

# Intercultural



Englisch – English  
Updated 3rd edition



## Parent guidebook: Diversity in Schools

Religious questions in school | Physical education and  
swimming lessons | Sex education | School trips



# Imprint

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**This publication is available in Arabic, German, English, Farsi, French, Russian and Turkish.**

**Übersetzung:** Mizzi Walker

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# Preface

## Dear Parents,

Hamburg is the gate to the world. And a gate through which the world comes to Hamburg. Throughout the years, many people from different parts of the world have come to our city. Some were in search of new job opportunities, some came for love or because they were looking for peace and a new place to call home.



Today, individuals from over 180 countries live in Hamburg. They contribute to our city through their cultures and customs, their languages and religions, as well as their traditions and their viewpoints. The unity of all these people offer chances—for the city as well as for the people themselves.

The cornerstone for this unity is laid down in Hamburg schools. Children spend most of their days here. They form friendships without prejudice based on origin, country of birth or skin color. Instead they learn from each other and teach each other. They exchange vocabulary, share a piece of their sandwich and play international games. Essentially they become the role models for their families. Children having play dates results in the parents coming into contact as well.

This is what the Hamburg Senate calls “intercultural competencies” and considers a main component of its integration policies. It is simple: go towards each other, talk with each other, get to know one another. The children know how to do this. Let us learn from them!

This is easily said, but for some adults, not so easily done given their life experiences. This guidebook is meant to help.

It covers questions and answers on different topics which arise due to the intercultural and religious diversity existing in Hamburg schools. This book was created through the collaboration of different departments of the Hamburg Institute of Teacher Training and School Development, as well as a member of the Integration Advisory Board.

I hope that the tips and information are helpful. If you have any further questions, do it like the children: ask! Hamburg’s teachers will love to answer.

A handwritten signature in black ink, appearing to read 'T. Rabe'.

Ties Rabe,  
Senator für Schule und Berufsbildung der Freien und Hansestadt Hamburg

# Foreword



**Dear Parents,**

schools in Hamburg are shaped through diversity. In primary school, about half the children have what we call a migration background. To make sure that this cultural diversity has its place in schools, it is required that all involved have the necessary information about the school system.

This publication with the title *Diversity in Schools* is intended to inform and advise you on all cultural or religious questions relating to the daily school activities. This includes religious holidays and period of fasting, prayer in school, physical education and swimming lessons, sex education and school trips.

We would like to lay out the legal position on these topics as well as offer you arguments as a basis for discussions with teachers. This should enable you to have all the relevant information on hand.

This publication is available in Arabic, German, English, Farsi, French, Russian and Turkish.

Further we would like to call attention to our multilingual publication called *Parental Guidebook for Immigrants*. This publication offers information on the general questions regarding school. This publication is available at the school information center (SIZ) under:

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

E-Mail: [schulinformationszentrum@bsb.hamburg.de](mailto:schulinformationszentrum@bsb.hamburg.de)

Telefon: 040 42899-2211.

We hope you enjoy this guidebook and wish you all the best in school—for you and your child.

A handwritten signature in black ink, appearing to read 'Josef Keuffer'.

Prof. Dr. Josef Keuffer  
Direktor des Landesinstituts für Lehrerbildung und Schulentwicklung



# Religious questions in schools

## **The significance of religious festivals and celebrations**

Festivals and holidays are periodically reoccurring events in all religions and cultures. These events differ from the average day to day through to certain customs which have meaningful and symbolic religious interpretations. Religious festivals are often seen as a time to remember and enhance the cohesion of the community. For this reason the festivals often have a special meaning to individuals, even if their original religious significance may be lost.

## **Exemption from lessons on grounds of religious public holidays**

Pupils belonging to a nationally recognized religion are granted, on demand, an **exemption from school for the highest religious public holidays of their faith**.<sup>1</sup> For these festivals, a simple notification to the class teacher that the pupil will be observing the public holiday in question is sufficient. Exemption from lessons on any further days must be applied for separately and is decided upon by your child's class teacher or the school principal. With regard to this issue, please hold timely consultations with your child's teachers or the school principal.

<sup>1</sup> Legal grounds are based on Art. 4 GG, § 3, 3a *Hamburgisches Feiertagsgesetz*, as well as § 28(3) of the *Hamburger Schulgesetz*.

## Examples from practical experience

### Exemption from lessons due to Christian holidays

Since the major Christian holidays (Good Friday, Easter, Ascension Day, Whitsun, and Christmas) are officially free of lessons the following principles generally apply for other church related holidays:

- On Penance Day and Reformation Day (31st October), **Evangelical pupils** are given the opportunity to attend church services. The class teachers must be informed ahead of time about any desire to take part in worship.
- **Catholic pupils** are given the opportunity to attend mass on the 6th of January (Twelfth Day), Corpus Christi (Thursday after Trinity Sunday) and All Saints' Day (1st of November). The class teachers should be informed ahead of time about the desire to take part in mass.
- In the case of **Orthodox Christian pupils**, it must be taken into account that some Orthodox churches comply with the old (Julian) calendar and celebrate the major Christian festivals 13 days later. Intention to attend these holidays (especially Christmas, Good Friday, Easter) should be communicated to the class teachers ahead of time.

### Exemption from lessons due to Jewish festivals

Jewish pupils are allowed to attend the following services:

- **Rosh Hashana** (the Jewish New Year festival, celebration over one's own reflection on life changes and prayer, which is celebrated in September/October),
- **Yom Kippur** ("Day of Atonement", the paramount Jewish holiday, day of fasting, remorse and penance, which is celebrated 10 days after the Jewish New Year)
- **Pesach** (March/April, spring celebrations, remembrance of liberation from slavery of Jews from Egypt and the freedom of the children of Israel. During the Pesach week, the introductory Seder evening and the subsequent first day of the festival week are particularly significant.)

Other important festivals are Sukkoth ("Feast of Tabernacles") and the subsequent Shemini Atzeret and Simchat Thora, as well as Hanukkah ("Festival of Lights"), Purim ("Feast of Lots") and Shavuot ("Festival of Weeks").

## Exemption from lessons due to Islamic festivals

The following Islamic holidays are holy holidays as described by the *Hamburgisches Feiertagsgesetz* § 3a regarding public holidays for members of the Islamic faith:

- **Festival of Sacrifice** (Eid al-Adha, commemorates Abraham's willingness to sacrifice at God's command), *flexible*
- **Festival to break Fast** (Eid al-Fitr, ends the month's fasting period), *flexible*
- **Day of Ashura** (a day of mourning by Shi'a Muslims in remembrance of the battle of Karbala), *flexible*

On demand, Muslim pupils are granted a day off school on the first or second day for the Festival of Sacrifice as well as the Festival to break Fast respectively. On the Day of Ashura, Muslim pupils must be given the opportunity to attend a service. Some Sunni communities commemorate Ashura with a service on the afternoon of the previous day. Pupils *can* receive an exemption for this, due to "special circumstances", as described in § 28(3) of the Hamburg School Act (*Hamburger Schulgesetz*).

Please inform your child's teachers ahead of time if you wish for your child to attend a certain service. The festivals are bound to the Islamic moon calendar. Yet depending on the belief the first days of a festival can occur on different dates. Thus the start of the festivals can differ with Muslims from different regions.

The dates of these public holidays are set by the Islamic religious communities and are published in letters and calendars available at the Institute of Teacher Training and School Development (LI), as well as the Department of Education.

## Respecting the Islamic fasting period (Ramadan)

Fasting during the month of Ramadan belongs to the "five pillars" (Islamic responsibilities) and as such has special significance. The month of fasting is an intensive religious practice which is not limited to the physical act of fasting. During this time, Muslim pupils engaging in fasting may not be as resilient as usual.

If your child fasts and you have any misgivings about his or her physical condition (e. g. in relation to physical education lessons), please talk to the child's teacher. If a school trip has been planned during the month of fasting, talk to your child's teachers and point out that a school trip during this

period would undoubtedly be a substantial burden because it disturbs the entire daily rhythm and adhering to the fast is very difficult in a predominantly non-Muslim environment.

If your child is still of primary-school age and would nevertheless like to take part in the fasting because he or she is keen to be involved in community activities, you should monitor your child's condition during lessons in consultation with the teachers and act in the interests of the child, particularly since fasting at that age is not obligatory.

### Exemption from lessons due to Alevi festivals

The following Alevi holidays are holy holidays as described by the *Hamburgisches Feiertagsgesetz* § 3a regarding public holidays for members of the Alevi faith:

- **Day of Ashura** (celebrations to end the 12 day Fast in the month of Muharram), *flexible*
- **Hizir Lokmasi** (Fasting in honor of Hizir, an immortal holy man), *15th of February*
- **Nevruz** (Spring Festival), Devotion of the birth of Hl. Ali (Hz. Ali), *21. March*

### Exemption from lessons on grounds of Hindu and Buddhist festivals

The most important holy festivals of the Hindu communities are:

- **Holi**, spring and fertility festival in which one throws colored powder on one another, *February/March, flexible*
- **Krishna** Janmashtami, commemoration of the birth of the deity Krishna in Mathura, India, *August/September, flexible*
- **Dasara** (Dussehra), celebration of good over evil, *September/Oktober, flexible*
- **Divali** (Deepavali), 5 day festival of light to honor the return of the god Rama from exile, *October/November, flexible*

The most important holy festivals in **Buddhism** are:

- **Vesakh**, celebration of three events from Buddha's life (his birth, his awakening as Buddha, and his parinirvana (his complete entry into the nirvana).
- The Buddhist New Year celebrations are also of great significance for many people from strongly Buddhist-influenced countries.

## Prayer in schools

Prayer plays an important role in exercising one's religion.

If your child would like to adhere to prayer times and say his or her prayers in school, please speak to the class teacher about it.

Schools are advised to make it possible for pupils to say their prayers in lesson-free periods (e. g. during breaks or free periods) on request and to give them access to a room (a classroom or the like). It is unnecessary to furnish a separate room as a prayer room because individual pupils or groups of pupils have no legal entitlement to any special arrangements (such as an exemption from lessons, access to rooms) for praying. You should speak to your school about the issue if necessary. You, and your school, can obtain advice on prayer in school from the address on page 12.

## Further information and tips for everyday school life

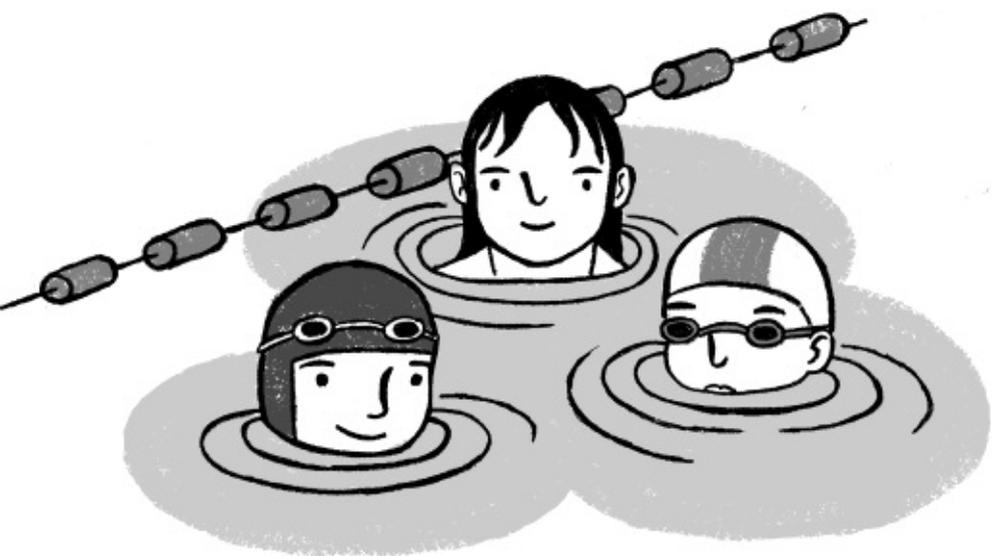
- Ask whether your child's school takes fasting periods and religious holidays into account when planning the school year and especially when planning school trips. Point out, if you feel it to be appropriate, that school trips, written tests/exams and parent teacher evenings should—as far as possible—not be scheduled during those holidays.
- Inform the teachers ahead of time about your child's exemption from attending lessons on religious holidays.
- Talk to your child's teachers about the possibility of coming in and telling your child's school/class about the significance and activities involved in one of the religious festivals. In this way, your child, you as parents, or the grandparents could provide a lively insight into the traditions and customs of the religion in question and help to establish some interreligious learning.



## INFORMATION AND ADVICE

- ▶ **Landesinstitut für Lehrerbildung und Schulentwicklung, Arbeitsbereich Religion (Religion Working Group)**  
Mara Sommerhoff  
Tel.: 428842-566  
E-Mail: [mara.sommerhoff@li-hamburg.de](mailto:mara.sommerhoff@li-hamburg.de)  
[www.li.hamburg.de/religion](http://www.li.hamburg.de/religion)
  
- ▶ **Yearly regulations regarding public holidays from the department of the Hamburg Institute of Teacher Training and School development**  
▶ [www.li.hamburg.de/bie/material](http://www.li.hamburg.de/bie/material)
  
- ▶ **Interreligious Calendar**  
▶ [www.hamburg.de/interreligioeser-kalender/](http://www.hamburg.de/interreligioeser-kalender/)  
Interreligious calendar which has detailed descriptions of festivals as well as comments made by pupils  
▶ [www.li.hamburg.de/bie/material](http://www.li.hamburg.de/bie/material)  
Calendar with interreligious discussion forums and background information to individual religious holidays





# Physical education (sport) and swimming lessons

School physical education (PE) in Hamburg gives children and teenagers a diversity of possibilities to enjoy physical exercise, to gather experience of physical exercise, to acquire sporting competence and to encourage their own personal development. Physical education lessons are a compulsory part of school education. These lessons also include compulsory swimming lessons. Starting at the beginning of the school year in 2014, these will be given regularly in primary school only. The lessons are usually given by swimming instructors from Bäderland Hamburg. In addition to the compulsory PE lessons, schools offer varied programmes to promote exercise and sports. Participation in these is voluntary.

If you have any questions about the organisation and structuring of PE and swimming lessons, please speak to your child's teachers about it. In the interest of your child, we would again like to draw your attention to the importance of PE and swimming lessons. They contribute to a healthy personal development and are particularly suitable for building bridges, generating mutual understanding and forming communities and friendships. In particular, swimming lessons can have a life-saving function. The ability to swim is an important prerequisite for many activities, e. g. on school trips or in the numerous water-sports activities that Hamburg has to offer.

The following points should be kept in mind

■ **Clothing in PE instruction**

Please take care that your children wear clothing that is suitable for sporting activity. This includes appropriate sport shoes, a T-shirt or the like, and gym shorts or tracksuit trousers. Watches, necklaces and jewellery must be taken off before the lesson as they are a potential risk for injury.

■ **The headscarf in PE instruction**

It is permissible to wear a headscarf on religious grounds in PE lessons. Hardly any of the content in lessons is impaired or disturbed by a headscarf which allows for physical exercise<sup>2</sup>. The decision is made by the PE teacher on a case-by-case basis.

■ **Girls and boys in joint PE instruction**

In Hamburg girls and boys are generally educated together. If there are no organisational or staff-related obstacles and it seems pedagogical sensible, PE instruction can be segregated along gender lines. The decision is made by the school in question. If you have questions regarding this matter, please speak to your child's PE instructor. In exceptional circumstances an application for exemption from PE lessons or certain exercises can be made. An application for exemption is only approved if your child or you as parents can genuinely convince those responsible that there is a real moral conflict on this issue. Since swimming lessons can have a life-saving function and from 2014 are only regularly provided in primary school, there is no possibility to get an exemption based on religious grounds in this matter.

<sup>2</sup> There are 2-piece headscarves made of cotton which work without pins and allow great freedom of movement.

### ■ **Swimming instruction**

If you regard the wearing of the usual swimming costumes as inappropriate, it is possible for your child to wear other clothing. Please take care that the clothing is made from material suitable for indoor swimming pools. The goal is to have all pupils participate in the swimming lessons—the clothing should not be an obstacle to this. If you have any specific questions regarding the structuring of swimming lessons, you can speak to the management of the swimming pool where the lessons will be given or call Bäderland Hamburg's telephone service: 040 188890.

You should try to get in touch with the teachers if you have any concerns or questions. Special circumstances and specific consultations are best when they are agreed on by the involved persons themselves. Only by taking the viewpoints of all those involved into account and holding joint discussions can a solution be found which helps the most important person of all: your child.

#### **INFORMATION AND ADVICE**

▶ **Landesinstitut für Lehrerbildung und Schulentwicklung**  
**(Hamburg Institute of Teacher Training and School Development)**  
**Leitung Referat Fortbildung Sport (Department of Physical Education)**  
Regina Haß,  
Tel.: 428842-331, E-Mail: [regina.hass@li-hamburg.de](mailto:regina.hass@li-hamburg.de)



# Sex education

Sex education is a task incumbent on the parents and the school. Sex education in schools must therefore tie in with the sex education given at home, complement it and if necessary expand on it. The instruction helps children and adolescents to acquire the competence to act in a self-determined and responsible way in the sexual sphere. One element of this is that children and adolescents learn to treat their bodies with respect. The prerequisite of this is that they know their bodies.

These days, sex education is regarded as a part of social learning. Topics such as “dealing with feelings” and “value orientation”, as well as traditional topics with regard to procreation and bodily functions, are dealt with because this is the only way that young people can gain access to reliable information. Speak to the teachers if you have any concerns whatsoever about your child receiving sex education at school.

## Information for parents on the content and methods of lessons

The interaction of parents and teaching staff in the educational system requires a mutual information process. This means that teachers must inform parents about the content, form and objectives of the planned lessons, e. g. at a parents' evening or by means of a letter to parents. Parents can seek a personal meeting with the teacher in question. This right to information of parents is established in § 6(2) and § 32 of the Hamburg Schools Act (HmbSG). Parents do not, however, have the right to determine which topics shall and shall not be covered in the lessons or at a parents' evening.

## Possible questions and misgivings aired by parents

### **Is it possible to have my child excused from sex education at school?**

The legal situation regarding exemption from sex education lessons in schools stipulates that sex education is one of the compulsory tasks of schools. As a matter of principle it is therefore not possible for children or adolescents to be exempt from lessons on grounds of e.g. religious ideals. There have been court rulings to this effect.<sup>3</sup> Non-attendance by your child will be treated as unexcused absence.<sup>4</sup>

### **Are girls and boys taught separately?**

Permanent segregation in sex education in schools is not regarded as sensible because the point of sex education is, among other things, that girls and boys start to talk to each other and exchange their views. It may well be the case, however, that one or two of the double lessons are segregated along gender lines.

### **Is the natural sense of shame of individual children kept in mind when teaching material is selected and used?**

Concerns in this area include: "The teacher works with illustrative material such as photographs of naked people. This confronts my child with situations that he/she finds extremely embarrassing."

As a matter of principle, children's natural sense of shame is kept in mind when teaching material is selected and used. Generally, lessons no longer include photographs of naked people.

<sup>3</sup> Decision by Hamburg Administrative Court from 12.01.04 (15VG5827/2003) and ECHR 153 (2011).

<sup>4</sup> §28 (2) Hamburg Schools Act (HmbSG), for download at: [www.hamburg.de/bsb/schulgesetz](http://www.hamburg.de/bsb/schulgesetz)

### **What happens when my child finds something unpleasant?**

Concerns in this area include: "My child is being confronted with so-called 'delicate topics'. In my opinion, these include 'masturbation' and 'homosexuality'. I don't want my child to learn about that because he/she is not yet old enough to be able to handle such topics."

On this point, it must be noted that lessons and their topics are generally structured and prepared in an age appropriate way.

### **Do the lessons take into account different cultural and religious ideals?**

When structuring the lessons, teachers are not allowed to make any personal ideals the defining criterion. Instead, they must take care that different viewpoints are expressed, presented and tolerated. The moral guideline comprises the fundamental rights which are oriented towards human dignity and the free development of the individual. The teacher intervenes only if comments made by pupils call these moral guidelines into question.

If you have any misgivings about whether the lessons are taking different cultural and religious ideals into account, please speak to your child's teacher.



#### **INFORMATION AND ADVICE**

► **Landesinstitut für Lehrerbildung und  
Schulentwicklung**  
**Arbeitsbereich Sexualerziehung und Gender**  
**(Sex Education and Gender Department)**

Beate Proll

Tel.: 428842-740

[beate.proll@li-hamburg.de](mailto:beate.proll@li-hamburg.de)

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



# School trips

## What is a school trip?

A school trip is school in a different place. It is an essential part of school life, and most of the time, the highlight of the pedagogical work and the collective learning. It can serve to strengthen class cohesion and support social interaction. School trips allow pupils to examine and experience what they have learnt in class and thus deepen their existing knowledge. The preparation and execution of school trips is one of the teachers' official tasks. It is compulsory for pupils to take part in school trips.

The purpose of a class trip is chosen in light of specific criteria and should be agreed upon with the pupils and their parents. Prior to booking the trip, parents declare that they will cover the costs incurred by their child.

The following school events that take place outside of school are deemed to be school trips:

- class and study trips,
- field trips, excursions,
- project trips,
- participation in inter-school competitions,
- international school congresses,
- student partnerships and student exchanges<sup>5</sup>

## What rules apply on a school trip?

The behavioral rules on school trips are the same as those that apply in school. This covers the rules of behaviour towards one's fellow pupils and towards teaching staff. They are discussed with the parents as well as pupils.

- The teachers are obliged to perform their statutory obligations of supervision and care throughout the

<sup>5</sup> See also the guidelines for school trips [www.hamburg.de/bsb/schulfahrten](http://www.hamburg.de/bsb/schulfahrten)

entire school trip. Their supervision must be active, preventive and continuous.

- Girls and boys are accommodated in separate dormitories during a class trip—washrooms and toilets, too, are segregated along gender lines.
- The pupils are covered by statutory accident insurance during class trips, except for unsupervised leisure activities in their own organised time (while eating, in the washroom, during the night).
- The provisions of the German Act to Regulate the Public Protection of Young Persons (JuSchG) also applies to school trips. The organising teacher is responsible for ensuring that regulations regarding consumption of tobacco, alcohol and illegal drugs are adhered to.
- Over and above that, there are specific agreements reached between the teachers and parents concerning e. g. precautionary measures when a child suffers from particular illnesses (e. g. asthma, diabetes, etc.) or any dietary rules or requirements that a pupil must adhere to.
- In the case of specific activities such as swimming, cycling, skiing, hiking or boating, the parents are asked to give their written consent.

## Costs incurred for school trips

- The teachers inform the parents ahead of time about the likely costs of the school trip. The costs must be within the limits set by the guidelines for school trips. The teachers will try to arrange possible ways to save some money.
- Recipients of “Hartz IV” (social security benefits) and “Arbeitslosengeld II” (unemployment benefits) are entitled to have the costs of school trips lasting several days (§ 28 (2) Sozialgesetzbuch II) paid. Unfortunately, this applies only within the framework of the set maximum cost limits. Applications must be made to the appropriate employment agency.
- Children of parents who receive other state funding (social welfare, housing allowance, benefits specified by the Asylum Seekers’ Benefit

Act (AsylbLG) or Children's allowance according to the Bundeskindergeldgesetz) have a right to receive further sponsorship for one or several day trips through Hamburg's educational package (Bildungspaket). Information regarding this are available in the school office or online under: [www.hamburg.de/bildungspaket](http://www.hamburg.de/bildungspaket)

- It is said that in some individual cases, the responsible clerk has turned down the application. This is not lawful! If you are unable to assert your claims, you should seek support from teaching staff or the school principal.
- Regrettably, it is also becoming increasingly necessary to give support, which is held confidential, from the school's own internal resources (school association, social equalisation fund, class campaigns) to low-income families with no entitlement to state funding. Information about such support possibilities at school can be obtained from the teachers or the school office.

## A class trip is being planned

A class trip is an exciting experience not only for the pupils, but often for the parents as well. Separation anxiety, financial aspects and religious considerations are just a few of the many issues that concern parents. The following suggestions can be helpful in your preparations for a discussion with your child's teacher.

### ■ Ask yourself these questions:

- How should I imagine a class trip?
- What memories do I have from my class trips when I was at school?
- What are my fears?
- What do I want for my child?
- Have I talked to my child about it?
- Are the costs of the school trip a problem that can be solved?
- Do I have any concerns because of my religious obligations? (Are eating habits respected on the class trip?)
- How will it affect my child if I refuse to allow him or her to go on the trip?

- Apart from the teacher, is there another person (male or female) accompanying the trip?
- Is it also possible for parents to accompany the trip as helpers?

**Write down all the questions for which you still have no answer and approach the teacher to discuss them!**

The best opportunity to talk about any questions you might have is provided at the parents' evening. As many parents are in the same position as you, you should not be shy about voicing your concerns. Most can be answered easily together with the teacher. If you are concerned about your command of the language, ask your child's teacher for an interpreter or ask one of the other parents to help you with the language on parents' evening.

In the event of more serious or personal problems, you can arrange for a one-to-one conversation with the class teacher. If you are uncertain about whether to allow your child to take part in a school trip, make the teacher aware of your concerns and, in discussion, try to reach a framework that makes it easier for you to let your child take part in the trip. You can also ask cultural intermediaries to participate in this discussion; to do so, please consult the class teacher.



## INFORMATION AND ADVICE

▶ **Arbeitsgemeinschaft Hamburger  
Schullandheime e.V.**  
(Network of Hamburg School Youth Hostels)  
Tel.: 225444  
info@hamburger-schullandheime.de  
www.hamburger-schullandheime.de

▶ **Landesinstitut für Lehrerbildung und  
Schulentwicklung**  
**Beratungsstelle Interkulturelle Erziehung**  
(Intercultural Education Information Centre)  
Regine Hartung and Irene Appiah  
Tel.: 428842-581 und 428842-586  
interkultur@li-hamburg.de  
www.li.hamburg.de/bie



## Annex: Sample letters for parents' evenings and parents' council meetings

On the next two pages you will find translations of sample invitations to the parents' evening and the parents' council meeting.

You will find translations of these invitations on our website ([www.li.hamburg.de/bie](http://www.li.hamburg.de/bie) → Materialien). They are intended to help you understand the letters written in German. If you have been elected as representative for the parent teacher association (PTA) you can find further translations of the invitations in the following languages: Arabic, English, Farsi, French, Russian, Spanish and Turkish. Further assistance for your work as PTA is available in the Parent Guidebook of the School Information Center SIZ (Download at [www.hamburg.de/elternratgeber](http://www.hamburg.de/elternratgeber)) or the Parent Guidebook for Immigrants, which is also available at the above named website.

Sample invitation: Parents' Evening

Ms Wohlgemuth  
Class teacher  
040 123456789

Class parents' representative:  
Mr Lieb  
040 123456789

Hamburg, date

Dear parents of class abc,

We hereby cordially invite you to the parents' evening at

Date: .....  
Time: .....  
Classroom: .....

Our proposed agenda is:

- ▶ Welcoming address
- ▶ Personal introductions (if required)
- ▶ Current topics
- ▶ Main topic, e.g. homework
- ▶ Miscellaneous

Recently, parents have had many questions on the issue of homework, and this is why we have chosen it as our main topic. If you would like to propose any other topics, please call us or note your preferred topic on the detachable section below.

We look forward to a large turnout!

Class teacher  
Class parents' representative



**Return message to the class teacher**

I would like to come to the parents' evening and I have the following

proposed topic: .....

Name: .....

Signature: .....

## Sample invitation: Parents' Council

To  
the members and deputy members of the  
Parents' Council.  
all class parents' representatives,  
the school governing body,  
the head pupils' team,  
  
the facility manager

Hamburg, date

### Invitation to the Parents' Council meeting

Date: .....  
Time: .....  
Meeting room: .....

#### Agenda items:

1. Approval of the agenda and the minutes from ...
2. Brief discussion
3. Main topic, e.g. preparation of the full parents' meeting
4. Report by the school's governing body
5. Report by the district parents' council
6. Report on current projects, e.g. school party
7. Miscellaneous

If you are unable to attend the meeting, please notify ...

Best regards,

The Chair of the Parents' Council

Link to download letter sample:  
[www.li.hamburg.de/bie](http://www.li.hamburg.de/bie) → Materialien



# Addresses

## Information Centres within the Landesinstitut für Lehrerbildung und Schulentwicklung Hamburg

### ■ Landesinstitut für Lehrerbildung und Schulentwicklung Hamburg

Felix-Dahn-Str. 3, 20357 Hamburg  
Tel.: 428842-300 (main office)

### ▶ Beratungsstelle Interkulturelle Erziehung (Intercultural Education Information Centre)

Tel.: 428842-581 and 428842-586  
Ms Regine Hartung and Ms Irene Appiah  
E-Mail: [interkultur@li-hamburg.de](mailto:interkultur@li-hamburg.de)  
[www.li.hamburg.de/bie](http://www.li.hamburg.de/bie)

### ▶ Arbeitsbereich Religion (Religion Working Group)

Tel.: 428842-566  
Ms Mara Sommerhoff  
E-Mail: [mara.sommerhoff@li-hamburg.de](mailto:mara.sommerhoff@li-hamburg.de)  
[www.li.hamburg.de/religion](http://www.li.hamburg.de/religion)

### ▶ Referat Sexualerziehung und Gender (Sex Education and Gender Department)

Tel.: 428842-740, Fax: 428842-902  
Ms Beate Proll  
E-Mail: [beate.proll@li-hamburg.de](mailto:beate.proll@li-hamburg.de)  
[www.li.hamburg.de/sexualerziehung](http://www.li.hamburg.de/sexualerziehung)

### ▶ Sport (School Sports Unit)

Tel.: 428842-331  
Ms Regina Haß  
E-Mail: [regina.hass@li-hamburg.de](mailto:regina.hass@li-hamburg.de)  
[www.li.hamburg.de/sport](http://www.li.hamburg.de/sport)

The following contacts and partners cannot be reached every day in their offices. You should therefore leave your inquiry on the telephone answering machine or get in touch with the institution by fax or e-mail. The matter that concerns you will then be dealt with as quickly as possible

- ▶ **Further education for parents on the school board**  
Tel: 428842-674  
Ms Andrea Kötter-Westphalen  
E-Mail: [andrea.koetter@li-hamburg.de](mailto:andrea.koetter@li-hamburg.de)  
[www.li.hamburg.de/elternfortbildung](http://www.li.hamburg.de/elternfortbildung)

## Information Centres within the Department of Education

- ▶ **Beratungsstelle Gewaltprävention  
(Information Centre for Violence Prevention)**  
Dr. Christian Böhm  
Tel.: 42863-7022  
E-Mail: [gewaltpraevention@bsb.hamburg.de](mailto:gewaltpraevention@bsb.hamburg.de)  
[www.hamburg.de/gewaltpraevention](http://www.hamburg.de/gewaltpraevention)
- ▶ **ReBBZ – Regionale Bildungs- und Beratungszentren  
für allgemeinbildende Schulen  
(Regional Education and Information Centres for  
general education schools)**  
The ReBBZ advise pupils, parents and teachers on all questions regarding school, pedagogic and school psychology. Further they continue to offer the training courses for special needs schools. Please refer to this overview to find out which ReBBZ is responsible for your school:  
[www.hamburg.de/rebbz](http://www.hamburg.de/rebbz) → Welche ReBBZ-Beratungsabteilung ist zuständig
- ▶ **BZBS – Beratungs und Unterstützungszentrum  
Berufliche Schulen (Counseling and support center  
for occupational schools)**  
The counseling and support center for occupational schools (BZBS) advises and supports students attending occupational schools, their parents, teachers as well as companies that take on trainees in resolving educational, psychological and social problems. It offers external and confidential consultation.  
▶ Address: Hamburger Straße 127, 22083 Hamburg  
Tel.: 42863-5360, Fax: 42731-1536  
Contact: Kristina Reuss  
[kristina.reuss@hibb.hamburg.de](mailto:kristina.reuss@hibb.hamburg.de)  
[www.hibb.hamburg.de](http://www.hibb.hamburg.de)

## Further information centres

- ▶ **Advice on school trips:**  
**Arbeitsgemeinschaft Hamburger Schullandheime e.V.**  
Finkenau 42, 22081 Hamburg  
Tel.: 225444  
E-Mail: [info@hamburger-schullandheime.de](mailto:info@hamburger-schullandheime.de)  
[www.hamburger-schullandheime.de](http://www.hamburger-schullandheime.de)
  
- ▶ **Antidiskriminierungsberatung für Migranten und Migrantinnen (Anti-discrimination and legal advice for migrants)**  
amira  
Steindamm 11, 20099 Hamburg  
Tel.: 398426-71 or 398426-47  
Ms Birte Weiß and Ms Odette Enayati  
E-Mail: [amira@verikom.de](mailto:amira@verikom.de)  
[www.verikom.de](http://www.verikom.de)  
und [www.basisundwoege.de](http://www.basisundwoege.de)
  
- ▶ **Information centre for extremism based on religious grounds – systemic advice on how to leave in Hamburg**  
The information centre offers free information sessions for relatives and advice on how to leave the extremist groups. Its main target groups are families or people who have someone in their immediate environment who has become radicalized or has joined the Salafist scene such as the more violent forms of extremism based on religious grounds.  
Contact: [beratung@vereinigung-pestalozzi.de](mailto:beratung@vereinigung-pestalozzi.de)  
The nationwide information centre for radicalization (Beratungsstelle Radikalisierung) as part of the Department of Migration and Refugees can be reached via Telephone: 0911 9434343,  
[www.bamf.de](http://www.bamf.de)  
and:  
[www.vereinigung-pestalozzi.de](http://www.vereinigung-pestalozzi.de)

## Freelance cultural intermediaries

► **Procurement through the Beratungsstelle  
Interkulturelle Erziehung (Information Centre for  
Intercultural Education)**

Tel.: 428842-581 und 428842-586

Ms Regine Hartung and Ms Irene Appiah

E-Mail: interkultur@li-hamburg.de

► **Procurement through the Arbeitsfeld Religion  
(Religion Working Group)**

Tel.: 428842-566,

Ms Mara Sommerhoff

E-Mail: mara.sommerhoff@li-hamburg.de

Procurement of cultural intermediaries under contract with the Free and Hanseatic City of Hamburg from different religious communities such as the Muslim community and the Alevi community.

## Native Speakers (teachers) at Hamburg schools as language and cultural intermediaries

Starting with the school year in 2009/2010, teachers who are native speakers have a certain allocation of hours to act as language and cultural intermediaries at their respective schools.

Information regarding this issue is available through the school principal or through:

► **Behörde für Schule und Berufsbildung, Amt für  
Bildung, Herkunftssprachlicher Unterricht**

Tel.: 42863-3559

Mr Andreas Heintze

E-Mail: andreas.heintze@bsb.hamburg.de

## Procurement of interpreters and translators for Hamburg schools

- ▶ **For schools: School information centre (Schulinformationszentrum – SIZ)**  
E-Mail: schulinformationszentrum@bsb.hamburg.de  
Fax: 040 42797-8113  
www.hamburg.de/bsb/siz
- ▶ Procurement and financing of interpreters/translators for schools
  
- ▶ **For vocational education: Advice and support centre for vocational schools (Beratungs- und Unterstützungszentrum Berufliche Schulen – BZBS)**  
Kristina Reuss  
Tel.: 42863-5360, Fax: 42863-1536  
E-Mail: kristina.reuss@hibb.hamburg.de  
<http://www.hibb.hamburg.de>
- ▶ Procurement of addresses of interpreters/translators for vocational schools
  
- ▶ Up to date and further information can be found on the Website of the information centre for intercultural education (Beratungsstelle Interkulturelle Erziehung):  
[www.li.hamburg.de/bie](http://www.li.hamburg.de/bie) ▶ Adressen

## Further information

- ▶ **Intercultural offers by schools**  
(Collection of intercultural support systems, projects provided and information centres available in Hamburg)
- ▶ Obtain from: **Beratungsstelle Interkulturelle Erziehung**  
Tel.: 428842-581 und 428842-586  
Ms Regine Hartung and Ms Irene Appiah  
[interkultur@li-hamburg.de](mailto:interkultur@li-hamburg.de)
- ▶ Download at:  
[www.li.hamburg.de/bie/material](http://www.li.hamburg.de/bie/material)

- ▶ **Schule in Hamburg verstehen – Elternratgeber für Zuwanderinnen und Zuwanderer**  
(Information for parents regarding the Hamburg school system available in 6 languages)
- ▶ Obtain from: **Behörde für Schule und Berufsbildung, Schulinformationszentrum**  
Tel.: 42899-2211  
E-Mail: [schulinformationszentrum@bsb.hamburg.de](mailto:schulinformationszentrum@bsb.hamburg.de)
- ▶ Download at:  
[www.hamburg.de/bsb/ratgeber](http://www.hamburg.de/bsb/ratgeber)
  
- ▶ **Willkommen in Hamburg – Integrationsangebote für Zuwanderer**  
(Addresses for all advisory institutions, public authorities and clubs/societies which focus on migration and integration)
- ▶ Obtain from: **Behörde für Arbeit, Soziales, Familie und Integration**  
Broschürenservice  
Hamburger Straße 47  
22083 Hamburg  
Tel.: 42863-7778  
E-Mail: [publikationen@basfi.hamburg.de](mailto:publikationen@basfi.hamburg.de)
- ▶ Download at: [www.hamburg.de/integration/service/115234/adressbuch](http://www.hamburg.de/integration/service/115234/adressbuch)





Landesinstitut für Lehrerbildung und Schulentwicklung  
[www.li.hamburg.de](http://www.li.hamburg.de)