ONLY in this mother tongue. If you choose Bilingual, your child will be tested on two different days in both English and German. To pass the test, your child must achieve at least 80% in the mother tongue language test and at least 80 and 60% in the bilingual test. If your child does not achieve this, he or she has not passed the test and will not have the chance to repeat it for another year. For example, if your child passes the bilingual test at 85 and 55%, he or she will be alphabetized in the mother tongue language group in which he or she achieved 85%. However, if your child passes both tests on the Bilingual Test, he or she will be considered bilingual, but when the class is formed (since the classes consist of only two language groups - Mother Tongue and Partner Tongue groups), he or she will be alphabetized in the language that scored higher on the test.

From the 2nd grade on of our Europe School Classes, we have a waiting list for each grade level (sorted by date of receipt). Once we have received your complete application (by mail or email), we will put your child on the waiting list for the respective class level. If you are looking for a place for your child at short notice, **usually we can always offer you places in regular school classes**. Although these classes are not bilingual, they are very much influenced by the bilingual everyday life and the cultural diversity of our school.



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Many activities are organised and used by all students of both areas (Regelbereich and SESB), such as the large barrier-free schoolyard, our German and English library, school events such as the Fun Run, Halloween, Christmas concerts or our Assemblies.

Please note: From the second grade of the European School Classes (SESB) onwards, the children will be tested in the enrolment process in English only - even if you have a choice of three language groups in your application for enrolment (this is important for the application process of the learnbeginners and also serves the purpose of literacy later on)! This is due to the fact that English has been taught since the first grade and the knowledge that a candidate for a higher grade must have in this language in order to be able to follow the contents of the class!

From the 5th grade of our European School classes on, the children also receive French lessons, which means that applications from this grade on should also show knowledge of French! However, this is not tested in the language test.

As soon as a place becomes available for your child, the secretary will contact you (please provide us with an email address and a German telephone number, since we cannot dial telephone numbers from abroad). Please refrain from asking regularly for the status quo. This does not speed up the application process - actually quite the opposite!

All the forms listed below, which you will need to fill out for a successful registration for the European School Classes (SESB) OR/AND for the Regular School Classes (Regelbereich), can be found on our homepage.

You can register your child for both sectors (European School Sector SESB and Regular School Sector) - fill out an application form for each sector. It is important to emphasise that - as described above - there is NO bilingual teaching in the Regular School Classes as in the European School Classes!

Please use our checklist, which summarises everything that is important for a successful application!

- ☛ Checklist for the application SESB (European School Class) & Regular School Class

Registration for our Regular School Class:

- ☛ Application for Enrolment to the **Regular School Class** (*only German*)

Application for our European School Class (SESB):

- ☛ Application for Enrolment to the **European School Class (SESB)**
- ☛ Declaration of consent to attend the European School Class
- ☛ Information on the need for support in case of identified special educational help, chronic illness or comparable impairment
(*this concerns the language test*)
- ☛ You can apply for the **application for additional care (after-school care voucher) at the youth welfare office (Jugendamt)** - you can get more information via the following link:



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<https://service.berlin.de/dienstleistung/324901/>

(If the link does not work, simply google 'Hortgutschein Berlin'. You will then receive the necessary information.)

THE FOLLOWING DOCUMENTS & FORMS CONCERN ONLY THE LEARNBEGINNERS:

If we are your catchment area primary schole according to the schole authority, then we ask you to read or fill out the following documents and papers in detail:

- Notes on how to apply for your child's enrolment in the responsible primary schole for the schole year 2021/22
- General information on the 'Application for admission of a child to another primary schole for the schole year 2021/22
- You can apply for admission of a child to another public primary or community schole (Wechselschulantrag). While you're visiting us, fill out the form and we send the original to the schole authority. You will of course receive a copy.

| | |
|--|---|
| Early enrolment | <p>If your child was born between 01st of October 2015 and 31st of March 2016, you can apply for early schooling. The requirement for this is that no language support is required. If your child was born after 31st of March 2016, he or she will not be able to start schole until summer 2022.</p> <ul style="list-style-type: none">• Notes on the application for early schooling of your child 2021/22 (only German: Hinweise zum Antrag auf vorzeitige Einschulung Ihres Kindes 2021/22) |
| Request for deferral | <p>Only apply for a deferral from schole by one year if a visit to a Kita promises better support for your child's current stage of development. Please contact the Kita and inform us of your decision. The schole authorities will decide on the deferral.</p> |
| Special educational support program | <p>If your child has developmental difficulties, a disability or chronic illness, you should point this out when you register for schole. This way your child can receive the best support from the beginning. You can also discuss with the schole whether an application should be made for the identification of special educational needs.</p> |
| Schole medical examination | <p>When you register for schole, you will be given an appointment for the legally required schole medical examination of your child at the Child and Youth Health Service (Kinder- und Jugendgesundheitsamt). Please fill out the following document in advance and bring it with you to the registration:</p> <ul style="list-style-type: none">• Consent for the schole entrance examination (only German) |



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For information and advice on the registration procedure and the language groups that the School Authority has compiled and which are relevant to the language test(s), please refer to the available information sheet (in German or English).

- Hinweise zur Anmeldung an der Quentin Blake Grundschole -
Europaschulbereich SESB Lernanfänger 2020/21
- Notes on the Application for admission at Quentin Blake Grundschole -
SESB Learnbeginners 2020/21 *(no official translation)*

If you move to Berlin at the end of the year or at the beginning of 2021, please note the following information:

- Information for new residents
- Zeitrahmen für Zuzug und Sprachtest (German)
- Time frame for relocation and language test (English)
(no official translation)
- Consent for school medical examination in case of relocation to Berlin