

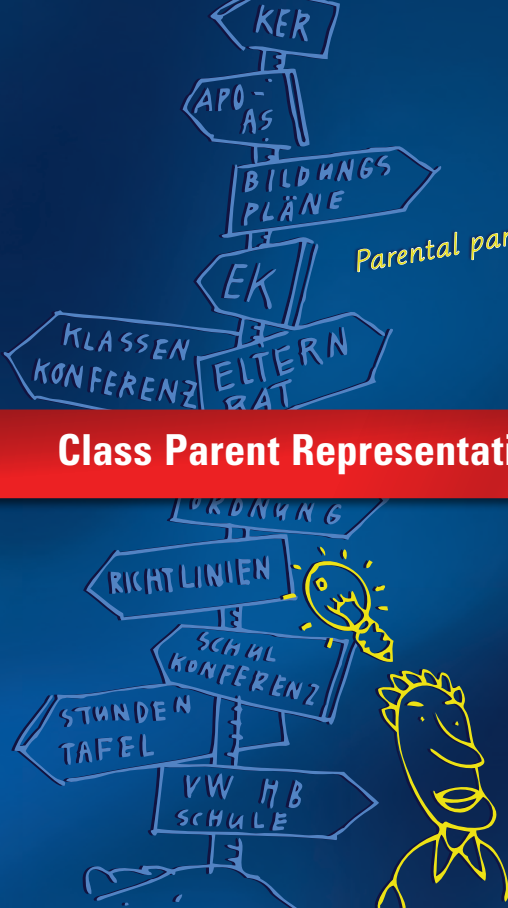


[www.hamburg.de/bsb/elterninfo](http://www.hamburg.de/bsb/elterninfo)

Englisch

*Parental participation for newcomers*

## Class Parent Representation



*»I have been active in parents' committees for more than eight years. So I have been able to help many children with an immigration background again and again.«*

*»My motivation for getting active in parental work is, and will always be, our children. That's why I am involved with such joy, passion and persistence.«*

*»Parents often see school life from a different perspective. It is important to communicate these views, so we can shape school life together.«*



**EBRAHIM YOUSEFZAMANY**

*Parent representative at the  
Bovestraße School*




**HÜLYA MELIC**


*Parent representative at the  
Molkenbührstraße School*




**CHRISTIAN SCHUSTER**

*Parent representative at the  
Hohe Landwehr School*

The  symbol in the text refers to the **Elternratgeber – Wir reden mit!** brochure, the comprehensive handbook for parental involvement at the school.

The  symbol refers to **[www.hamburg.de/bsb/elterninfo](http://www.hamburg.de/bsb/elterninfo)** with further information, tips and documents.

The  symbol relates to the Hamburg Education Law.  
**[www.schulrechthamburg.de](http://www.schulrechthamburg.de)**

This brochure is available in the following languages:  
**Arabic, German, English, Farsi, French and Turkish.**



# Dear Parents,

Good education best succeeds if it is jointly shaped by all the parties involved. This is why it is so desirable for parents to get involved. And all parents are welcome – as parent representatives for classes, for example. But what does a class parent representative actually do?

This booklet is designed to give you short and simple information on the tasks and opportunities for parent representatives in the class.

# What do class parent representatives do?



- They are the contact for all the parents of the class.
- They represent the interests of all the parents of a class.
- They ensure contact between parents.
- They inform parents about current issues.
- They get involved voluntarily and without payment.

**Parental work at the school is an honorary activity.**

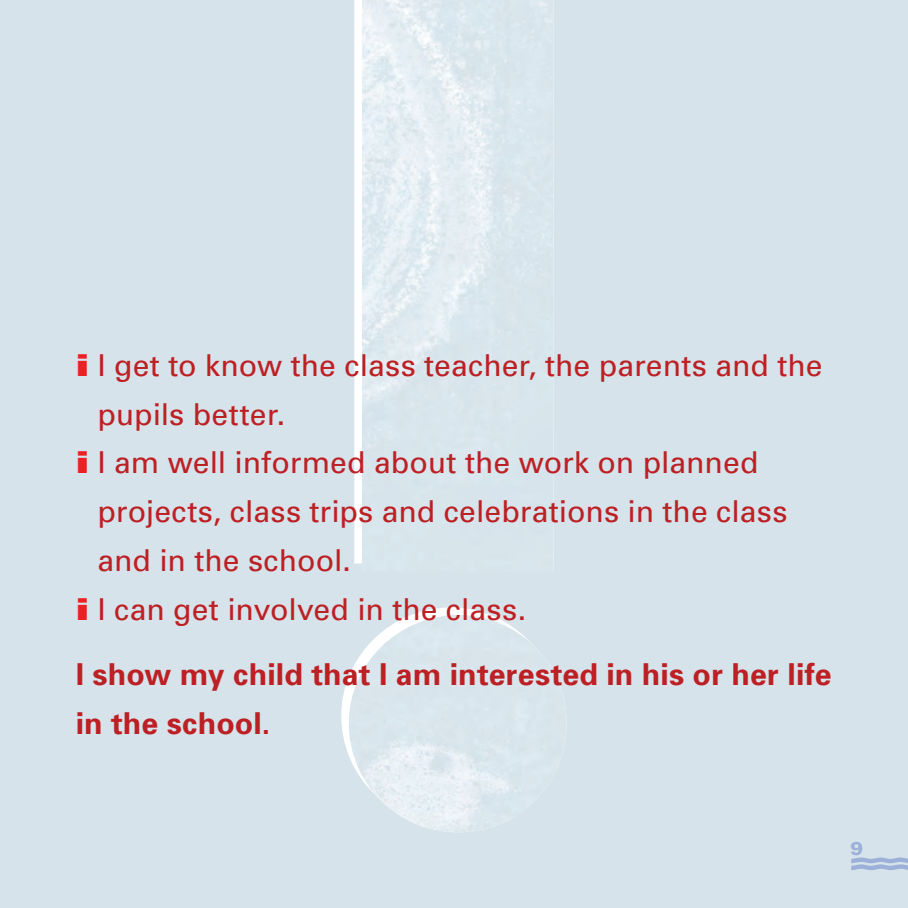


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# Why should I be a class parent representative?



- 
- I get to know the class teacher, the parents and the pupils better.
  - I am well informed about the work on planned projects, class trips and celebrations in the class and in the school.
  - I can get involved in the class.

**I show my child that I am interested in his or her life in the school.**

# What are my tasks?



■ I can organise and lead parent evenings (§71).

The class teacher helps me do this.   P. 8

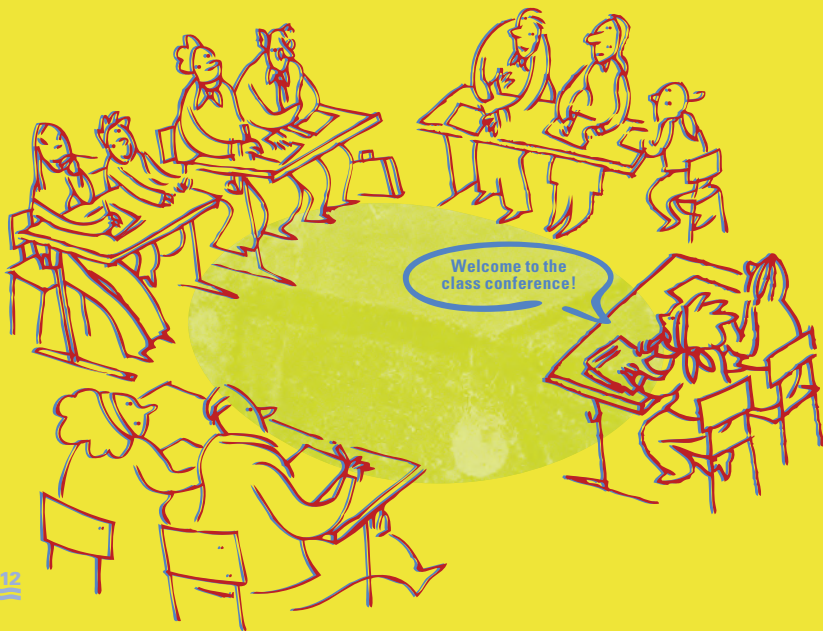
■ I support the close cooperation between parents and teachers.




■ I mediate where there are differences of opinion between pupils, parents and teachers.

■ I elect the parent council with all the other parent representatives of the school.

**All parent representatives can use the technical equipment at the school for their work.**

# Which meetings do I participate in?




- I can attend the parent council meetings.
- I take part in the class meetings:
  - in the planning meetings as per §61, 
  - in the disciplinary hearings as per §49, on parents' request. 
- I am informed about the performance level of the class prior to the school report meeting. 

**I have to keep confidential information to myself (§105).**

# Do I work alone or in a team?



- 
- We are two class parent representatives and two deputies.
  - We can work in a team or divide the tasks between us.
  - We can substitute for each other.
  - We can network with other parent representatives.

**We are more successful together.**



# Who do I turn to if I have any questions or problems?



- to the class teacher
- to the class spokesperson
- to the parent representatives of other classes
- to the head of department
- to the school administration
- to the consulting service
- to the parent council

**The parent counselling service at the School Information Centre is also there to inform and help you.** 🔍

# How long can I be a class parent representative?



- I am elected for the school year at the first parents' evening.
- My period of office ends at the next election.
- I can be re-elected at the next election.

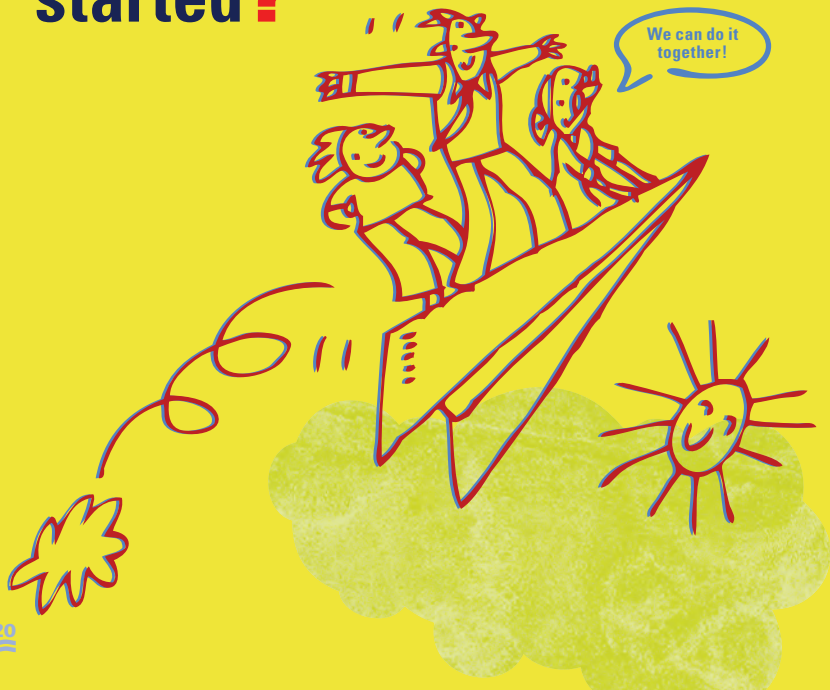


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- I can resign from the office.

**I can be elected every year,  
as long as my child attends the school.**

# When do we get started?





**Now!**

Are you interested?

Do you want to join us?

**Then why not start in parental participation!**

**All parents are welcome.**



## USEFUL CONTACTS

### **Parental Education at the Landesinstitut für Lehrerbildung und Schulentwicklung (LI)**

Weidenstieg 29

20259 Hamburg

Tel. 040 428 84 26 74

**[www.li.hamburg.de/elternfortbildung](http://www.li.hamburg.de/elternfortbildung)**

### **Advice from pupil and parent representatives Schulinformationszentrum (SIZ)**

Hamburger Str. 125 A

22083 Hamburg

Tel. 040 428 63 28 97

**[www.hamburg.de/bsb/elterninfo](http://www.hamburg.de/bsb/elterninfo)**

### **Elternkammer Hamburg**

Hamburger Straße 31

22083 Hamburg

Tel. 040 428 63 35 27

[info@elternkammer-hamburg.de](mailto:info@elternkammer-hamburg.de)

**[www.elternkammer-hamburg.de](http://www.elternkammer-hamburg.de)**

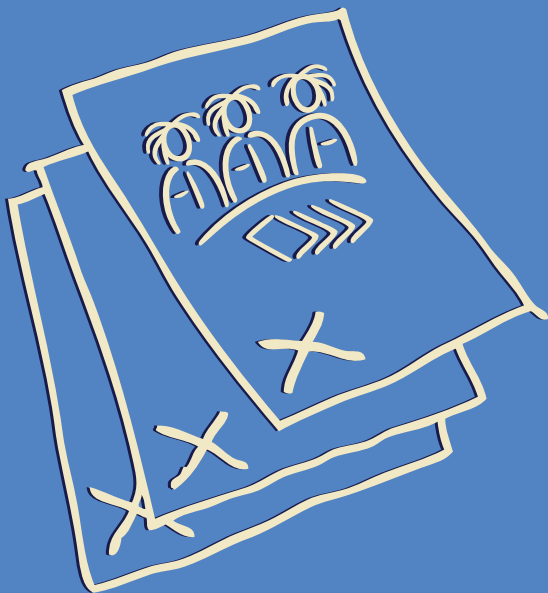
For those who would  
like to know more...





# ELECTIONS

CLASS PARENT REPRESENTATIVES



The election is on the first parent evening, four weeks after the start of the new school year at the latest.

There are two class parent representatives and two deputies.

The following applies for school years without any classes: for every 25 pupils, two parent representatives and two deputies are elected.

Class parent representatives remain in office until the next election.

Parents can propose themselves for election.

Parents can be proposed by others.

Parents who also work as teachers at the same school are excluded from the election.

For each pupil, there are two votes available for parents. Either each parent submits one vote, or one parent submits two votes.

Two ballots are carried out, for:

- **class parent representatives**
- **deputies**

If there is a tie, the decision is made by drawing lots.



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# THE CLASS MEETING AS PER §61

THE PLANNING MEETING



The planning meeting takes place twice in the school year.  
All issues that are important for the class are discussed, such as:

- **excursions, school trips and costs**
- **questions about the teaching**
- **the class community and the learning atmosphere**
- **projects**
- **scope and extent of the homework**
- **planning and dates for the class tests**
- **performance assessment**
- **education issues**
- **rules and consequences** . . . .

Members of the planning meeting:

- **school administration**
- **all the class teachers**
- **two parent representatives**
- **two class representatives from class four onwards**



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# THE CLASS MEETING AS PER §49

EDUCATION AND DISCIPLINARY MEETING



The education and disciplinary meeting advises and decides in cases of severe violations of the rules by pupils.

On request by the parents and the pupils concerned, the

- **class parent representatives and/or the**
- **class representatives can take part.**



The Ombudsperson for pupil representation is also the contact person for questions on education and disciplinary measures:

**[www.hamburg.de/ombudsperson-schueler](http://www.hamburg.de/ombudsperson-schueler)**

# THE SCHOOL REPORT MEETING AS PER §62

HEARING



The school report meeting advises on the performance and decides on the grades for each pupil.

The members are:

- **the school administration**
- **all the class teachers**

Class parent representatives do not take part in the school report meeting, but they must be informed about the performance level and the work and social behaviour in the class prior to the certificate meeting. They can comment on this verbally or in writing.

The school conference decides how this hearing is organised at the school.



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# THE OBLIGATION TO SECRECY §105

CLASS PARENT REPRESENTATIVES



Class parent representatives are pledged to secrecy:

- **in all personal and disciplinary matters**
- **in all further jointly agreed matters**

This obligation to secrecy is to be registered in writing by the school.





## LEGAL INFORMATION

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