Dear parents,

Your child is in year 4 of primary school. After year 4, your child has to attend another school. This school is called a secondary school.

What should each parent know?

What should each parent do?

Here you will find answers to your questions.

Who else can help me?

You have been informed and advised about all of the options, but are still not sure what school your child should attend? Then you can talk to the Beratungs-Lehrerin (advisory teacher) at the primary school. Go to the primary school, ask for the advisory teacher and make an appointment. The advisory teacher will help you find the right school. If you wish, the advisory teacher can also do tests with your child.

Do you have any more questions?

If you still have any questions, ask:

- the class teacher of your child
- the headmaster
- the advisory teacher
- the school social worker
- other parents
- Ms Ost-Sollors of the Staatliches Schulamt Mannheim (State Education Authority Mannheim)
  - ☏ 06 21/292-41 39
  - ✉ barbara.ost-sollors@ssa-ma.kv.bwl.de

Here you can write down important things:

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With whom can I talk about my child?
It is best to speak with the class teacher about your child. Ask him/her what type of school is good for your child. Tell him/her what your child does at home and at school.
If your primary school has a school social worker, you can ask him/her too.
You can also talk with the following people:
- the pre-school teachers in school child care, for example in the Hort (after school child care)
- the employees of the Jugendhaus (youth centre)
- the coaches of the sports club.
Ask them:
What do you think about my child? Talk about what your child is doing at home and at school. Ask the above-mentioned people to say something about your child. Also ask: What type of school might be good for my child?

What types of secondary schools are available in Mannheim?
The following types of secondary schools can be found in Mannheim:
- Werkrealschule (Technical Secondary School)
- Realschule (Middle School)
- Gemeinschaftsschule (Community School)
- Integrierte Gesamtschule (Integrated Comprehensive School)
- Gymnasium (Grammar School)

Where can I get information about these schools?
If your child is in year 4, the primary school offers information events in autumn. Here they will tell you all about each secondary school. You will also learn what type of school might be good for your child. This means that you will receive consultation.
There are also information events in each secondary school. Again, here you will learn everything you need to know about what they offer.

Which school should my child attend?
Your child has been going to school for 4 years. Ask the following questions together with your child:
- How well has your child done at school in the past 4 years?
- How does your child study for school?
- What is your child’s favourite subject?
- What does your child like to do at home?
This is called the learning development of your child. This learning development is important if you want to find the right school.

What is the Lehrer-Eltern-Gespräch (teacher-parent conference)?
If your child is in year 4, you will receive an invitation for the parent-teacher conference from your child’s primary school. All parents have to go to this conference – for this reason this discussion is also called the Pflicht-Eltern-Gespräch (obligatory teacher-parent conference). You will talk with the class teacher about your child and his/her learning development. The class teacher will tell you what type of school might be good for your child.

What is the Grundschul-Empfehlung (primary school recommendation)?
After the first half of year 4, your child will receive a primary school recommendation. Your child will receive his/her primary school recommendation together with the mid-term report. The primary school recommendation will show you which type of school is good for your child.
You can follow the advice given and choose the type of school recommended for your child. But you do not have to.

Where do I register my child?
Ask the class teacher of your child’s primary school. He/she will tell you where and when you need to register your child.

Do all children get a place in their desired school?
Almost all children get a place in the school they want to attend – but sometimes there are not enough places. In this case, your child needs to go to a different secondary school. Therefore, you must choose two other schools.
If you register your child in the school chosen by you, you will receive a form. In this form, you will also write down the other two schools. In May, you will receive a letter that will tell you which secondary school your child can attend.