

Welcome to Berlin!

Information for refugees with schoolchildren

Dear Parents,

welcome to Berlin! We hope that you will quickly find your way around in your new environment and feel comfortable, soon.

If you have a child aged 6 years or older, according to German law, it is mandatory for them to attend school (compulsory school attendance). Therefore, it is important to look as quickly as possible for an appropriate school place. In order to do so, you need to sign it with the school board. Ask the support staff at your residential facility for help. Schooling within the public school sector is free of charge.

How to find a place at a public primary or secondary school:

- 1 Register your child at the coordination office of the district in which you reside.
Provide the following documents (as far as available):
 - your personal documents (identification card or passport),
 - registration confirmation,
 - certificates/report cards/school records.
- 2 Your child have to participate in a German language test carried out by the coordinating authority and must undergo a school health examination. The address of your coordinating authority is listed on the following page.
- 3 The school board decides in which school and in what class your child will be placed, also by taking into account your child's age as well as the results of the language test and the medical examination. You will be informed by the school board (about the results and further steps to be taken).
- 4 Register your child at the school named to you by the school board by presenting the following documents (as far as available):
 - your personal documents (identification card or passport),
 - birth certificate of your child,
 - other personal papers of your child,
 - certificates/report cards/school records.

Enquire at the school for the "berlinpass-BuT" - you (your child) might also be eligible for benefits/additional payments within the "educational package program" for free school supplies, excursions, trips and recreational activities. In order to apply for the berlinpass-BuT, you need to submit the following documents:

- the grant approval from the LaGeSo (notice of approval concerning payments granted under the Refugees Benefits Act),
- a valid residence permit
- a passport photo of your child

Further information about

The Berlin education system: www.berlin.de/sen/bildung/bildungswege (German only)

The "education package-program" (berlinpass-But): www.berlin.de/bildungspaket (German only)

Individual questions and consultation:

infoPunkt, Bernhard-Weiß-Str. 6, 10178 Berlin, e-mail: infopunkt@senbjw.berlin.de, phone +49-30-90227 - 5000

Mon, Tues: 10:00 a.m. - 12.00 p.m. and 01.00 p.m. - 04:00 p.m., Thurs: 10:00 a.m. - 12.00 p.m. and 04.00 p.m. - 07:00 p.m.,

Fri: 10:00 a.m. to 12:00 p.m.

District	Coordinating Authority	Office Hours
Mitte	Albert-Gutzmann-Schule Orthstraße 1, 13357 Berlin Phone 46 90 59 30 koordinierungsstelle@gutzmannschule.de	Tue - Thu: 10:00 a.m. - 01:30 p.m.
Friedrichshain-Kreuzberg	Schul- und Sportamt Friedrichshain-Kreuzberg Frankfurter Allee 35-37, 10247 Berlin Frau Sternekieker, room 2616 Phone 90298 - 4630 Doris.sternekieker@ba-fk.berlin.de School supervision: Marita Misch, Phone 90298 - 3069 marita.misch@senbjw.berlin.de	Tue: 09:00 a.m. - 12:00 p.m. Thu: 02:00 a.m. - 06:00 p.m.
Pankow	Fröbelstraße 17, 10405 Berlin, Haus 7, room 123 Phone 90295 - 6203 ramona.basting@senbjw.berlin.de	Please schedule individual appointment by phone.
Charlottenburg-Wilmersdorf	Rathaus Charlottenburg Otto-Suhr-Allee 100, 10585 Berlin, room 425 d (4th floor) Frau Abraham, Frau Hecke, Herr Junge Phone 9029 - 12928 klaerungsstelleSuSoD04@senbjw.berlin.de	Mon, Wed: 01:00 a.m. - 03:00 p.m. Thu: 03:00 p.m. - 06:00 p.m. Fri: 09:00 a.m. - 12:00 p.m.
Spandau	Patrick Wloczyk Carl-Schurz-Straße 8, 13597 Berlin Phone 90279 - 2235 patrick.wloczyk@ba-spandau.berlin.de School supervision Brigitte Altsohn, Peter Obst Phone 90279 - 2804, 90279 - 2539 brigitte.altsohn@senbjw.berlin.de, peter.obst@senbjw.berlin.de	Please schedule individual appointment by phone.
Steglitz-Zehlendorf	Schulamt Steglitz-Zehlendorf Kirchstraße 1-3, 14160 Berlin, room E1 Primary Schools: Frau Herdic Phone 90299 - 5192 Secondary Schools: Herr Landgraf Phone 90299 - 5192 koordinierungsstelle.landgraf@gmail.com	Tue: 09:00 a.m. - 12:00 p.m. Thu: 02:00 a.m. - 06:00 p.m. Wed: 09:00 a.m. - 12:00 p.m. Wed: 09:00 a.m.- 12:00 p.m.
Tempelhof-Schöneberg	Schul- und Sportamt John-F.-Kennedy-Platz 1, 10820 Berlin Frau Rupp, room 1027 Phone 90277 - 4709 For changes check: www.berlin.de/ba-tempelhof-schoeneberg/organisationseinheit/schule/anmeldungdeutsch.php	Tue: 09:00 a.m. - 12:00 p.m. Fri: 09:00 a.m. - 12:00 p.m. During school holidays: please schedule individual appointment by phone.
Neukölln	Schulamt Boddinstr. 34, 12053 Berlin Primary Schools: Herr Haake, Herr Rininsland Phone 90239 - 2371, 90239 - 2817 Secondary Schools: Herr Heller, Phone 90239 - 4175 School supervision: Gisela Unruhe Phone 90239 2730	Please schedule individual appointment by phone.
Treptow-Köpenick	Alt-Köpenick 21, 12555 Berlin Frau Müller, Raum 319a Phone 90297 - 3260 09-klaerungsstelle@senbjw.berlin.de	Mon: 09:00 a.m. - 04:00 p.m. Wed: 09:00 a.m. - 01:00 p.m.
Marzahn-Hellersdorf	Alice-Salomon-Platz 3, 12591 Berlin Frau Klann, Raum 307 Phone 90293-2787 Beate.klann@ba-mh.berlin.de	Please schedule individual appointment by phone.
Lichtenberg	Schul- und Sportamt Lichtenberg Große-Leege-Str. 103, 13055 Berlin, 4th floor Phone 90296 - 3820 Jenny.Marschlich@lichtenberg.berlin.de Karim Grundmann Doberaner Straße 53, 13051 Berlin Phone 90297 - 9040	Mon, Tue: 09:00 a.m. - 12:00 p.m. 01:00 p.m.- 03:00 p.m. Thu: 02:00 - 06:00 p.m.
Reinickendorf	Abteilung Schule, Bildung und Kultur, 3rd floor Buddestraße 21, 13507 Berlin Phone 90294 - 6200 claudia.kraneis@reinickendorf.berlin.de	Mon, Tue, Thu: 10:00 a.m.- 01:00 p.m. 04:00 p.m. - 06:00 p.m.
	Beratungszentrum für berufliche und zentral verwaltete Schulen Brunnenstraße 188, 10119 Berlin Rosemaria Bakalski, Tatjana Rest rosemaria.bakalski@senbjw.berlin.de, tatjana.rest@senbjw.berlin.de	