

Welcome

to the

Wangari Maathai International School

The 2nd International School of Berlin



Foreword

Dear parents,

The entire team of teachers and educators at the Wangari Maathai International School (WMIS) welcomes you and your children to our school.

We are pleased that you are entrusting us with the education of your child. Our team is very well trained, genuinely motivated and committed to supporting your child in his or her individual development.

This works best if we can also work with you parents in a trusting manner.

Let's get started!

Your team at the WangariMaathai International School

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Introduction to the School

The Wangari Maathai International School (WMIS) is the 2nd state international school in Berlin. Our working languages are German and English. We teach children from highly mobile families and children who live permanently in Berlin – who speak German or English at a native level for their age.

The Wangari Maathai International School started in school year 2017/18 with grade 1. In school year 2019/20 the school will consist of four so-called Flex groups (A, B, C and D), in which pupils from grades 1 and 2 are taught according to the Flexible Entrance Class system. In addition, there are two classes in Year 3 and 4. The children are taught and cared for by a team of teachers (German-/English-speaking) and an educator ("Erzieher" – a social worker with an academic background).

The WMIS is currently a full-day primary school, which in the medium-term will cover grades 1 to 6. In the long-term, we are planning to offer a lower secondary level with grades 7 to 10, as well as an upper secondary level with the possibility of acquiring a higher education entrance qualification ("Hochschulzugangsberechtigung") as an integrated secondary school.

Wangari Maathai – our Namesake



source: www.real-leaders.com

Born in 1940, Wangari Maathai was a Kenyan professor and women's rights and environmental activist who was the first African to receive the Nobel Peace Prize. She founded the "Green Belt Movement", which simultaneously combats poverty through reforestation and preserves the forest in East Africa. Wangari Maathai died in 2011.

We want to encourage our students, like Wangari Maathai, to work for sustainable development, democracy and peace. How did the name come about? Parents of our school were convinced that the name of a school is essential for its community and identity-building. Therefore, they collected suggestions – and decided to name the 2nd International School of Berlin, the "Wangari Maathai International School".

The School Day

We are a compulsory all-day primary school ("gebundene Ganztagschule"). This means that we pursue an overall school concept of teaching, educational development, remedial classes and Extended Care, which requires all pupils to participate from 8 a.m. to 4 p.m. for at least four days a week.

Attendance is free of charge for parents; childcare options before and after school extend the range of services offered by the school.

> see paragraph Further Support and Supervision ("ergänzende Förderung und Betreuung", or FöB)

	Monday	Tuesday	Wednesday	Thursday	Friday
Arrival	7:45 – 8:00	7:45 – 8:00	7:45 – 8:00	7:45 – 8:00	7:45 – 8:00
School Hours	8:00 – 16:00	8:00 – 16:00	8:00 – 16:00	8:00 – 16:00	8:00 – 13:05
Pick-up	15:50 – 16:00	15:50 – 16:00	15:50 – 16:00	15:50 – 16:00	13:05 – 16:00

Bilingualism

Within the framework of native or partner language lessons, classes are held in German or English, respectively. Pupils who are new to Germany and are not yet familiar with German will receive additional support in German so that they can successfully take part in the subject lessons in the German language. When setting up the classes, we make sure that they are made up, as equally as possible, of mother-tongue German-speaking and mother-tongue English-speaking children.

Class Schedule (Grades 1 and 2)

	Language
Native Language	English / German
Partner Tongue	English / German
Remedial Lessons	English / German
Mathematics	Teacher dependen
Natural Sciences (Science)	Teacher dependent
Music / Art	Teacher dependent
Physical Education	Teacher dependent
Social Learning	Teacher dependent
Informal Learning ("Ganztag" or GT)	Teacher dependent
Religion or Civics	German

Flexible Entrance Class

Students in grades 1 and 2 are taught in the Flexible Entrance Class (Flex) in mixed-year learning groups. Taking early school enrolment into account, the children in a Flex group are between 5 and 8 years old. The focus of the model is on respecting and accommodating the different learning needs of beginners. The lessons are individualized, i.e. the pupils work on different tasks at the same time. For example, a capable "first-grader" can work on second-grade tasks. We strive for and practice self-organization and teamwork. Students have one to three school years to complete the Flexible Entrance Class. High-performing children can go through the Flex phase in just one year, while children who learn more slowly can spend three years in the Flex phase - without having to repeat a year.

Dress Code / Uniform

There is no dress code. Students are not obliged to wear a uniform.

School Bus

There is currently no organized school bus at WMIS. However, some parents have formed carpools to support each other.

BVG Ticket – Public Transport

The Berlin Senate has decided that Berlin schoolchildren will be able to use public transportation in Berlin free of charge beginning 1 August 2019. The student ticket must be ordered online, and a photo and the current student ID must be uploaded (photo JPG, document PDF/JPG, max. 8MB). Further information can be found on the website www.BVG.de/schuelerticket

Student ID

A student identification card will be issued at the School Secretary's office. For a student ID, please bring a

current passport photo of your child to the school. Our secretary will then issue you with a student ID card on-site

Free School Supplies

Since the school year 2018/ 2019, all primary school students (i.e. pupils up to grade 7) have been eligible for so-called "Lernmittelfreiheit" in Berlin. This means that the learning and teaching materials used at school are made available to your child free of charge. Nevertheless, your child will need to purchase some materials for individual needs (e.g. a pencil case, sports equipment, etc.). You will find a current list of basic supplies for the school year 2020/2021 on our website. The class team will give you at the beginning of the school year a further list with extended supplies.

Department of Social Pedagogues

Since its inception, the Wangari Maathai International School has cooperated with the "TechnischeJugendfreizeit- und Bildungsgesellschaft (tjfbg) gGmbH" (Technical Youth Leisure and Education Society) in order to enable varied and all-day learning.

The team members of the Department of Social Pedagogues mainly focus on the social and emotional development of the children. Each class is assigned a member of the multi-professional team, who works closely with the teachers for the pupils and their families. The caregivers see themselves as contact persons and advisors for the children. They exchange ideas with them about their everyday lives, talk to them about the topics that concern them and answer questions. They support the children in a protected and trusting environment, whether in personal matters or private concerns and needs.

During school time, the Department is responsible for structuring the subject "Social Learning" (SL), the informal learning periods ("Ganztagsstunden" or GT) and lunch. In addition, the team supports the pupils in lessons, on field trips and excursions.

Further information of the Department of Social Pedagogues can be found on the websites of the WMIS and the independent organization (www.tjfbg.de).

Further Support and Supervision ("ergänzende Förderung und Betreuung")

The Department of Social Pedagogues is responsible for looking after the children before 7:30 a.m. (Early Care) and after 4:00 p.m. (Late Care), as well as during holidays. If you need care for your child outside regular school hours (from 7:30 a.m. to 4:00 p.m.) or during the holiday period, you can book one of three care modules:

1. Early Care + Holiday Care – childcare from 6:00 - 7:30 on school days plus Holiday Care, i.e. from 6:00 - 16:00
2. Late Care + Holiday Care – childcare from 16:00 - 18:00 on school days plus Holiday Care, i.e. from 7:30 - 18:00
3. Holiday Care from 7:30 -16:00

Holiday Care for all modules includes all public holidays and days without classes in the State of Berlin. Exceptions are the days between Christmas and New Year. Holiday Care is organized together with the Nelson Mandela School at the locations Pfalzburger Str. 23 and Babelsberger Str. 24.

→ The following steps must be taken to book a care module:

- 1) Please apply for a notice of need - "Bescheid über die ergänzende Förderung und Betreuung an allgemeinbildenden Schulen" (Notice on Full Support and Supervision at General Schools) - at your local youth welfare office ("Jugendamt"). All necessary information on requirements, required documents and the current forms can be found on the following homepage: <https://service.berlin.de/dienstleistung/324901/>
- 2) You will receive a "Bedarfsbescheid" (notice of need) from the youth welfare office - "Bescheinigung zur Vorlage in der allgemeinbildenden Schule/ beim Träger der Jugendhilfe" (Certificate for submission to the general school/ youth welfare institution).
- 3) Upon receipt of this notice of need, please contact the Coordinator of the Department of Social Pedagogues in order to conclude a contract with the Technische Jugendfreizeit- und Bildungsgesellschaft (tjfbg) gGmbH for further support and supervision.
> Current contact persons can be found on the website.

Meals at school

Breakfast/ Snack/ Drinks

On a daily basis, please give your child a filling, healthy breakfast at home, as well as a healthy snack and water to take to school. Please note that students are not encouraged to bring juices, soft drinks or sweets to school.

Lunch

School offers hot lunch for every child free of charge. The tjfbg organizes the hot lunch for the children as part of the Ganztags-framework. A cook in school prepares the meals at school.

Extra-C's

The Extra-C's are extra-curricular courses offered by external organizers on the premises of the school. Students can take part in these courses upon request and the courses are subject to a fee.

> The current courses, registration information and contact details of the contact persons can be found on the homepage under: Our school/ About us/ ExtraC's

Piano from the Carl Bechstein Foundation / School Choir

Thanks to the efforts of a mother we applied for a piano at the Carl Bechstein Foundation. And the application was successful! Our piano was delivered in April 2019 and since then we have been able to support our students even better musically. The Carl Bechstein Foundation, founded in Berlin, provides free pianos to primary schools so that children can start playing the piano at an early age. We express our heartfelt gratitude to the Foundation.

We are also particularly proud of our professionally conducted school choir, which was established in the school year 2018/2019. The school choir is integrated into the regular school routine.

Parent Involvement

Parents can and should help to shape schools and therefore have comprehensive design- and decision-making rights, which they assert in the school committees through their participation. The Senate has strengthened this pillar of the school's work through a Parents' Guide. This can be downloaded (so far only in German) from the following link:

<https://www.berlin.de/sen/bildung/schule/gute-schule/mitwirkung-von-schuelern-und-eltern/>

Parents' representatives have an important role to play in forming opinions within parent community. Together with teachers, school management and students (beginning at the lower secondary level), they shape the present, and make decisions for the future and current success of the school.

> Up-to-date information on open voluntary positions and contact information for current officials can be found on our homepage.

Parent Café

The "Elterncafé" is a place where parents can get to know each other, exchange ideas and support each other. During the first two weeks of school it opens every morning from 8:00 to about 9:30, then every two weeks thereafter. Even during the current school year, interested parents can address their initial questions there. The Parent Café takes place on the ground floor.

> The current dates can be found on the website.

Friends of Our School

The sponsoring association of our school – officially "Förderverein 2. SISB e.V." or Friends of WMIS – is a registered non-profit association for the promotion of education and international understanding. It has set the goal of supporting and promoting the interests of the school, both physically and organizationally.

The association has, for example, launched the Kids in Need program. Furthermore, the association supports the upkeep of the Wangari Maathai school garden in front of the school building, which was jointly designed by teachers, educators, parents and children, for the education of our children.

> You can find out more on the association's website: www.friendsofWMIS.de

Religious and Worldview Education

At the beginning of the school year, parents decide whether their child is to attend lessons in Protestant religious education (conducted by the Protestant Church) or in humanistic life studies (offered by the Humanist Association of Germany) as part of the regular class schedule.

Sick Note

If your child is ill, please report this by email secretary@wangari-maathai-schule.de or by calling the Secretary's office between 7:15 and 7:40 a.m. indicating the expected duration of your child's absence.

When you return to school, you must bring an excuse/sick note with you (see attached template).

From the 4th day of absence we need a medical certificate. You can submit this certificate by e-mail, fax, post or in person. If your child has had an infectious disease (e.g. rubella, scarlet fever, etc.), a medical certificate must be issued by the doctor.

Please make appointments with a doctor or other appointments after 4 p.m. from Monday to Thursday, or Friday after class time. We generally require you to be present. For exceptions, an application for a leave of absence can be made to the class and school leaders.

Please avoid unexcused absences so that we do not have to worry about your child. In the case of five unexcused days of absence, we as a school are required to submit a report of absence to the school authorities.

If your child falls ill during the school day and we must send him / her home, you as parents are obligated to pick up your child as soon as possible. If your child has lice, he or she will be sent home immediately or must stay at home.

School Holidays

The school holidays of the Wangari Maathai International School are based, without exception, on the official school holidays valid throughout Berlin. These are officially announced on the Internet on the homepage of the Senate for Education, Family and Youth:

<https://www.berlin.de/sen/bjf/service/kalender/ferien/artikel.420979.php>

If you need care for your child during the holidays, you will find more information in the section "Further Support and Supervision" ("ergänzende Förderung und Betreuung", oreFöB).

In addition, you can find out on which days there is no school via our homepage. Our cooperation partner will let you know well in advance whether tjfbg will provide Emergency Care on these days.

Contact Us

If you want to speak to a teacher, please leave a note or letter in your child's logbook or postmappe/ yellow folder or by email. The Class teacher will provide further information on the parents evening about to get in contact. Please understand that team members cannot be available for spontaneous conversations or answer inquiries immediately – their priority is to take care of your child. Please check the details in our Code of communication on school's website.

Secretary: E-Mail: secretary@wangari-maathai-schule.de , Telefon: 030-8575 89 45
Coordinating Teacher/ Quality manger (1.8.2020): Constance Gesse E-Mail: gesse@wangari-maathai-schule.de
Coordinator of the Department of Social Pedagogues: Charlotte Reggentin E-Mail: c.reggentin@tjfbg.de
Headmaster / Principal (Temporary): Matthias-Carsten Rösner E-Mail: roesner@wangari-Maathai-schule.de
Parents' Representative: Cassandra Allen E-Mail: gev@wangari-maathai-schule.de

Legal Notice

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Internet: www.wangari-maathai-schule.de

TEMPLATES



Erklärung über Fehlzeiten

Sehr geehrte(r) Frau/Herr.....,

ich bitte Sie hiermit, das Fehlen meiner Tochter/meines Sohnes.....

aus der Klasse.....am...../vom.....bis.....wegen

..... zu entschuldigen.

(Krankheit bzw. anderen Grund angeben)

Mit freundlichen Grüßen

.....

(Unterschrift eines Erziehungsberechtigten)

Ort: Datum:

Explanation of Absence

Dear Mrs./Mr,

I'm hereby asking you to excuse the absence of my daughter/my son

.....from class.....on/from to

..... because of

(indicate illness or other reason)

Yours sincerely

.....

(Signature of a parent or guardian)

Place: Date:

Request for Leave

I. Request for Leave

name of student: class:

time: until:

reasons:
.....
.....

.....
date signature of parents

II. RECOMMENDATION OF CLASSTEACHER

name of classteacher:

Request for leave ☐ may be approved.
☐ may be approved but with doubts.
☐ may not be approved.

reasons:
.....
.....
.....

.....
date signature of classteacher

III. PRINCIPAL'S DECISION

The Principal ☐ approves the recommendation.
☐ does not approve the recommendation.

reasons:
.....
.....

.....
date signature of principal

Copy of consent/rejection submitted to parents.

☐ school office

.....
date

