



## Quentin-Blake-Grundschole 06G12

Staatliche Europa-Schole 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.schole.berlin.de

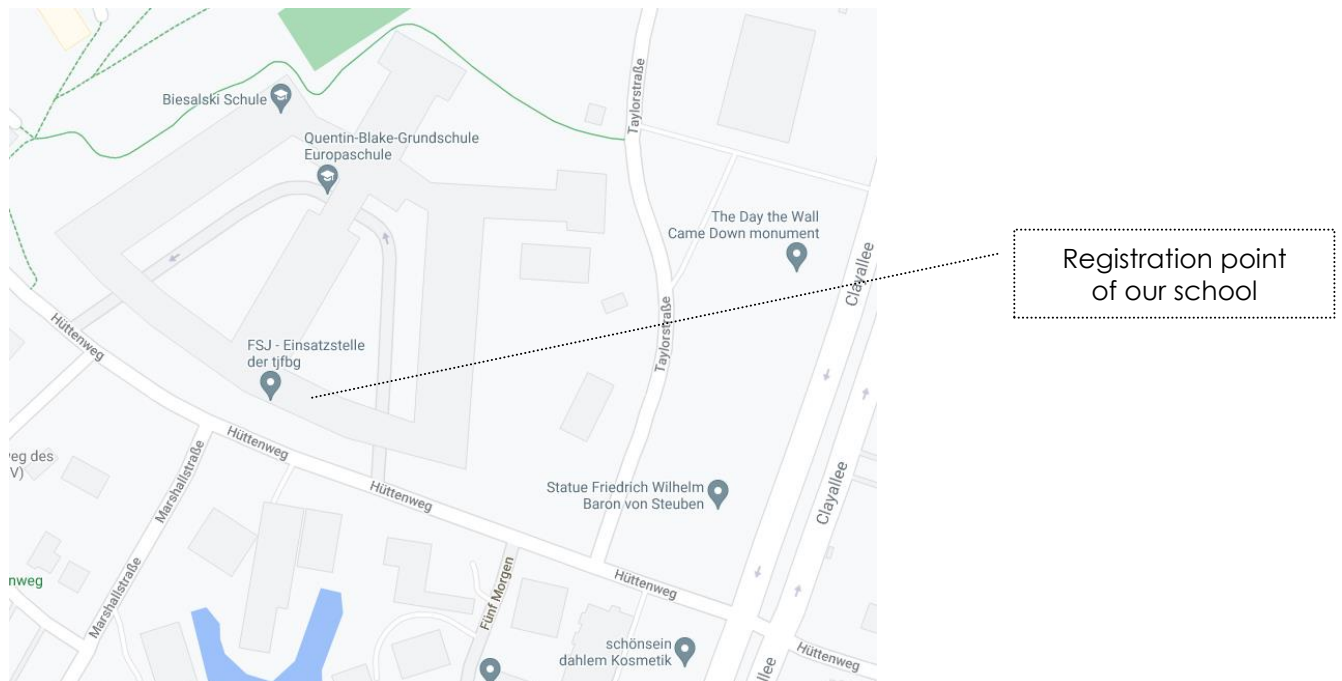
# PLEASE NOTE THE FOLLOWING WHEN REGISTERING YOUR CHILD FOR SCHOOL:

Due to the pandemic, we are still required to minimize contacts. Therefore applies:  
The secretary's office is NOT to be visited for enrollment of first-year students!

## DO NOT ENTER THE SCHOOL BUILDING!

Individuals\* coming to register for first-year learners are considered non-school related and should not enter the school building.

Please come to the registration point of our school in the period from 27.09.2021 to 08.10.2021. You will find it at the entrance of the right gateway next to the bicycle racks. Our secretary will be waiting for you there during the times indicated (Mondays to Fridays from 10 to 11:30 a.m.).



Please note our registration office hours. These are Monday through Friday from 10 to 11:30 am.

Furthermore: Only COMPLETE registrations will be accepted at the registration point of our school during the office hours indicated above. What you need to submit is on our checklist, which you can find on our website (under the link 'Registration') as a PDF.

Please wear a medical mask (e.g. FFP2) and bring your own pen to complete some documents - this is for Corona pandemic protection!

\* Non-school individuals are ALL persons except parents of pupils, driving and delivery services, or persons who have an agreed upon appointment with the school administration.



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# REGISTRATION PROCEDURE

The registration period for the school/learning beginners who will be enrolled in the school year 2022/2023, starts on Monday, 27.09. and ends on Friday, 08.10.2021 - please adhere to the period specified by the school office!

For more information on enrolling new students in school or learning, visit the Senate Department of Education, Youth and Families website:

<https://www.berlin.de/sen/bildung/schule/bildungswege/grundschule/anmeldung/>

The Senate Department has also published a very useful brochure on school registration that describes the general process and other useful things. You can find it here (German only):

[https://www.berlin.de/sen/bildung/schule/bildungswege/grundschule/anmeldung/2021\\_schulanmeldung.pdf](https://www.berlin.de/sen/bildung/schule/bildungswege/grundschule/anmeldung/2021_schulanmeldung.pdf)

In the period from 27.09.2021 to 08.10.2021  
the school office hours are for the registration of new students school  
are Mondays to Fridays from 10 to 11am30!

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

Date of birth	Enrolment
up to and including September 30, 2016	August 2022
October 2016 until March 2017	August 2023, Upon request: August 2022
April until September 2017	August 2023

The **enrollment procedure for first-year students** (i.e. children who will start school in the school year 2022/23) is carried out by the Schulamt. Our school is responsible for accepting registrations (regular and SESB), coordinating the language tests for the Eu-ropaschool registrations (SESB), conducting these language tests and forwarding everything else (i.e. the registrations of the regular and European school sectors, as well as the protocols and results of the language tests) to the school office. You will not be informed by us whether a candidate for the first year of school has passed the language test for the European school area and is therefore accepted at our school, but only the school office will inform you by mail - this will probably happen by the summer before enrollment at the latest.

If you have any questions about the registration process after the registration period, we recommend that you contact the Steglitz-Zehlendorf School Office, among others.

The **language tests of the first-year students at the European School (SESB)** take place after you have indicated the language group in your application for admission. You have the choice between mother tongue German, mother tongue English or Bilingual. Please put only one cross in this question.



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If you choose one of the native language groups, your child will be tested **ONLY** in that native language. If you choose Bilingual, your child will be tested on two different days in both English and German. In order to pass the test, your child must score at least 80% in the native language tests and at least 80 and 60% in the Bilingual test. If your child does not achieve this, he/she has not passed the test and will only have the chance to retake it after one year. For example, if your child passes 85 and 55% in the Bilingual test, he or she will be alphabetized in the native language group in which he or she achieved the 85%. However, if your child achieves both required percentages on the Bilingual Test, he/she will be considered bilingual, but will then be alphabetized in the language that scored the higher percentage on the test when classes are formed (since classes consist of only two language groups - Mother Tongue and Partner Tongue groups).

A leaflet from the Steglitz-Zehlendorf school district, which also explains this procedure with the respective language groups, can be found on our website. We ask you to read it in detail.



**If you are moving in the near future**, you can also register your child with us. In this case, it is important that you send us all the necessary documents for the registration by email and inform us about your move. In the case of children starting school/learning, the school office would also like to see proof of the assured move, i.e. a rental contract etc.

**IMPORTANT:** As soon as you have moved in and want to enroll your child in the first grade, it is necessary to fill out the application for a change of school in your catchment area elementary school (you can find this out at the school office) and submit it to us. Without this change school application, the registration you submitted is not complete for the school office and will not be included further in the process. As stated, this **ONLY** applies to school/learning registrations that want to enroll your child for first grade!

Once we have received all the documents from you, we will invite your child to the language test. This is - as already described - dependent on your choice of language group, which you have marked in advance in the SESB application form. After the language test has been completed, the school office will inform you about the admission to our school. We do not do this.



## **The following applies to ALL children who are registered at our school:**

Generally, you can apply or register your child at our school for both a regular school class and a European School Class (SESB). This generally applies to the current as well as the following school year. We cannot accept applications that are further in the future than the coming school year.

**In the regular school class (Regelbereich)** - one class per grade level - instruction is exclusively in German, as at any other Berlin elementary school. Foreign language instruction does not take place until grade 3 according to the Berlin Elementary School Ordinance GsVO. However, our booster club, which was founded on the initiative of parents, offers English lessons starting in the first grade - this makes our regular class unique compared to other elementary schools! Our regular classes are offered in the open all-day model (until 2:30 p.m.) - further care in our after-school care is of course possible with an after-school care voucher.



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**Our European School Classes (SESB)**, however, are taught in the bound all-day model (Mon, Tue, Thu 8am to 4pm / Wed & Fri 8am to 2pm/3pm) from the 1st grade 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. In addition, Mother Tongue and Partner Tongue classes are taught in small, divided groups. From the 5th grade onwards, French lessons are added.



**If your child is NOT a school/learner beginner:** From the current first to the sixth grade level of our European School classes, we have a waiting list for each grade level (sorted by entry stamp). Once we have received all of your registrations (by mail or email), we will place your child on the waiting list for that grade level. If you are looking for a place for your child at short notice, we can always offer you places in regular school classes - these classes are not taught bilingually, but are very much influenced by the bilingual daily life and the cultural diversity of our school. Many activities are shared by all students from both areas (regular 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 current first grade level of the European School Classes (SESB), the children are tested exclusively in English in the registration process - even if you have three language groups to choose from in the admission application (this is, among other things, a requirement of the school district as well as important for the registration process of the learning beginners and also serves later literacy)! This is due to the English lessons since the first grade and the knowledge that a candidate for a higher grade level must have in this language in order to be able to follow the class content!

**From the 5th grade onwards**, the children in our European School classes also receive French lessons, which means that applications from this grade onwards should also demonstrate knowledge of French! This means that we extend the language tests to include knowledge of both languages (English and French) - your child must therefore be able to demonstrate suitable knowledge of both languages in order to be accepted at our school.

**As soon as a place becomes available for your child**, the secretary's office will contact you (please provide us with an email address as well as a German telephone number, among other things, as we are unable to dial telephone numbers from abroad). Please refrain from asking regularly for the status quo. This does not speed up the registration process - quite the opposite!



**All forms** you need to fill out for a successful registration for the European School Area (SESB) OR/AND for the Regular School Area can be found on our homepage.

You can enroll your child for both areas (European School Area SESB and Regular School Area) - fill out an application for admission for each area.

It is important to emphasize that - as already described above - in the regular area there is NO emphasized bilingual teaching as in the European School classes!

**Please use our checklist, which summarizes everything that is important for a successful registration!**