

**Important terms in the education system (glossary)**

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| Abitur                         | The Abitur entitles you to study at university. It is also known as the general higher education entrance qualification. (see <i>Hochschulreife</i> ).  |
| Allgemeinbildende Schule       | General educational schools are all types of school that do not end with an occupational qualification.   |
| Arbeitsgemeinschaften (AG)     | Many schools offer afternoon activities (AGs) with different topics, which the pupils can take part in (e.g. choir, guitar class, woodwork). Participation is usually voluntary and takes place after regular lessons. AGs can be run by teachers, parents or older pupils.   |
| AVdual                         | The “Preparing for Vocational Training” (AVdual) course is aimed at adolescents who still need support in starting their careers after attending a general educational school. The one-year “Preparing for Vocational Training” course has a dual approach, meaning that it takes place both at school and in a company.  |
| Begleitende Lernhilfe          | Children who attend a regular class but still have difficulties with German can get extra coaching alongside the regular lessons. Educational specialists supervise the children as they do their homework and practice German.   |
| Beratungslehrkraft             | School counsellors (Beratungslehrkräfte) are teachers who have been trained by school psychologists to give counselling to pupils and their parents. They are the people to contact if your child has difficulties at school, or if you have questions about the education system.  |
| Berufliche Orientierung (BO)   | Career guidance (Berufsorientierung) starts in year 5 in Baden-Württemberg. It is intended to help pupils explore the issue of choosing a career at an early stage, so that they can make a qualified decision later.   |
| Bezugserzieher                 | It’s important for children to have a fixed caregiver; particularly in the first years of life. That’s why some KiTas use the reference person system (“Bezugserziehersystem”). This means that, at the beginning, the children are always looked after by the same person. After a while, other pre-school educators become involved. The respective pre-school educator is also the contact person for the parents. |
| Bildungspaket                  | The educational package (Bildungspaket) supports children and adolescents whose parents don’t have much money. It includes money for education and participation – offers in school and leisure time such as school trips, private tutoring, supervision during the holidays. Parents can use the educational package if they cannot afford the costs of these kinds of offers.                                       |
| Bildungsplan / Lehrplan        | The educational plan (Bildungsplan, formerly: Lehrplan) contains learning content and learning goals according to the type of school and school level. The plans are publicly available and binding for teachers.   |
| Einschulungsuntersuchung (ESU) | Before children start school, they have an appointment with the specialists from the health office (Gesundheitsamt). These medical specialists check the children’s development and health, to make sure they are ready to attend school. This is   |

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|                          | known as the school enrolment examination – or ESU.  |
| Elternbeirat             | The parents' council (Elternbeirat) is made up of the elected parent representatives of all classes of a school. It is involved in all important topics relevant to the school. The parents' council of a school chooses a chairperson and a deputy chairperson.   |
| Elterngespräch           | It is important for parents and teachers to be regularly in touch, in order to enable their child to be well supported. That's why there are regular parent-teacher meetings. Both parents and also teachers can ask to have a meeting. This usually takes place in school and includes the presence of an interpreter if desired. This also applies to meetings at the KiTa.                                    |
| Elternsprechtage         | The parents' open day (Elternsprechtage) takes place regularly at many schools and is a good opportunity for parents to have a short meeting with their child's teachers. The class teacher or the school director sends out the invitations. Parents can indicate in advance with which teacher they would like to speak. The parents' open day is not compulsory but it is very important for communication.   |
| Elternvertretung         | To incorporate parents into school life and give them a say there are two parent representatives in every school class. These persons are known as Elternvertretung in German. They represent the parents of the class in the parents' council and inform the other parents about important things. All parents of the class can be parent representatives.  |
| Erziehungspartnerschaft  | The educational partnership (Erziehungspartnerschaft) refers to the collaboration between parents and educational specialists (teachers, pre-school educators). Since both are responsible for the upbringing – and also education – of a child, it is important for them to communicate regularly and talk about difficulties.  |
| Ferienbetreuung          | The school is closed for lessons during the school holidays. Nevertheless, many schools, associations or municipalities offer services to look after children in the holidays – if parents need to work, for example. These are voluntary and often cost money. If parents cannot pay the regular fee, a lower fee is usually possible.  |
| Ganztagsschule           | In Baden-Württemberg, more and more schools are becoming all-day schools. At all-day schools, children and adolescents not only have classes in the morning, but are looked after for at least 7 hours a day. There are mandatory all-day schools where all children are looked after for the same period of time. And there are elective forms where parents can choose between 3 and 4 days of all-day school. |
| Gesamtelternbeirat (GEB) | The full parents' council (Gesamtelternbeirat) is a body composed of the parent council chairpersons of all state-funded schools in the same educational authority (usually a city or a municipality). It represents the interests of the parents towards the educational authority.   |
| Grundschulempfehlung     | The school recommendation (Grundschulempfehlung) is an assessment of which secondary school is appropriate for a child, made by the Grundschule they are currently attending in year 4. It is prepared by the child's teachers and sent to the parents in writing. This recommendation is not binding, but   |

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|   | should be taken seriously by parents.  |
| Grundschulförderklasse                              | Children normally start school at the age of 6 in Germany. Sometimes, however, children are kept back for a year; that is, they do not start school until they are 7 years old. Before that, they can attend a remedial class at the Grundschule, where they get used to school in a playful way and are supported in a targeted way.  |
| Hochschulreife                                      | The higher education entrance qualification certifies that a pupil has the ability to study at university level. A distinction is made between the general higher education entrance qualification (Abitur), which is valid for all higher education institutions, and the subject-specific higher education entrance qualification (Fachabitur), which is valid for universities of applied sciences (Fachhochschulen). |
| Hochschulzugangsberechtigung                        | If you want to study at a German higher education institution, you need a so-called "Hochschulzugangsberechtigung". This is an educational qualification that qualifies you for studies at a higher education institution. The qualification may be earned through either academic or occupational achievements.   |
| Hort  | School children up to the age of 14 can receive care and supervision outside school hours in an after-school centre (Hort). The Hort offers voluntary afternoon care from Monday to Friday and is usually also open during the school holidays. It can be located at or near the school.   |
| Inklusion   | Children who are entitled to special educational support can attend an SBBZ centre (see <i>SBBZ</i> ) or attend a general school. At the general school, they are taught with all other pupils; this is known as inclusion. They usually receive additional support alongside or during the lessons.   |
| Inklusionskraft                                     | Inclusion teachers can be known as Fachkraft für Inklusion or Integrationshelfer. They support those children and adolescents who have a right to special educational support to obtain their school leaving certificate.  |
| Jahrgangsübergreifende / Jahrgangsgemischte Klassen | Some Grundschulen teach children from the 1st and 2nd year or the 3rd and 4th year together. This has the advantage that the younger ones can learn from the older ones. The older ones, in turn, learn to take responsibility.  |
| Kernzeitbetreuung                                   | Supervision before and after lessons (see <i>Verlässliche Grundschule</i> )  |
| Kita  | The daycare facilities (KiTas) are divided into the nursery for under-3-year-olds and the kindergarten for 3-6-year-olds. In the KiTa, children are looked after by pedagogical specialists and prepared for school.   |
| Klassenfahrt  | The class trip (Klassenfahrt) is an excursion with the whole class, which takes place in the period when the children would normally be in school. A class trip is usually a multi-day trip; that is, the class stays overnight in a hostel or a special rural school hostel (see <i>Schullandheim</i> ). One-day outings with the class are usually known as a Schulausflug in German.                                  |
| Klassenlehrertandem                                 | A class teacher tandem (Klassenlehrertandem) means that two teachers lead a class together. This means that the pupils have two fixed contact persons.   |

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| Klassenpflegschaftssitzung | The combination of all parents and teachers of a school class is known as the class guardianship (Klassenpflegschaft). There is at least one class guardianship meeting per school term. It is also known as the parents' evening (Elternabend). In addition to the parents, the class teacher and often other teachers are present.          |
| Kursstufe                  | The term course level (Kursstufe) is used at the academic high school (Gymnasium). It refers to the last two years of school before taking the Abitur. These two years are divided into four course levels.   |
| Landeselternbeirat (LEB)   | The state parents' council (Landeselternbeirat) of Baden-Württemberg is elected by the chairpersons of the parents' councils of the schools in the federal state. The state parents' council advises the Ministry of Education and represents the interests of parents at federal state level.  |
| Landeschülerbeirat (LSBR)  | The state pupils' council is a body composed of students from various types of schools. They advise the Ministry of Education and Cultural Affairs on issues relating to the development of teaching and schools.   |
| Lernstandgespräch          | The learning progress meeting (Lernstandgespräch) is a conversation between the teacher and the school pupil about their progress in learning. Parents are present during these discussions.  |
| Masernschutzgesetz         | Vaccination against measles is mandatory at daycare centres and schools in Baden-Württemberg. This means: Every child must receive the measles vaccination before the first day at KiTa or school. This is important so that children protect themselves and other children in the group or class from the disease.                           |
| Nachmittagsbetreuung       | Many general education schools offer flexible after-school care (Nachmittagsbetreuung). Children and adolescents can be looked after there after school; for example, as long as parents are at work. Flexible afternoon care begins no earlier than 12 noon and ends no later than 17.30.  |
| Orientierungsplan          | The orientation plan is the basis for the pedagogical work in KiTas. The document, which is publicly available, gives the pre-school teachers ideas to facilitate ongoing education and support for the children.   |
| Orientierungsstufe         | Years 5 and 6 are described as orientation levels. After finishing Grundschule, pupils now need to focus on secondary school (weiterführende Schule). If they find that the type of school they have chosen is too difficult or too easy for them, the easiest thing for them to do in grades 5 and 6 is to switch to another type of school. |
| Regelklasse                | The regular class is the school class that most pupils attend. It is regarded as the normal type of school class.   |
| SBBZ                       | The special educational and counselling centre (Sonderpädagogisches Bildungs- und Beratungszentrum or SBBZ) is a type of school which teaches children with special needs. There are SBBZ with different areas of specialisation.   |
| Schulamt                   | The school supervisory office is a state institution responsible for the professional control of schools and the organisation of teachers.  |

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| Schulbegleiter  | School support assistants take care of pupils who need extra support in very different areas. They help them to cope in the class and can be contact persons in case of personal crises. A school support assistant is sometimes known as Inklusionskraft in Germany.   |
| Schülermitverantwortung   | A good school relies on pupils wanting to help shape and be responsible for school life. The pupils of each class elect two class representatives, starting in year 5. The class representatives are members of the pupils' council at the school. They can participate in other committees, such as the school council. Pupils in year 7 and above can also participate in the state pupils' council (LSBR).           |
| Schulförderverein   | A Schulförderverein is a non-profit association whose purpose is to promote and support a school or educational institution. The members of the association are usually parents and teachers.   |
| Schulkonferenz  | There are various committees at the school that help to decide the daily routine and focus of a school. The school council (Schulkonferenz) is the highest participatory committee. Teachers, parents and – at secondary school level – also pupils are jointly represented there.  |
| Schullandheim   | School hostels (Schullandheime) are places of learning outside school. They are usually located in rural areas, close to nature. School classes spend their project weeks in the school hostel, where they learn a lot of new things about the worlds of nature, countryside and culture.   |
| Schulpflicht  | School attendance is compulsory in Baden-Württemberg. This means that children must attend school from the age of 6 years. The obligation to be present at school is known as Anwesenheitspflicht. If a child is ill or otherwise absent, the parents must excuse them in writing. Compulsory school attendance ends when a child is 18 years old.  |
| Schulpraktikum  | School work experience (known as Schulpraktikum, Schülerpraktikum or Berufspraktikum) is a measure used by the school for career guidance (see <i>Berufliche Orientierung</i> ). All pupils who attend year 9 of a Realschule or a Gymnasium have to do one week of work experience. In the Realschule, this work experience is known as BORS; in the Gymnasium it is known as BOGY.                                    |
| Schulsozialarbeit   | The school social service (Schulsozialarbeit) is carried out by the youth welfare services of the federal state (Jugendhilfe) and the school. It is a service offered to all pupils at a school, in particular children and adolescents who need professional support with problems and conflicts. Parents can also contact the school social service if they have problems with the school or their school-aged child. |
| Sonderpädagogischer Förderbedarf / Sonderpädagogische Förderung | If a child needs particular support, then they are said to have special needs (sonderpädagogischer Förderbedarf). The child's teachers are trained to identify this. It is the prerequisite for attending an SBBZ (see <i>SBBZ</i> ) or receiving inclusive support in a general educational school (see <i>Inklusion</i> ).  |
| Übertrittsverfahren   | When a child moves from the Grundschule (up to year 4) to a secondary school (known as weiterführende Schule, from year 5   |

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|                           | upwards), this is known as Übertritt. Various procedures are followed to make this move as smooth as possible for parents and children. These include an information event in which the different types of secondary school are explained, the school recommendation (Grundschulempfehlung), parent-teacher meetings and the opportunity for parents to get advice.  |
| VAB-O                     | The “Pre-qualification Year Work/Career” (VAB-O) focuses on the acquisition of German language skills. It is suitable for adolescents without or with minimal knowledge of German who would like to begin vocational training. The VAB-O takes place at a vocational school and also enables adolescents to take their first steps in working life.  |
| Verlässliche Grundschule  | The “Verlässliche Grundschule” is a childcare offer at schools. The children are supervised before and after lessons by trained employees other than their teachers. This ensures that the children are continuously supervised for up to six hours during the morning (e.g. from 7.00 to 13.00). The children can be supervised up to 14.00 at the latest.  |
| Vorbereitungsklasse (VKL) | Children who cannot yet speak German, or have only a little German knowledge, attend the preparatory class (Vorbereitungsklasse). Here they receive intensive language support and are prepared to join the lessons in the regular class. They also receive basic facts about democracy in Germany.  |
| Vorschulunterricht        | Before children start school, many KiTas offer pre-school lessons (Vorschulunterricht). Children attend these in their final year at KiTa. They are prepared for the Grundschule by practising how to sit still, doing their first writing and counting exercises and learning about the rules in school.  |
| Wahlfach                  | Usually, all subjects that are taught at the school are compulsory for the pupils. They have to take part in them. The Ministry specifies most of these subjects. But there are also elective subjects known as a Wahlfach in German. Here the pupils can decide which subject they would like to study. This is often the case with languages, for example. At the Gymnasium, pupils can decide from year 7 whether they would like to study French or Latin. After they have made their choice, they are then obliged to attend the lessons. |
| Weiterführende Schule     | The children spend the first four years at school at a Grundschule. Then they normally change schools. Schools that offer lessons from year 5 upwards are known as secondary schools “weiterführende Schulen”.   |
| Zweiter Bildungsweg       | The education system in Baden-Württemberg is flexible. This means that there are many possibilities to continue to educate yourself and to change school. People who have completed vocational training or an apprenticeship can also return to school to gain new school qualifications. This is known as the “second educational path” (“zweiter Bildungsweg”). The pupils often study for these qualifications at a higher vocational school (Berufsoberschule).  |