



## A good education from the off

Kita

School

Language

Support services

Health



Englisch



## Answers to your questions

For families moving to Münster a lot of things in the city will be new. If you have come from another country, you will probably not be familiar with the German school and education system.

Stadt Münster wants you to find the right provision for your child.

Münster offers a wide variety of childcare and schooling options.

**On the pages which follow, we look at the following questions:**

- What childcare provision is available for pre-school children?
- Which schools can my child attend?
- How does the school system work?
- Where and how do children learn German?
- What can I do if my child needs special support?

### > If you have any questions:

Contact details for a range of organisations able to help with answers to these and other questions on childcare, education and support services for your child can be found in the address section (see pages 20–23).

You can also contact the *Integrationsrat* (Integration Council), which promotes the interests of people of foreign origin. (For contact details, see page 23)



## Daycare centres and childminders

### Childcare for younger children

Various types of childcare are available for pre-school children. Your child can attend a daycare centre (*Kita*) until he or she goes to school. *Kitas* provide children with the opportunity to start mixing with other children of the same age. They can learn about languages and culture through play and receive professional support with their development. Whether your child attends a *Kita* is up to you. Once your child reaches the age of one, you have a legal right to a place at a *Kita* or with a childminder.

#### Finding the right childcare

In addition to *Kitas*, children can also be looked after by childminders, who look after children aged up to three in small groups.

For more information on childcare visit [www.stadt-muenster.de/jugendamt/kindertagesbetreuung](http://www.stadt-muenster.de/jugendamt/kindertagesbetreuung)

If you have a child under three who you would like to be looked after by a childminder, get to know the childminder before starting childcare with them.

#### Registering for a *Kita* and/or childminder

The *Kita* year normally starts on August 1st. You can register your child at any time using the *Kitanavigator*. The deadline for registrations (to start at the *Kita* in August) is the previous January 31<sup>st</sup>.

Many *Kitas* organise information events for parents.



Parents can register children with a childminder at any time of year. Registrations for both types of childcare must be made via the *Kitanavigator*:

**[www.kita-navigator.stadt-muenster.de](http://www.kita-navigator.stadt-muenster.de)**

The *Familienbüro* (Family Advice Centre) provides advice on all questions relating to childcare and can also help you use the *Kitanavigator*. Parents of refugee children can get help finding a childcare place from the *Sozialdienst für Flüchtlinge* (refugee social services).

> **If you have any questions:**

*Familienbüro*, tel. 02 51 / 492 - 51 08

*Sozialdienst für Flüchtlinge*, tel. 02 51 / 492 - 50 41

(For contact details, see page 22)

**How much does childcare cost?**

How much you as parents have to pay for childcare at a *Kita* or childminder depends on your income. Childcare in Münster is free for families with an annual income of less than €37,000 (excluding child benefit [*Kindergeld*]). If you have more than one child, you only pay one fee, but it is the larger fee.

> **If you have any questions:**

*Fachstelle Elternbeiträge*, (Parent Payments Office),

tel. 02 51 / 492 - 51 47 (For contact details, see page 22)

**Temporary provision**

In some areas of the city and in refugee centres, groups are available for children who do not yet have a childcare place and their parents. These are free of charge.

> **If you have any questions:**

*Stabsstelle Planung von Kindertageseinrichtungen*

(Childcare Planning Office), tel. 02 51 / 492 - 51 33

(For contact details, see page 22)

**Linguistic and cultural mediators**

Multilingual linguistic and cultural mediators are available where required to support you with *Kita* meetings. Please contact your *Kita*.



## Schools in Münster

### Space and time for good learning

In Germany, school attendance is compulsory from the age of six. All children must attend school for at least ten years. There are a number of different school types. Generally, primary school (Years 1–4) is followed by secondary school through to Year 10 or through to the Abitur school leaving exam after 12 or 13 years.

**Which school for my child?**

There are many different schools in Münster. State and church schools are free to attend. Private schools may require you to pay school fees. An online schools database listing all schools is available at **[www.stadt-muenster.de/bildung](http://www.stadt-muenster.de/bildung)**

The *Bildungsberatung* (Education Advisory Service) can help you find the right school for your child.

> **If you have any questions:**

*Bildungsberatung*, tel. 02 51 / 492 - 28 28

(For contact details, see page 20)





## Bildungsberatung (Education Advisory Service)

### Advice, information and assistance

The Stadt Münster *Bildungsberatung* (Education Advisory Service) supports parents, children, young adults, institutions and schools with all issues relating to schools and education. Their advice aims to help find the right school, the right support services and the right educational pathway for every child.

The *Bildungsberatung* can help you

- find your way around the wide variety of education services available
- choose the type of school that's right for your child's potential and needs

The *Bildungsberatung* provides information on

- the school system, different qualifications, and schools in Münster
- German language courses and teaching in your native language

The *Bildungsberatung* provides advice

- on planning your route through the school system, school leaving qualifications, and transitions between schools and from school to work or further or higher education
- in person, by telephone or by email

Advice is provided free of charge, is impartial and can be provided in multiple languages.

➤ **If you have any questions or to make an appointment:**  
*Bildungsberatung*, tel. 02 51 / 492 - 28 28  
(For contact details, see page 20)

#### • Primary schools

For the first four years, your child will attend a primary school. You can choose which school your child will attend.

Because the learning time needed by children of the same age often varies, Years 1 and 2 are designed as an introductory phase, which can also be completed in one year or in three years. Children may be taught separately by year group or in groups spanning both year groups.

#### • Secondary schools

From Year 5, you can choose between a number of different school types: *Hauptschule*, *Realschule*, *Gesamtschule*, *Sekundarschule* and *Gymnasium*. Children who have moved to Germany from another country can attend schools at which they can be provided with extra support to learn German.

#### • Other school types

In addition there are also the PRIMUS model school (Years 1 to 10), the Montessori-Schule (Years 1 to 10) and the Waldorfschule (Years 1 to 13).

#### • Vocational colleges

Older children who have recently moved to Germany can also attend a vocational college or sixth form (*gymnasiale Oberstufe*).

#### School leaving qualifications

At all secondary schools and vocational colleges, if your child meets the required standard he or she will gain a school leaving qualification. There are many routes to obtaining a good school leaving qualification. Note that the school system is flexible, and it is possible to switch between school types if the required standard is met.



### Registering for a school

The school year always starts in summer. You must register your child for primary school in the November before starting school. Registration for secondary schools takes place the February before the start of the new school year. You can choose any school, but can only register for one school.

If you are new in Münster and are looking for the right school, you should contact the *Bildungsberatung* (Education Advisory Service) directly.

> **If you have any questions:**  
*Bildungsberatung*, tel. 02 51 / 492 - 28 28  
(For contact details, see page 20)

### Medical examination

Every child who attends school is examined by a doctor. The school will organise this examination, which will not cost you anything.

> **If you have any questions:**  
*Gesundheits- und Veterinäramt* (Health and Veterinary Department), tel. 02 51 / 492 - 54 11  
(For contact details, see page 22)

### Afternoon supervision – full day schooling

Most schools have lessons in the morning only. Many schools also offer afternoon supervision and lunch. You must register for this on starting school and the registration is valid for the entire period of attendance at primary school. There are also some schools which have lessons all day.

You can find out about full day schooling and lunchtime supervision either from schools or from the schools database at [www.stadt-muenster.de/bildung](http://www.stadt-muenster.de/bildung)

### Financial support

There is no charge for either parents or children for attending state schools in Germany. Under certain circumstances, you may be able to apply for help with other costs associated with school attendance, such as costs for school books, transport to and from school or class outings. More information can be obtained from schools.

### Interpreting services for meetings with parents

Schools can ask for interpreters for meetings with parents. This applies where the meeting concerns issues with legal significance, such as certificates, grades or moving up to the next year. The school will arrange these appointments. There is no charge to parents.

### Linguistic and cultural mediators

Peripatetic linguistic and cultural mediators provide support at meetings between parents who have moved to Germany and schools. They have received intercultural training and work in several languages. There is no charge to parents for their services. The school will arrange these appointments.

> **If you have any questions:**  
*Bildungsberatung*, tel. 02 51 / 492 - 28 28  
(For contact details, see page 20)

### Volunteer translators

For meetings with parents who do not yet speak good German, *Kitas* and schools can request volunteer translators from the *Kommunales Integrationszentrum*.

> **If you have any questions:**  
*Kommunales Integrationszentrum Münster*,  
tel. 02 51 / 492 - 70 83  
(For contact details, see page 23)





## Language support and language courses

### Language is key

Being able to speak good German is essential for a good education. In Münster, there are numerous services aimed at helping children of all ages improve their German.

#### Language support in Kitas

At *Kitas*, younger children learn German through play. Language development is assessed by the nursery teachers. Where necessary, you have the right to specific language support for your child. Some *Kitas* also offer complementary language services for parents. Talk to the *Kita* manager at your *Kita*.

#### > If you have any questions:

Stabsstelle Planung von Kindertageseinrichtungen (Childcare Planning Office), tel. 02 51 / 492 - 5133 (For contact details, see page 22)

#### Language test prior to starting school

*Kitas* promote, observe and document language development for all children at the *Kita*. If you as parents do not want your child's development to be documented in this way, your child will take a language test at the age of four. Four-year old children who do not attend a *Kita* will also be required to take this language test. In Münster, children who are found to require support with their language development receive support at their *Kita*.

#### > If you have any questions:

Bildungsberatung, tel. 02 51 / 492 - 2828 (For contact details, see page 20)



#### Language support in schools

Children coming to Münster from another country will be provided with support with learning German. There are schools of all school types which have a particular focus in this area.

#### > If you have any questions:

Bildungsberatung, tel. 02 51 / 492 - 2828 (For contact details, see page 20)

#### Lessons in other languages

Many children moving to Germany from another country have grown up speaking more than one language. To ensure that they retain and continue to extend their command of their native language, extra lessons are offered in other languages – currently Albanian, Arabic, Italian, Serbo-Croatian, Modern Greek, Polish, Portuguese, Russian, Spanish and Turkish.

#### > If you have any questions:

Fachstelle Personalangelegenheiten, Einschulung, tel. 02 51 / 492 - 40 54





### MitSprache holiday courses

During the school holidays, intensive language courses are available for children of all ages. The range of courses is expanding and new formats are being added continuously. For more information on current courses, visit: [www.stadt-muenster.de/schulamt/zuwanderung-und-schule/deutsch-lernen/aktuelles-zu-den-mitsprache-kursen.html](http://www.stadt-muenster.de/schulamt/zuwanderung-und-schule/deutsch-lernen/aktuelles-zu-den-mitsprache-kursen.html)

> **If you have any questions:**

MitSprache, tel. 02 51 / 492 - 40 28  
(For contact details, see page 20)

### Club D

Since 2004, Volkshochschule Münster has been running Club D, an additional support service for older children who do not have German as their first language. The Club D motto is *Mitreden auch auf Deutsch*, and it offers children in Years 5 to 13 the opportunity to improve their German. The courses are free.

> **If you have any questions:**

Volkshochschule Münster, tel. 02 51 / 492 - 43 62  
(For contact details, see page 21)



## Learning together

### Extra support for children in Kitas and schools

All children at Münster's Kitas and schools receive an excellent education regardless of their capabilities. Children with and without special educational needs learn together and from each other.

#### Learning together in Kitas

Many Kitas are set up so that they are also able to meet the needs of children with disabilities or special educational needs. You can find out which using the Kita-Navigator: [www.kita-navigator.stadt-muenster.de](http://www.kita-navigator.stadt-muenster.de) We will be happy to advise you where required.

> **If you have any questions:**

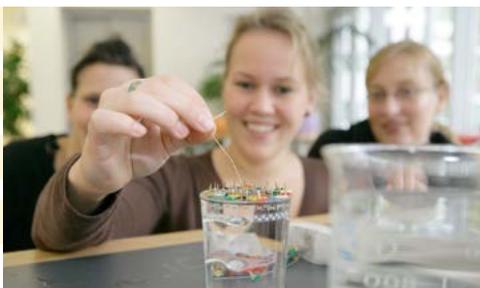
Stabsstelle Planung von Kindertageseinrichtungen (Childcare Planning Office), tel. 02 51/492 - 51 33  
(For contact details, see page 22)

#### Learning together in schools

In principle, all children in Münster, whether or not they have special educational needs, can attend a normal school. Children with special educational needs can also attend a special school (*Förderschule*). We will be happy to advise you where required.

> **If you have any questions:**

Schulamt für die Stadt Münster (Münster Education Department), tel. 02 51/492 - 40 09  
(For contact details, see page 20)





## Support and assistance

### Support for parents and children

You can get advice on general questions relating to families, parenthood and parenting from the *Familienbüro* (Family Advice Centre). It will help you find the right person to help with your particular issue. If required, it can also contact the relevant organisation directly. If necessary, please bring someone who can interpret for you to your appointment.

#### > If you have any questions:

*Familienbüro*, tel. 02 51/492-51 08  
(For contact details, see page 22)

Das *Kommunale Integrationszentrum der Stadt Münster* supports parents who have recently moved to Germany through parenting and education partnerships and through language and parent education programmes.

#### > If you have any questions:

*Kommunales Integrationszentrum Münster*,  
tel. 02 51/492-7083  
(For contact details, see page 23)



## Support

### with difficulties at school

Sometimes children have problems or are unhappy at school. This can manifest itself in various ways.

#### For example:

- They are anxious.
- They find it difficult to learn.
- They are unable to concentrate or are listless.
- They have problems with their fellow pupils or teachers.
- They do not want to go to school at all.
- There are problems with their homework.

In the event of difficulties at school, the first point of contact is the teacher. In addition, many schools have pastoral care specialists or school social workers. In all such situations, you can also ask for help from the school psychology service. School psychologists are able to take an impartial look at the situation from the outside. They use interviews and school psychological diagnosis to gain a better understanding of difficult situations and find solutions. The School Psychology Advisory Service can also mediate in conflicts between parents and schools. Parents, children, teachers and education specialists can all contact the advisory service for advice.

#### > If you have any questions:

*Schulpsychologische Beratungsstelle*  
(School Psychology Advisory Service),  
tel. 02 51/492-4081  
(For contact details, see page 21)



## Education is a team sport!

### How schools work with parents

As parents, you support your child throughout their educational journey. To the school, you are therefore key partners in the process of raising and educating your children. Take the opportunity to maintain good contact with and get involved with the school.

#### Parent meetings

All schools hold parent meetings several times a year. At parent meetings, teachers discuss what's happening in the classroom, course content, course materials, excursions and class trips. Parent meetings are also a good opportunity to meet other parents.

#### Parent-teacher interviews

Parent-teacher interviews are held once every half-year. These are individual interviews at which teachers can talk to parents about how their child is getting on at school.

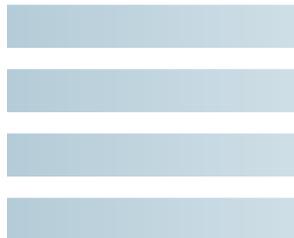
#### Ad hoc meetings with teachers

If you want to talk to your child's teacher about your child, you don't have to wait for the parent-teacher interviews. All teachers have regular hours for meeting with parents. You can arrange an appointment via the school's administrative office.

Interpreters, linguistic and cultural mediators and volunteer translators are available should you require translation support for your meeting. The school will arrange this if required.

#### Get involved

If you would like to be involved in shaping school life, there are many ways you can do so – from being a parent class representative, to serving on the PTA, fundraising or serving as a school governor. You can also participate in subject symposia or working groups. Parental involvement is welcomed for many school activities, offering a good opportunity to get to know and help shape school life. Talk to the class administrator or school management.





## Fallscouts

### Getting started and getting on

In Münster there are eight peripatetic 'Fallscouts' who provide advice and support to schoolchildren who have recently moved to Germany, their parents, and teaching staff as required. They are familiar with the support and funding options available in Münster, provide support throughout a child's school career, facilitate networking and help to ensure that services get to where they are needed.

#### Parent cafés

Fallscouts also organise parent cafés in residential accommodation for refugees. At parent cafés, parents can find out more about all issues relating to schools.

> **If you have any questions:**  
Fallscouts (for telephone numbers, see pages 20 and 21)

## Project

### *“Angekommen in deiner Stadt Münster”*

This project is a collaboration between the *Amt für Schule und Weiterbildung*, the *Ministerium für Schule und Bildung des Landes NRW* and the *Walter Blüchert Stiftung*.

It offers free leisure activities and learning opportunities to young immigrants studying at state vocational colleges in Münster, as well as support with the transition from school to work.

> **If you have any questions:**  
*Projekt „angekommen in deiner Stadt Münster“*,  
tel. 02 51/492-28 14 or 02 51/492-28 15  
(For contact details, see page 21)



### **Amt für Schule und Weiterbildung**

Friedrich-Ebert-Straße 110, 48153 Münster  
Tel. 02 51/492 - 4001  
bildung@stadt-muenster.de

### **Bildungsberatung**

Hafenstraße 32, 48153 Münster  
Tel. 02 51/492 - 28 28  
bildungsberatung@stadt-muenster.de

- Christine Czepok
- Judith Bischoff
- Esther Bückmann
- Kerstin Heitkemper
- Viktoria Makejkin
- Jasmina Schäfer
- Nicole Suchanek
- Olga Wilms

The *Bildungsberatung* (Education Advisory Service) is able to offer advice in several languages where required.

### **MitSprache**

- Dr. Agnieszka Gedack, tel. 02 51/492 - 40 28  
gedack@stadt-muenster.de
- Fiona Schuller, tel. 02 51/492-4008  
SchullerF@stadt-muenster.de

### **Fallscouts Grundschulen**

Amt für Schule und Weiterbildung

- Nora Walters, tel. 02 51/492 - 28 86  
walters@stadt-muenster.de
- Eva Brüning, tel. 02 51/492 - 28 23  
BrueningE@stadt-muenster.de

### **Secondary school Fallscouts**

Verbund Sozialtherapeutischer Einrichtungen NRW e.V.

- Fiona Hinz (Stadtteil Nord, Nordost)  
Tel. 01 78 / 470 58 24, hinz.fallscout@vse-nrw.de
- Joana Harmus (Stadtteil Südost)  
Tel. 01 78 / 470 59 12, harmus.fallscout@vse-nrw.de
- Katharina Schöne (Stadtteil West)  
Tel. 01 78 / 470 59 70, schoene.fallscout@vse-nrw.de
- Anna Nienerowski (Stadtteil Südwest)  
Tel. 01 78 / 470 58 37, nienerowski.fallscout@vse-nrw.de
- Phillip Naumann (Stadtteil Südwest)  
Tel. 01 76 / 14 70 57 41, naumann.fallscout@vse-nrw.de
- Ludgera Voß (Stadtteil Südost)  
Tel. 01 78 / 470 58 19, voss.fallscout@vse-nrw.de

### **Projekt „angekommen in deiner Stadt Münster“**

- Lukas Klee, tel. 02 51/492 - 28 14  
KleeLukas@stadt-muenster.de
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vanBebber@stadt-muenster.de

### **Volkshochschule Münster**

Aegidimarkt 3, 48143 Münster

- Heike Epping-Hellrung, tel. 02 51/492 - 43 62  
Epping-Hellrung@stadt-muenster.de

### **Schulpsychologische Beratungsstelle**

Klosterstraße 33, 48143 Münster  
Administrative office, tel. 02 51/492 - 40 81  
schulpsy@stadt-muenster.de

### **Schulamt für die Stadt Münster**

Friedrich-Ebert-Straße 110, 48153 Münster  
Administrative office, tel. 02 51/492 - 40 09  
schulaufsicht@stadt-muenster.de

### ***Amt für Kinder, Jugendliche und Familien***

#### ***Familienbüro***

Junkerstraße 1 (corner with Hafensstraße),  
48153 Münster, tel. 02 51/492 - 51 08  
familienbuero@stadt-muenster.de

#### ***Fachstelle Elternbeiträge***

Hafensstraße 30, 48153 Münster  
• Silvia Siewert, tel. 02 51/492 - 51 47  
SiewertS@stadt-muenster.de

#### ***Beratungsstelle für Kindertagespflege***

Hafensstraße 30, 48153 Münster  
Tel. 02 51/492 - 56 80  
kindertagespflege@stadt-muenster.de

#### ***Stabsstelle Planung von Kindertageseinrichtungen***

Hafensstraße 30, 48153 Münster  
• Andreas Wildemann, tel. 02 51/492 - 51 33  
wildemann@stadt-muenster.de

### ***Gesundheits- und Veterinäramt***

Kinder- und Jugendgesundheit Department  
Administrative office, tel. 02 51/492 - 54 11  
schularzt@stadt-muenster.de

### ***Kommunales Integrationszentrum Münster***

Stadthaus 1, Klemensstraße 10, 48143 Münster  
• Andreas Scholten, tel. 02 51/492 - 70 83  
ScholtenA@stadt-muenster.de

### ***Sozialdienst für Flüchtlinge***

Hafensstraße 8, 48153 Münster  
• Thomas Schulze auf'm Hofe, tel. 02 51/492 - 50 41  
schulzeaufmhofe@stadt-muenster.de

### ***Integrationsrat der Stadt Münster***

• Dr. Ömer Lütfü Yavuz, tel. 01 76/25 19 12 57  
yavuz@muenster.de

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