



Landkreis Hof  
wir sind Heimat

# INFORMATION ABOUT STARTING SCHOOL

## SCHOOL ENROLMENT A GUIDE FOR PARENTS



Wir danken dem Bildungsbüro der Stadt Bamberg für die  
Idee und Vorlage der vorliegenden Broschüre.

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**BAYERISCHER VEREIN**  
FÜR TOLERANZ, DEMOKRATIE UND  
MENSCHENWÜRDE e.V.



## HERAUSGEBER

Landkreis Hof  
Schaumbergstraße 14 | 95032 Hof

Stand: **Juli 2024**

AVAILABLE IN THE FOLLOWING LANGUAGES:



# THE BAVARIAN SCHOOL SYSTEM

## Compulsory education and cut-off date for school enrolment

All children must attend school in Germany. Any child that is 6 years old before/on 30th September must start school in the September of that year.

## School enrolment corridor

For children who turn 6 between 1st July and 30th September, the school enrolment corridor applies. These children also take part in school registration. The parents then decide, after consultation and recommendation by the school, whether their child will be enrolled in school for the coming school year or one year later.

## School Enrolment at an earlier date

A child that is not yet 6 years old on 30th September is allowed to start school. The school will check whether that child is able to participate in lessons satisfactorily. The decision to accept the child is taken by the school head teacher.

## School Enrolment at a later date

A child that is already 6 years old on 30th September can postpone school enrolment for one year. The school head teacher decides on a postponement. The parents can submit an application.

## Compulsory district attendance

Every child must go to school in their local district. Contact the kindergarten or the state education authority in Hof to find out which elementary school your child attends.

## Attendance at a School outside the Catchment Area

Parents who send their child to another school for important reasons. If you want to register, you can submit a guest school application. The form is available at the school. The decision is made by the school authority.



# PREPARATION IN NURSERY SCHOOL

## Take your child to nursery school regularly!

Nursery school supports your child's development and prepares him/her for school. Especially in the last year at nursery school your child will visit his/her future school and the library for example. Your nursery school teacher can also answer any questions about school enrolment.

## Information Evening for Parents of Pre-schoolers

This evening will take place in your nursery school. Here you will be given information about official regulations, special school preparation at nursery school and the important dates for school enrolment.

## German Language Improvement

Children who need help with the German language can receive a special preschool language improvement course. It is particularly advisable for children whose parents do not speak German to attend this valuable course. It is also available for children who do not go to nursery school. Please ask at your primary school.

## Parent-Teacher Dialogue and Final Meeting

You can ask your nursery school teacher about your child's stage of development throughout his/her time at nursery school. At the final meeting with the nursery school teacher you will fill out a form together, entitled *Information for the Primary School*. You should take this form with you on the day of registration. Please use this opportunity to further your child's development at an early stage.

## TIP

**Watch out for notices at nursery school telling you the dates of the first parents evening at school, the enrolment examination and the day of registration**



# PREPARATION BY THE PARENTS

**You can help also your child before he/she goes to school:**

## **Reading and Speaking**

Read to your child in German or your mother tongue. Show him/her that books are things to be treasured and make use of the inexpensive facilities at the library. Speak and play a lot with your child and let him/her help you with the daily chores. Ask your child questions and let him/her explain things to you.

## **Way to School and transport expenses**

Practise walking to school or the bus stop with your child and show him/her how to behave along the way. If the school is more that 2 km away from the child s home, the child can travel to school for free on the bus. Parents must apply for this service before the start of school. Application forms are obtained on the day of school registration.

## **Presents on the First Day of School**

It is customary for children in Germany to take a large cardboard cone to school with them on the first day. This cone is full of small presents and sweets given to the child by their parents or godparents. It is often possible to make the cardboard cone by hand at nursery school.

### **TIP**

**It is super if your child can already do the following before starting school:**

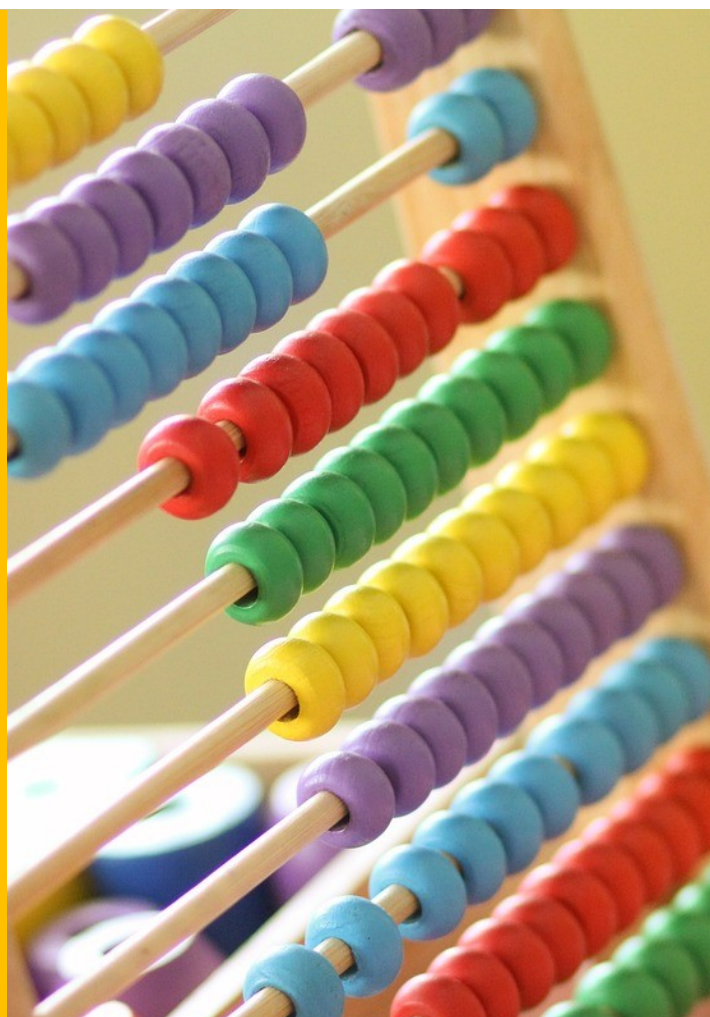
**get dressed and undressed alone, go to the toilet by him/ herself**

**handle scissors, glue and pencils confidently**

**observe rules, listen to others, express his/her wishes, endure conflict and reconcile him/herself with others within a group**

**persevere at games**

**complete his/her work**



# SCHOOL REGISTRATION

School registration in the district of Hof usually takes place in mid-March. You can find out the exact date from the kindergarten or school of your choice.

## School Enrolment Examination

The free examination by the Public Health Office takes place in the kindergarten or the parents are invited to an appointment at the Public Health Office Hof. It is important that the child's father or mother is present at the examination. They must bring proof of the U9 paediatric vaccination.

## Registration at the School

One or both parents and the child must be present for the registration.

## Trial Lesson

On registration day your child will take part in a playful one-hour lesson. Teachers and educators will observe whether your child is able to participate satisfactorily.

## Documents for Registration

**child's birth certificate**

**child's resident permit/passport (if applicable)**

**certificate of custody (where parents are separated)**

**results of the enrolment examination by the Public Health Department (if already done)**

**proof of the doctor's U9 examination**

**the form Information for the Primary School which was completed by the nursery teacher**



# CHANGES ONCE SCHOOL HAS STARTED

The school year starts in mid-September. From the first day of school onwards, the family's daily routine often changes completely, especially for the child.

## A normal School Day

As a rule, lessons begin at 8:00 and they end between 11:00 and 13:00 in the first grade. Your child should be at school about 15 minutes before lessons start. On average, the children have 23 lessons per week. At the beginning of the school year you will receive a timetable for your child.

## School Holidays

There is a total of 14 weeks school holiday per school year. The head teacher will inform you about dates for the school holidays and school-free days.

## Illness and Accidents

You must notify the school before 8:00 if your child is unwell and cannot attend school. Your child is insured on the way to and at school in the event of an accident. Please inform the doctor in such cases and let the school know because an accident report must be written.

## Excursions

Excursions are important for your child's motivation and for integration into the classroom. Let your child take part. If the costs are too high for you, ask the youth welfare office of the district of Hof whether you can get support from the education and participation package.



# PARENTAL DUTIES

## Independence and Support

Your child will want to and should become more independent once he/ she attends school. However, the adjustment to school life is strenuous. There may be difficulties in adapting and then your child will require your loving support. Please give yourself and your child plenty of time for this new phase of life.

## Homework

Your child should complete the homework independently if possible. You can help your child by asking him/her to explain the homework to you, even if you are not familiar with the course content. It is advisable to show interest and talk about school with your child. Don't forget to praise your child and be patient when he/she repeatedly makes mistakes or doesn't feel like doing homework. Your child will receive help when doing his/her homework during the extended midday supervision or at an afternoon supervision centre (Hort).

## Learning Together

Take time every day, to playfully practise reading and doing sums, e.g. checking the grocery bill, listening to your child read from flyers or books or going to the children's theatre and talking about it afterwardssprechen.

## Cooperation with the school

is important that you keep in touch with the school and the teaching staff. Attend regular parents' evenings and consultation hours. Parents who speak little German can receive support in their language from cultural and language mediators (GECKO/EIKiS project). Parent representatives are elected at the beginning of the school year. You can take part in these elections and help to improve cooperation between the school and parents.





# AFTERNOON AND HOLIDAY CHILDCARE

## All-day schools

All-day schools teach and look after your child all day (usually until 4:00 pm). Homework is done at school. Attending an all-day school is free of charge, but lunch is usually subject to a charge. Financial support for lunch is available from the Amt für soziale Angelegenheiten des Landkreises Hof.

## Lunchtime supervision

Almost all primary schools in the district of Hof offer lunchtime supervision. During extended care (until 15:30 or later) your child can do their homework and take part in extra activities. Lunchtime supervision does not normally take place during the school holidays. Parents must pay for lunchtime supervision.

## After-school Supervision Centres

These centres provide supervision until about 17:30. Lunch, home-work supervision and free-time activities, and as a rule supervision in the school holidays are offered. Their fees are paid for by the parents and financial support may be possible from the Youth Welfare Office.

## Childcare and leisure activities during the holidays

The youth welfare office's summer holiday program is always available in March. The programs offer interesting options for individual days or weeks during the holidays. Since they are very popular, registering quickly is important.



# USEFUL CONTACTS

## **Kreisjugendamt Hof**

Bildung und Teilhabe

**09281 57232 / 57505**

## **Kreisjugendamt Hof**

- Kindertageseinrichtungen -

**09281 57247 / 57408 / 57405**

**kita.fachaufsicht@landkreis-hof.de**

**kita.foerderung@landkreis-hof.de**

## **Jobcenter Hof Land**

Bildung und Teilhabe

**www.jobcenter-hof.de/leistung/  
bildung-und-teilhabe**



## **Staatliches Schulamt Hof**

**09281 57325**

**post@schulamt-hof.de**

**www.schulamt-hof.de**



## **Familien- und Ferienangebote**

**www.landkreis-hof.de/leben/  
jugend/ferienangebot**

**www.kjr-hof.de**



## **Kein Kita-Platz Projekt Kita-Einstieg**

**09281 / 7329001**

**m.guemuestekin@vhshoferland.de**

**www.vhshoferland.de/kitaeinstieg**







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