

Transition from Primary to Secondary School

Dear Parents,

Our school is trying to assist you in your decision which secondary school to choose for your child. In order to facilitate the transition of the "Gymnasium", you are requested to consider the following basic questions:

- Has my child completed primary school without any major difficulties?
- Does my child generally enjoy going to school?
- Do I believe my child capable of working more for school than before?
- Does my child do his/her homework usually on his/her own and speedily?
- Does my child have good or very good grades in German, Mathematics and Basic Sciences?
- Does my child enjoy activities such as writing, reading, painting, practical work or playing a musical instrument over an extended period of time?
- Is my child capable of interacting with other people (friends, siblings, parents) and getting actively involved in team decisions?

In order to assist you with your decision for a secondary school we offer the following additional possibilities:

- **Parents' evenings:** representatives of Secondary Schools in Offenbach will introduce their particular schools toward the end of the first semester of grade 4. On this occasion you will get a comparative survey of all "Gymnasien" in Offenbach: Albert-Schweitzer-Schule, Leibnizschule and Rudolf-Koch-Schule with their individual focuses.
- **"Open Day":** On one Saturday morning ASS offers you an opportunity to get acquainted with our school:
 - Guided tours of the school building
 - Extensive counselling
 - Individual talks with teachers
 - Presentation of teaching material
 - Classroom demonstrations
 - Introduction of special classes
 - Introduction of our special courses (bilingual classes, IT classes)
 - Information referring to upper-level classes
 - Information referring to afternoon activities
 - Information concerning UNESCO projects and cross-cultural work
 - Meeting parents' representatives
 - Enjoy musical and artistic performances by 6th-grade students
 - Exchange ideas with other families in the cafeteria

Individual counselling talks are not required for an enrolment at our school because we proceed from the assumption that your child has been recommended for the "Gymnasium" by his/her teacher. However, if you desire individual counselling, please send us an e-mail stating your particular request to

albert-schweitzer-schule@ass.schulen-offenbach.de

or

Christine.holtze@ass.schulen-offenbach.de

We will then contact you and make an appointment.

Enrolment takes place via your child's primary school at the beginning of the last semester of year 4. In the registration form you can make certain requests such as

- Enrolment in one of our special classes (sports or science)
- The names of up to two friends who your child would like to team up with
- Your choice of a second foreign language if you have already decided.

Special classes

In order to register for our sports class certain conditions have to be fulfilled; please make sure that the necessary documents are handed in on time. If you opt for the science class you will receive a form at the Open Day or you can mark this on your registration form or send us an email.

Starting at ASS

Normally you will receive a notification in April or May stating which in which school your child has been enrolled. In order to facilitate your child's take-off at ASS we offer a number of supportive measures:

- **“Making contact” Day:** As soon as the new year- 5 classes have been set up, all families are invited on a Saturday afternoon, usually at the end of June. After a general welcome in the old gym the new students meet in their future classrooms and get to know their form teachers as well as their new classmates. Parents are invited for an informal chat in the cafeteria.
- **Enrolment Ceremony:** On the second day of the new school year the official enrolment ceremony takes place, organized in great part by students of year 6 classes by musical and sports performances. Afterwards the classes are taken to their classrooms where they receive their school books as well as a list of school material to be purchased. Apart from that they will receive a folder containing important forms and information sheets as well as an information leaflet with FAQs.
- **Big Pals from class 9:** Our new year-5 students will be accompanied during their first two years at ASS by students from year 9 during particular events. These students will also assist them if they need orientation or help during break.
- **Form teacher lesson:** In year 5 there are lots of organizational issues to be tackled; therefore our 5th-grade classes are allotted additional time with their form teachers in which these matters are taken care of
- **Initial orientation:** In the first few weeks the following issues will be discussed in some detail: orientation within the school building / understanding substitution and replacement schedules / getting to know your classmates more closely / introduction into working with exercise books and organizing homework / introduction of the “Schülerheft” (booklet containing timetables, space for communication between teachers and parents, space for notes of absence, school rules etc.) / rules of conduct within class

- **Class trip:** In year 5 or 6 a class trip takes place to a youth hostel, usually within the state of Hesse. Participation is mandatory.
- **Unity of classes 5 and 6:** In order to facilitate your child's successful into our school and to develop his/her skills according to his/her individual talents we consider classes 5 and 6 a close unity under the heading "arrival – orientation – takeoff".
- **Special service for parents:** During the second week of school a special information night for parents will be scheduled in order to provide them with necessary information: introduction of faculty and staff, parents' representatives, social workers, special classes etc. A Regular informal parents' get-together ("Elterncafé") is also introduced.

[Lz – 7/2016]