



SACHSEN-ANHALT

Ministerium für Bildung

## Information about the daily routine at vocational schools/colleges

This information sheet is designed to help students who are about to attend school, and to ensure that they make a successful start to their vocational training. It also supplies the contact details of organisations which can be approached at any time by students and their primary carers if they have any unanswered questions.

All schools in Saxony-Anhalt must adhere to the provisions of the Schools Act, as well as to the individual school's internal rules and regulations. These bestow rights and obligations on the school, its staff, primary carers and the students themselves. The school will be happy to answer any questions you may have about these.

You are now a student at a vocational school/college.

Address of the institution:  
(stamp)

The training course/class is called:

.....

The name of the class teacher is:

.....

**The key to successful integration in the school and wider community is a good command of German. For this reason, the school offers special classes in the German language.**

Vocational schools/colleges offer a curriculum of vocational subjects and build on the general education which has already been acquired. They award vocational and school-leaving qualifications. The entire range of school-leaving qualifications is available, from the *Hauptschulabschluss* (secondary general school certificate) to the *Abitur*, the university entrance qualification.

Students who do not speak German may be admitted to a one-year course of pre-vocational training with tuition in German (BVJ-S), irrespective of whether or not they have a school-leaving qualification. On this course, the students are given intensive tuition in German, but are also taught vocational subjects and given practical training. The course usually lasts for one year, but individual students can leave before the end of the year if they make sufficient progress. Students without a school-leaving qualification can then switch to the regular one-year pre-vocational training course.

The pre-vocational training course offers students a better chance of receiving the training they need and embarking on a career, thanks to the special educational and social support it provides.

During the course, personal and social skills are acquired, and the student is introduced to two specialist fields. Successful participation in a final oral examination can lead to the awarding of a *Hauptschulabschluss*, which then enables the student to attend other courses at a vocational school/college.

Students accepted onto the BVJ-S course who already have a school-leaving qualification will then continue their education on a course for which their qualification meets the acceptance criteria.

Those who have signed an apprenticeship contract with a company willing to offer them training will attend a vocational school. The necessary application will be submitted by the company concerned. Attendance at school will be compulsory during the period of training.

## **The daily routine at school**

### **Materials:**

Students will need writing materials (binders, notepads, pens, pencils, crayons and a ruler) for their daily lessons. For reasons of industrial safety and hygiene, work clothes which meet the requirements of the respective vocational field will be required for practical lessons. Textbooks will be provided by the vocational school/college; these must be returned if the student switches to another course or leaves the school. A lending fee of € 1.00 per book per annum is charged. This must be paid to the school. These books must be handled with care, so that they can be passed on to plenty of other students.

### **Route to and from school:**

The primary carers are responsible for young persons and students under the age of 18 on their route to and from school.

Students can use school buses and/or other forms of public transport.

**Meals:**

If the school has its own canteen, students can buy hot and cold food there. Otherwise, they should bring their own food and drink with them.

**Timetable:**

All students are given a timetable on their first day. Classes are usually held on Mondays to Fridays from..... to..... We expect students to appear punctually for lessons.

Along with the timetable, students will also be given advice about organising their practical lessons or specialist training.

**What else do I need to know?****Supervision:**

Teachers at vocational schools/colleges have a duty to supervise all students at the institution. This means that they are responsible for the health and wellbeing of the young people. Students are not allowed to leave the school premises without permission. If they do so regardless, they will no longer be covered by the accidental injury insurance which applies on school premises and in school buildings while students are attending school.

**Illness/accidents:**

If a student is ill in the morning and unable to attend lessons, the school must be informed. It is sufficient for the secretary's office to be notified by telephone or email before lessons begin. If the student has to remain at home for longer than three days, the school will require

- a letter explaining the circumstances
- a doctor's certificate.

If they are unable to attend performance assessments or practical training, a doctor's certificate must always be produced to excuse them.

If the student has an accident on the way to or from school or whilst on school premises, the primary carer will be informed, and the student attended to in school by a First Aider. If they sustain a serious injury, an emergency doctor will be summoned by the school. Until he or she arrives, care will be provided by the First Aider.

**Discussions with primary carers of students under the age of majority:**

Any questions about day-to-day school life should be addressed to the student's class teacher. Primary carers should make the time to talk to teachers at regular intervals. They may be accompanied by an interpreter.

**Class trips and school excursions:**

Class trips and school excursions are probably the highlight of the school year for students. They are fun and educational, but at a different place of learning. Attendance is compulsory, and subject to an additional charge. Applications can be made to the relevant social services agency for help with costs. If the excursion is to another federal state or even another country, the permission of the local Aliens' Authority must be obtained.

**Sports lessons:**

Sports lessons are part of the normal school day in the state of Saxony-Anhalt, and are compulsory for every student, just like other lessons. A separate sports kit and a hand towel are required for these lessons.

**Classes in ethics and religion:**

If the student does not wish to attend classes in religion, he or she will be taught ethics instead.

**Performance assessments:**

The performance of students will be monitored regularly during their time at school. They will be given written, oral and practical tests and/or assignments for this purpose.

In class, teachers will take account of the fact that students first need to learn German. Their performance will be assessed either verbally or by the awarding of grades.

At the end of each semester, students will receive a report with details of their performance and the progress they have made.

**Financial help with education and participation:**

Adolescents and young adults and/or their primary carers may be entitled to apply to their social services agency for financial support under certain circumstances. They might be offered help with such costs as school lunches and membership fees for sports and other clubs.

Ask the relevant social services agency for advice.

## Contacts

### **Help with school-related matters:**

Enquiries about school-related matters should be addressed to the teaching staff at the vocational school/college. If the student is completing an internship with a company, the training staff there should also be able to help.

If you still have questions, you can send an email to the *Koordinierende Beratungsstelle Migration* (migration advice centre) of the state education authority. This centre will be happy to help you with any concerns you may have about school and integration.

Email address of the advice centre: .....

### **Support from your own cultural group:**

Many foreign citizens from various countries in the world have organised clubs in Saxony-Anhalt. These clubs are all members of the *Landesnetzwerk Migrantenorganisationen (LAMSA) e.V.* (state network of migrant organisations), whose aim is to help people with a migrant background find their feet in German society and political life.

You can ask either of the following for advice at any time:

#### **LAMSA e.V.**

Contact:

Mrs. Mika Kaiyama

Tel.: 0340-8705-8832

Email: [mika.kaiyama@lamsa.de](mailto:mika.kaiyama@lamsa.de)

#### **Servicestelle “Interkulturelles Lernen in Kita und Schule” LAMSA e.V. (service centre for intercultural learning in day-care and school)**

Bernburger Strasse 25a; 06108 Halle (Saale)

Tel.: 0345-1719-4051

Email: [mamad.mohamad@lamsa.de](mailto:mamad.mohamad@lamsa.de)