

Charles Dickens Europe School Berlin

Parent Handbook - English

May 2025

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CHARLES-DICKENS - GRUNDSCHULE



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Dear Parents,

Welcome to Charles Dickens Primary School.

We are delighted that your child will be attending our school in the near future and – together with you – become part of our school community comprising some 450 pupils.

The Charles Dickens Primary School has been based at this site since 1971. The Europe School was added in the 1993/94 school year. Since then we have become a combined two-branch, three-stream primary school, in which the pupils of the German School are an **integral part** of the school and benefit in many ways from its strong focus on the English language. For example, mother-tongue teachers teach English as a foreign language in the upper classes of the German School, which is unique in Berlin. In addition, all English language free time activities sponsored by the Support Association are open to your child. We would be very happy if you would actively support the **School Support Association** by becoming a member.

In the coming school year, many people will do their best to give your child a good start in school life. This includes some 50 teachers and 20 educators, as well as our secretary Frau Loka, our caretaker Frau Gnewkow, the dinner ladies from Greens caterers, the "native speakers" from the Support Association and all other volunteers.

We all have one aim: to make your child feel at home at his or her new school from day one.

If you have any questions, please do not hesitate to get in touch with your child's future class team. And, of course, the school administrators, the secretary or the coordinating educator are always ready to answer your questions. Their contact details can be found in this booklet.

To get off to a good start, you and your child should know some important things right from the beginning. For this reason, we have compiled this information folder for you. Please complete the forms as soon as possible and hand them in to your child's class teacher. The information sheets and guidelines should remain in your possession.

The school enrolment ceremony (Einschulung) will take place on 13 September 2025 in our sports hall in House 1 and starts at 10.00 am.

I will conclude with two pieces of advice:

1. Please ensure that your child attends school regularly and punctually at all times. And in future pay attention to the school holiday dates when planning your family vacation.
2. If your child is ill, you must inform us immediately by e-mail! After a hopefully speedy recovery, give your child a written excuse to be handed in to the class teacher. (More detailed information is included in the handbook)

I look forward to a child-oriented, harmonious and successful working relationship with you, based on mutual trust and respect.

Yours faithfully,

F. Effenberger (Headmaster)

Berlin, May 2025

1 School History

Charles Dickens School was founded in 1972 as a regular German primary school. In 1992 it became one of Berlin's innovative Europe schools. These schools offer free bi-lingual education; i.e. schooling in German and, in the case of our school, English. The partner languages originally selected were English, Russian and French. Every year since then, new children have entered the Europe Schools and so the original schools have grown. The number of schools involved in the project has also grown, new languages have been introduced and Europe schools have been set up in all areas of the city.

2 School Organisation / Aim of School

The aim of our Europe School is **to teach German-speaking and English-speaking children together** at the same time. Ideally classes are made up of 50 per cent German and 50 per cent English mother-tongue children. The English mother-tongue teachers contribute not only their skills in their subject areas but also a feeling for the language and culture of their homeland.

Children learn to read and write in their mother-tongue language group (MT). Children continue to develop their partner-tongue (PT) through games, stories and creative activities. Children learn to read and write in the partner-tongue during their second year at school.



State Europe Schools are “all day schools” with **compulsory attendance from 8.00 a.m. until 4.00 p.m.** (“gebundene Ganztagschule”), so is the Charles-Dickens-School.

There are presently about 440 children attending Charles Dickens School, organised in classes ranging from Year 1 to Year 6.

The school is split into two parts: A pure German part with one class in each year group (approximately 170 pupils); and a Europe part with two classes in each year group (approximately 290 pupils). In the Europe part of the school class size usually does not exceed 25 pupils.

Children are placed in a class according to their age and ability. Each class has a designated class room and **two class teachers** (one English, one German) with whom they usually remain for two academic years. These teachers are responsible for the curriculum work in English and German as well as history, art and science, and sometimes other subjects too. Often individual subject teachers come to the classes for mathematics, sports and art. The organisation of the teachers depends on the school's needs each year.

Each class also has a German speaking **classroom assistant (Erzieher)**. The Erzieher have had an at least three year's training in education and some have also a degree in teaching. Their task is to foster and support the intellectual, social, emotional and physical development of the children. They support the children with given work outside teaching lessons and do indoor and outdoor activities, ranging from project work to playing games.

All classes elect an **English and a German parent representative** and a deputy. Their task is to be the bridge between parents and teachers, help organise class events and help where problems occur. About every second or third month all the parent representatives meet in the evening with the school head teacher and deputy to discuss problems and ongoing projects.

You find the organisation chart of our school on the website: www.charles-dickens-gs.de (click 'School ABC', then 'Organigram') – 'School ABC' is where most of the information on the website is organized.

3 Dickens Parents' Association / Dickens-Förderkreis

The Dickens-Förderkreis (Parents' Association) was set up 19 years ago, upon the initiative of parents wishing to promote and expand upon the bilingual concept of the Charles Dickens Europe School. The Committee members are voted-in on a yearly basis and work on a voluntary basis. The Dickens-Förderkreis is financed by the parents and has become, over the years, not only an integral part of the Europe School concept but also an important part of the "all-day school". English native speakers are organised and paid by the Dickens-Förderkreis. They support and complement the work of both the teachers and assistants and facilitate the exposure and practice of the English language after lessons, in a more recreational atmosphere. The Dickens-Förderkreis also employs a librarian and gives significant financial support to the well-stocked English and German library, which is the mainstay for English lessons. It offers research opportunities for teachers and pupils and of course plenty of leisure-time reading books.

Your membership is compulsory for a complete bilingual education at our Europe School. For more information and the membership form, see: www.dickens-foerderkreis.org

4 Getting to School

If you take your child to school by public transport, you have the following options:

- a) Take the **bus M49** and exit either at Heerstraße/Flatowallee or at Heerstraße/Ragniter Allee.
- b) Take the **S-Bahn S3, or S9** to Olympiastadion or Pichelsberg.

Children need to have a **valid transport ticket** from the age of six. To get a monthly ticket for the Berlin transport companies you'll need to prove the child's identity by showing a Berlin pupil's ID ("**Schülerausweis**") which you can get from the school office in House I. Please bring a child's passport photo.

An alternative to a car ride is the bike ride when you live in a reachable distance. The school provides several bicycle stands. In year 4 the children will be thoroughly taught in road safety whilst bike riding and aim for a German bicycle certificate.

5 The School Day

Mornings:

The school has two entrances: HeerstraÙe and Dickensweg. The entrance at **HeerstraÙe** is usually open between 7:00 and 8:10 a.m. The main gate at **Dickensweg** is open from 6:00 a.m. until the school closes. Please ensure your **child arrives at his/her classroom by 7:50 a.m.** each day, so that classes can start punctually at 8:00 a.m. We encourage the children to act more and more independently and walk on their own to their class rooms. **On Friday mornings** you'll have the chance to bring your child to the class room and have a look at the news board next to it.

Lessons	8:00 – 8:45 am 8:45 – 9:30 am
Breakfast / First Break *	9:30 – 9:40 am 9:40 – 10:00 am
Lessons	10:00 – 10:45 am 10:45 – 11:30 am
Lunch Break*	11:30 – 12:30 pm
Lessons	12:30 – 1:15 pm 1:15 – 2:00 pm
Afternoon Break*	2:00 – 2:20 pm
Lessons / Leisure time*	2:20 – 3:05 pm 3:05 – 3:50 pm

*Native Speakers offer a wide range of activities from sports, cooking etc during leisure time.

Before school, in addition to Dickensweg, the entrance at HeerstraÙe is open between 7:40 and 8:15 p.m. On Fridays your child can be picked up after their last lesson for the day.

6 Change to Regular Pick-up Routine

Please inform your class teacher and Erzieher if your (Year 1 - 3) child is being picked up by someone else or goes home with a friend. Written authorization will be required (Vollmacht) to avoid misunderstandings. Please address your note to the child's class teacher or Erzieher either in the "Charles Dickens' School Planner" (6€ at the beginning of each year) or on a separate sheet of paper.

7 After-School Care

If you need **extra childcare after 4:00 pm**, you can enter into an agreement with the local authorities for after-school care services *Spätbetreuung*, which runs until 6:00 pm or in the early morning between 6:00 and 7:30 a.m. *Frühbetreuung*. This is officially called Ergänzende Förderung und Betreuung (eFöB).

Your pre- or after-school care needs can be discussed with any of the Erzieher. The forms that you will require to enter into an appropriate contract are available at the main office or at the Bezirksamt.

You can also organise care with us for the school holidays '*ferienbetreuung*'. See our school website for more details.

8 Absences

If your child is unable to attend school for any reason please inform us by email at krank-meldungen@charles-dickens-gs.de. In addition to this we need to have a **written explanation** for our records when your child returns back to school. Please keep teachers informed in the case of extended illness, and where possible inform the teacher of the predicted return date.

- Absences outside of official school period.
 - Permission for leave outside of official school dates needs to be approved by class teacher and the school Principal (Schulleiter) (i.e before and after holidays) This official document can be requested from the class teacher (Antrag auf Beurlaubung vom Unterricht)

9 Late Arrivals

Please ensure your child arrives at his/her classroom by 7:50 a.m. each day, so that classes can start punctually at 8:00 a.m. Parents have a legal duty to have their children in school by 8:00 a.m. every day. Persistent lateness has a significant impact not only on the child's academic performance but also on the whole class and will be noted in reports.

- Students that arrive in their classroom after 8:00 will be recorded as late (Verspätung). Students that are recorded as late 3 times in a half-year will have an unexplained hour recorded. For each recorded late arrival after this an individual unexplained hour will be recorded. These are displayed on each half-yearly report.

(Ask the class teacher for more details)



10 Change of Contact Details

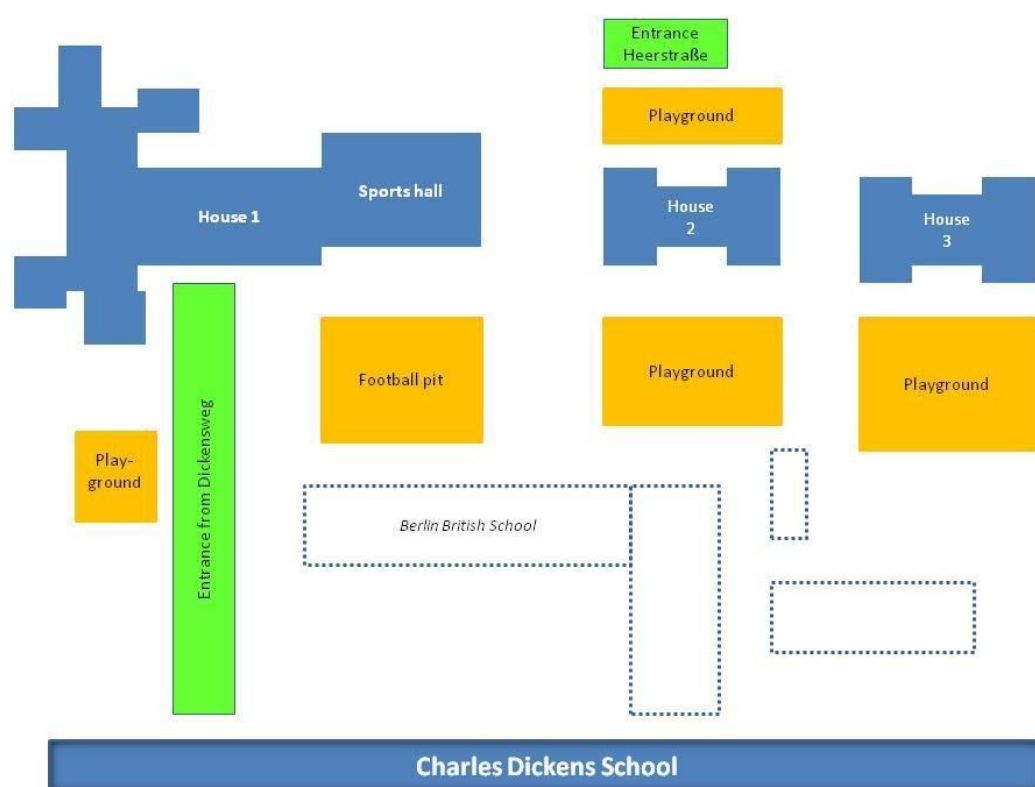
Parents must inform the secretary's office, the class teacher/Erzieher and your Parent Representatives if there is a **change of address, telephone number, e-mail address** or any other details on the school records. Accurate records (particularly in relation to

medical details and emergency contacts) are most important when urgent contact with parents is necessary.

(Please make sure that also your child has your telephone numbers in the school bag, e.g. in the "School Planner".)

11 School Facilities

We have many learning spaces covering six academic school years (Grade 1 to 6). In the European branch of the school there are additional rooms for English lessons when the classes are split in mother-tongue groups and partner-tongue groups. The school area includes three buildings.

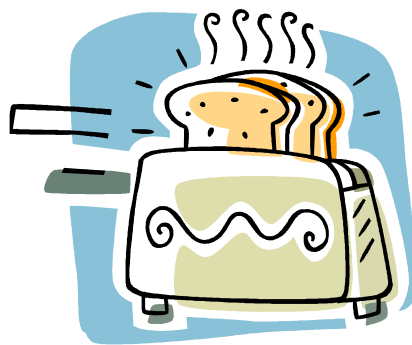


House 1		Europe classes
	Ground floor	Assembly hall, English and German library, kitchen, sports hall, ICT room, lost property station
	First floor	Secretary, head teacher and staff room
	Basement	Art and Science room
House 2	Ground floor	Canteen and dining rooms
	First floor	Rooms for leisure time care (eFöb)
House 3	Ground floor	Europe classes, rooms for religious education
	First and second floor	Classes of the German part of Charles Dickens School, ICT room

The outside area offers much space for running and playing games between and after lessons. It includes a football pitch, playground, a sandpit and a monkey climbing. A Garden of the Senses, maintained by classes of year 4, invites children to explore different types of grounds and herbs.

12 Lunch Time and Snacks

The children have a hot school lunch in the school canteen. Hot school lunches are provided by an **outside caterer** (currently GREENs unlimited). To participate you have to make a contract with the caterer. Parents do not have to pay for this, the school lunch is paid for by the state of Berlin. The children can choose between two menus. The choice can be made on the day. School lunches are eaten between 11:30 a.m. and 12:30 p.m. At 09:30 a.m. each class has a **healthy breakfast** which you will have to provide, for example a sandwich, a piece of fruit and a drink. In the afternoon the children need another snack as school lasts until 4:00 pm.



For more information about the caterer GREENs unlimited and the weekly menu, see: www.greens-unlimited.de.

13 Curriculum

The whole curriculum is based on the German curriculum and a special English curriculum designed for the Europe schools. In addition, our school offers a variety of cross-curricular themes and topics as vehicles for carrying the whole curriculum. These themes cross traditional subject boundaries and provide opportunities for reading, writing, studying the environment, learning songs and producing craft work. This is a stimulating and exciting way for the children both to learn and to accustom themselves to the use of two languages.

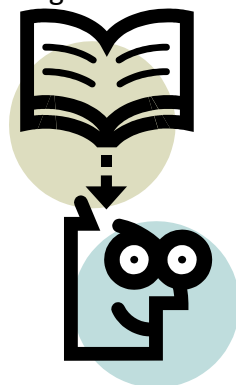
English

English lessons are based on a curriculum specially designed for the Europe school, based on the national curriculum in UK and taught by native English speakers.

The aim is that by Year 9 both the mother-tongue (MT) and partner-tongue

(PT) pupils have reached the MT level, and are taught together from then on. The school has adopted the **Oxford Reading Tree** (ORT) as its core reading scheme and is supplied with the complete range of the ORT material. The children are also given the opportunity to broaden their reading horizons by being introduced to a range of children's fiction.

Much weight is given by the National Curriculum to the development of speaking and listening skills, and this is reflected in the school's work. The children learn how to describe, discuss, report,



explain, instruct and seek information. In writing, the children are introduced to a number of writing skills such as stories, instructions, reports, notes, opinions, poems and facts. Weekly spelling tests are also performed.

German

German lessons are based on the national curriculum in Berlin.

In Year 1 the English MT children are introduced to German as their partner language, purely orally, through play and creative activities. Starting in Year 2 the children learn to read and write German in a structured way. Tests in spelling or dictations - and later essays - are introduced from Year 3 onwards. The aim is that in Year 9 both the MT and PT pupils will have reached the MT level and are taught together from there on.

French

French is introduced as a foreign language in Year 5 with five lessons a week. It is taught based on the German curriculum and uses the same book series as is used in the secondary education. Regular spelling and grammar tests are conducted. Since 2017 we have been part of the Erasmus + programme. In this programme there is a student exchange programme with a school in France, La Rochelle.

Science/Geography/History/Topic

In Year 1 – 4 Science and Social Studies are taught within Topic in English. Topic consists of a variety of subjects which are used as a common denominator to teach Art and Craft, Music and Physical Education based on the German curriculum.

In Year 5 Science is introduced for four hours a week and comprises different facets based on the German and English curriculum. It covers aspects of Physics, Chemistry and Biology, with supportive use of varied experiments.

In Year 5 Geography and History are also introduced. Both subjects are taught in English and are based on the German curriculum.

Mathematics

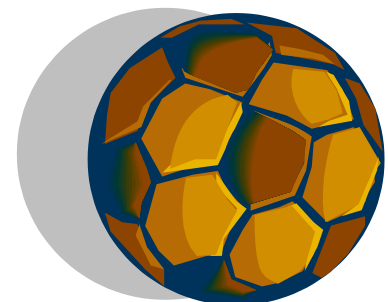
Mathematics is **taught in German**. It follows the German curriculum. German books and materials are used. In Year 1 and 2 the children work with exercise books but problem solving is done orally.

Swimming lessons

In **Year 3** all children receive swimming lessons. The children are picked up by bus and go with their swimming teachers to the swimming pool (currently Stadtbad Charlottenburg). The children are divided into groups depending on their ability, starting from non-swimmers. Swimming lessons last approximately 45 minutes. You'll get detailed information about swimming lessons at the beginning of Year 3.

Physical Education

The students have two hours of PE a week which is usually taught in German. The PE kit should include: Trainers, PE trousers and a T-shirt, according to where PE lessons take place, either in the well-equipped sports hall or outside. Each year the school organises competitions like the Dickens-Mile (spring), Charlie's Run (late summer), ball tournament (December) and other athletics competitions. Some children will have the chance to represent the school in, for example, football tournaments or swimming competitions.



Religious Education / Ethics (Lebenskunde)

With the child's registration at our school you decided in which religion course your child will be taught, either **Protestant** or **Catholic** religion. All children, independent of their religious denomination and ideology, are welcome to take part in this instruction. Lessons are held once a week for two hours and are integrated into the school's timetable. The church is in charge of the curriculum which revolves around discussion of religious, social, ethical and ideological topics.

Ethics is also an option at our school. Ethics is a meaning and value-orientated course encompassing aspects of all religions. The human rights-based instruction upholds the cultural diversity of our school's population. During discussions of philosophical questions and social and scientific phenomena, children are encouraged to think critically and develop their own opinions.

All these lessons are taught in German. A change to another group is possible after a consultation.

14 Marking/Reports

Marking is done in the German way with a **1 as the top mark** and a **6 as the lowest mark**. In German, English and French marks are apportioned equally for written work, spelling tests, comprehension and oral work.

End of year reports in Year 1 and 2 comprise a written assessment of your child. After the first term, you'll be informed about your child's performance in a parent-teacher conference. At the beginning of Year 3 the parents can choose, collectively, whether or not their children should receive a written report or a report with marks. Years 4, 5 and 6 receive reports with marks. Then reports are written twice a year at the end of each term (February and June/July).

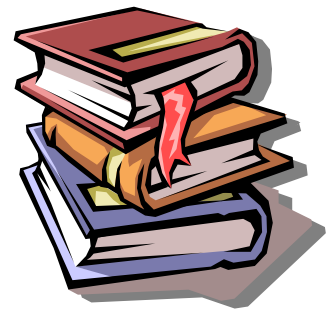
Together with the report you'll get separate information concerning behaviour and attitude ("Information über Arbeits- und Sozialverhalten"). You are asked to sign both reports to indicate that you have seen them. Your child then shows the signed reports at school and brings them back home again to remain in your property.

15 Homework

As the school is an “all day school” all work including homework should be done at school. Nevertheless in the lower classes there will be reading homework, exercising for spelling tests and practicing the time tables. In Years 5 and 6 the amount of “homework” may increase especially with repeating and preparation for class tests. Sometimes project work needs a bit of parental help, too.

16 School Books

The Berlin authorities reintroduced free schoolbooks for primary school children in classes 1 to 6 as from the school year 2018 – 2019. The children will receive their school books (textbooks) at the beginning of the school year.



17 Materials

All materials for the school e.g. note-books, pencils etc have to be provided by the parents. In the lower classes the teacher might ask parents for money to buy note-books for the whole class. At the beginning of each academic year the children will be given a **list of materials** that will be needed in school.

18 Library

The English-German library is open to all pupils and their families. It is run by the Dickens Parents' Association (English librarian) and volunteering parents. Books are mostly donated or bought with donated money, for example from the Book Week. The children visit the library once a week within a language lesson. They may borrow English and German books for one week but can renew the books if they haven't finished them. Please ensure that the books are returned on time otherwise.

19 School Clubs

There are a range of activity clubs provided by the native speaker program and external providers. All clubs provided by external commercial providers charge a fee. We offer a wide range of activities such as judo, origami, music, chess club among many others.

For updated free time activities, see our website: www.charles-dickens-gs.de (Parents > Charles-Dickens-Förderkreis > Native Speakers) or visit www.dickens-foerderkreis.org

Note the free-of-charge activities provided by the English native speakers- Parents' Association. If you want your child take part of any of these clubs or other activities, please speak to the Erzieher or teacher of the class.

A few ever-present organisations are:

Music:

Musikschule Charlottenburg-Wilmersdorf:

www.ms-cw.de

Internationale Musikschule Berlin:

www.ims-berlin.de

Musikschule Fröhlich (melodika/accordion):

<https://www.musikschule-froehlich.com>

Computing: www.computer-bildung-berlin.de

20 Class Excursions (day trips)



Children will go with their class teachers and Erzieher on a variety of class day trips in a term. The aims of the trips are to broaden the children's education and to strengthen the class camaraderie. Trips might include a visit to the opera, to a museum or ice-skating. The trips usually have to be paid for by the parents. We generally take public transport for our day trips, all school children in Berlin are able to use public transport for free with a valid school identification (Schülerausweis). Student ID can be requested from the school secretary.

21 Overnight Class Trips

It is up to the class teacher whether or not the class goes on an overnight trip. Class trips are not a compulsory role of a teacher or educator. Younger classes usually go on a 3-5 day trip to a small resort on the outskirts of Berlin, later another trip is usually offered for 5 days (4 nights) a bit further away but reachable within two hours. Costs will be kept to a minimum, and parents can in certain circumstances ask for assistance. If you do not want your child to participate in one of these trips he or she can be placed in one of the other classes. It is strongly recommended that all children attend these enriching adventures.

22 School Uniform

German schools in general do not have school uniforms. However, our school offers a hooded sweatshirt, a T-shirt and a Polo-shirt with the school logo which can be ordered. We encourage our pupils to wear it, especially on school trips.

23 Secondary Education (after Charles Dickens Grundschule)

After 6 years in the Europe Primary school every pupil is entitled to continue in the Europe School education system (SESB).

The school the pupils can attend is dependent on the performance and grades of each individual – the two options are either a “Gymnasium” or a “Integrierte Sekundarschule”.

The following options are presently available:

- **Schiller Gymnasium & Dreilinden Gymnasium**
 - the equivalent to a British Grammar School - which takes the pupils up to a bilingual “Abitur” after 12 years (A-Level).
- **Peter Ustinov School** which goes up to year 10 (“Mittlerer Schulabschluss” GCSE) with the option for an “Abitur” after 3 additional years in the Hans-Litten-School.



At the beginning of year 5 you'll be thoroughly informed about this process.

24 School declaration for pupils, teachers and parents

In Charles Dickens Primary School three groups of people pursue a common goal. **Pupils, teachers and parents work together** to make the phase of growing up and learning in school a healthy, cheerful, enriching and promising time in the children's lives. Each of these three groups takes responsibilities in achieving this goal.

- The most important responsibility of the teachers and Erzieher is to educate the children. This involves designing instruction that is varied, rich and stimulating, as well as providing guidance in becoming independent.
- The most important responsibility of the parents is to raise their children in a way that develops their ability and willingness to live with other people in accordance with generally accepted rules of behaviour.
- The most important responsibility of the pupils is to pay attention in school and give their best, so that they can learn successfully and be part of a cheerful class community.

This is not a law but a declaration of intent designed to enable and accompany a trusting cooperation over many years.

25 School Rules

Charles Dickens Primary School is a place where many different children and adults spend a lot of time with each other. If we are to be happy here, we need to have rules for us all to follow. *General Rules*

- The school entrance halls are opened at 7.30a.m. We go to our classrooms at 7.50am
- We enter and leave the school grounds through the gates on Dickensweg or Heerstraße.
- We do not leave the school grounds during school hours (except for school outings).
- We keep our school clean and put rubbish in the bins.
- We treat the school's and other people's property with care.
- All electronic devices (including mobile telephones) are switched off and put away during school hours.
- We do not bring dangerous items to school.
- We leave the school grounds at the end of the school day.

Behaviour in the classrooms- In the classrooms class rules apply. In other rooms we follow the rules displayed there. We pay attention to the school bell. A teacher or educator (Erzieher) starts and ends the lessons.

- We open windows in the tipped position only.
- We eat breakfast together in the classroom.
- During rain breaks (signaled by school bell), we stay in the classroom.

Behaviour in the school building

- We walk quietly and calmly through the school building.
- We do not play ball or throw things inside school buildings.
- We do not crowd, jostle or push past other people in doorways.
- We keep the toilets clean.

Behaviour in the school grounds

- We spend breaks outside on the playground (exception: rain breaks).
- If we see others in danger, we tell an adult immediately.
- We treat the plants and animals in our school grounds with care. We do not climb trees.
- We do not throw stones, sticks, acorns, snowballs, etc.
- Bicycles, scooters, skateboards, Heelys, inline skates etc are all left at the bicycle stands and are not to be used on the school grounds.
- When the bell rings at the end of break, we go straight to the classroom without jostling.

Notes for Parents

- Parents are not allowed to drive cars into the school grounds (exception: deliveries)
- Parents should not drive or park on the pavement and should show consideration for other road users when stopping and manoeuvring.
- Smoking is not permitted anywhere within the school grounds or buildings.

26 Contact details

School Head:

Frank Effenberger

Deputy Head:

Cornelia Bohlmann

Secretary: Christiane Loka

School office:

Phone: 030-303 2868 0

sekretariat@charles-dickens.schule.berlin.de

From abroad: 0049 30 30328680

Fax: 030-303 2868 19

Erzieher coordinator: Frau Petzold

Phone: 030/ 3032868-29

ganztag@charles-dickens.schule.berlin.de

Emergency calls between 2 p.m. and 6 p.m.: **0152 34744753**

After school care: 030/ 3032868-22

by Post to: Charles-Dickens-Grundschule
Dickensweg 15
14055 Berlin
Germany

More information: www.charles-dickens-gs.de



Antrag auf Beurlaubung vom Unterricht

Beurlaubung für das Kind _____ Klasse _____

vom _____ bis _____

Hiermit beantrage ich für mein Kind die Beurlaubung vom Unterricht. Es liegt folgender wichtiger Grund vor (bitte Bescheinigung oder Nachweis beifügen):

Datum, Unterschrift der Erziehungsberechtigten

Stellungnahme der Klassenlehrkraft

- ☐ Beurlaubung wird befürwortet
☐ Beurlaubung wird nicht befürwortet

Datum, Unterschrift der Klassenlehrkraft

Stellungnahme der Schulleiterin

- ☐ Beurlaubung wird genehmigt
☐ Beurlaubung wird nicht genehmigt. Grund:

Datum, Unterschrift Schulleiter