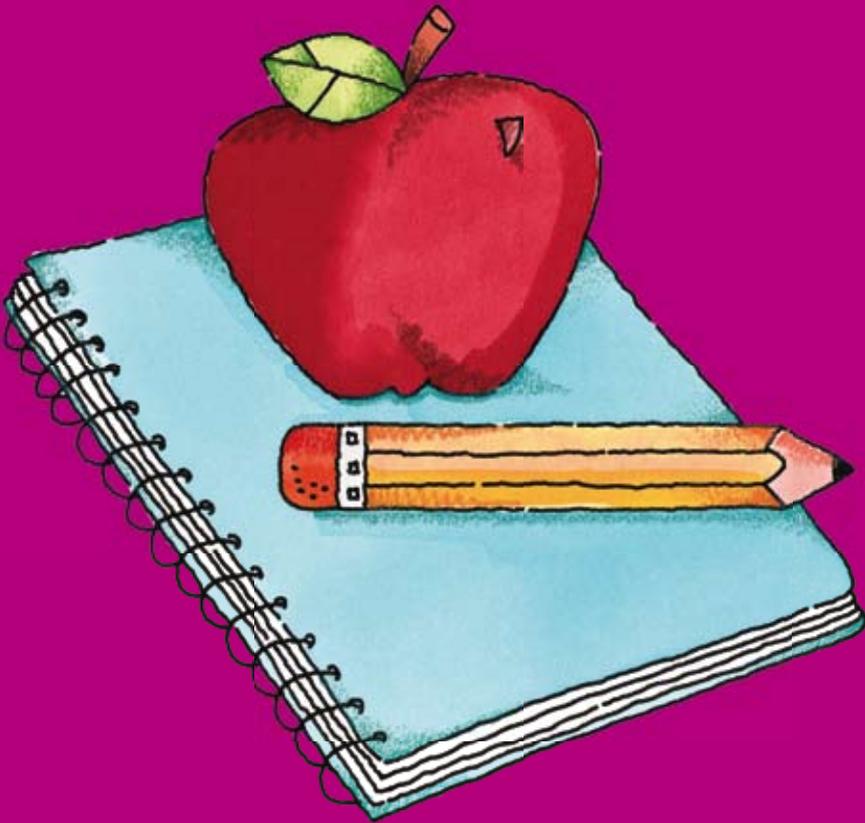


Starting School

The beginning of a good partnership



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www.bmukk.gv.at

Foreword



Starting school is a time when mothers and fathers and/or legal guardians are faced with a multitude of questions. There are many challenges to be met. Everyone concerned has to adapt to a new situation and deal effectively with numerous demands so that children can be given the best possible start in this learning stage of life.

This brochure offers help and concrete tips and information on school life in general and also some useful addresses. Please write down all important details concerning your child and his/her school in this booklet. You will then have a complete list of telephone numbers and contact details, if and when you need them.

For a good start at school, it is vital that your child can cope well with his/her new environment. The key to achieving this from the very beginning is to establish harmonious cooperation between home and school life.

With this in mind, I would like to wish your child a successful start at school and all the best for the coming school year.

A handwritten signature in black ink that reads "Claudia Schmied". The signature is written in a cursive, flowing style.

Dr. Claudia Schmied
Federal Minister for Education,
the Arts and Culture

Tips for starting school

What new experiences await children when they start going to school?

At school, children have to adjust to a new and larger community, to new peers and to a teacher. Play is no longer in the forefront, performance is. Soon the first homework and memory exercises will be assigned and your child will have less free time and play-time than before. Your child's daily routine will change as a result. Your child will have to get used to sitting down more. Many of the tasks the teacher asks your child to do will be new for him or her. Punctuality will play a bigger part and your child will have to learn to keep his or her school things in order. School beginners must also be accustomed to getting up on time in the morning.

Here is how you can make it easier for your child to get off to a good start in school

Starting school is a major adjustment for your child.

- Go along with your child on the route he/she will take to school and practise it with him/her. Pay especially close attention in this first year of school to make sure your child follows basic traffic safety rules.
- Be positive when talking about school with your child. It will pose many challenges but will also provide many positive experiences. The more positive your child's attitude is towards learning, the more opportunities he or she will have for a successful education and later on in professional life.

- Listen when your child gives his/her initial impressions about school. Help your child to understand these impressions and to put them in the right perspective.
- Wake your child up in the morning early enough so he or she has time to eat breakfast and get to school without being rushed.
- Make sure your child gets sufficient sleep and rest as well as enough play time and a quiet place for doing homework.
- Give your child a good and balanced snack to take along (whole-wheat bread, milk products, fresh fruit).
- Make sure your child does not watch too much TV and does not watch TV randomly.
- Native language tuition is available for children who either exclusively or predominantly speak a language other than German amongst their families. Please contact the head of your child's school for more information.
- Special remedial tuition in German may be offered to children who are not yet able to express themselves very well in German. Please ask the head of your child's school for more details.
- You should let the teacher know if your child is especially gifted, is particularly fearful, has a handicap or was ill for an extended period of time. The teacher can then take due consideration of this fact and act accordingly.
- If your child has learning problems, please do not hesitate to use the services of the school psychologist. Your child's teacher will know who to contact.

In the initial weeks of school everything does not always go smoothly. Even highly independent children can have a hard time coping with the adjustments involved in starting school. Do not be worried or impatient if your child does not master simple tasks immediately. What appears simple to adults can be very complicated for a child. The longest journey begins with a single step. Every day is a new opportunity!

Important contact information

My child's school:

Address:

 _____ 

The name of the homeroom teacher:

 _____ 

Office hours:

The name of the school principal:

 _____ 

Office hours:

The name of the parent representative for my child's class:

 _____ 

The name of the school physician:

 _____ 

Office hours:

Tips for reading & learning

Teach your child to have a positive attitude towards learning. The most important factor for getting off to a good start in school is to enjoy learning! If you enjoy doing something, you generally do it well. Parents play an important role in reading. Parents who read a lot with their children are teaching them that reading is enjoyable.

- It is important that your child sees you reading.
- Let your child know that reading is fun.
- Read to your child regularly! After hearing a story many times, your child will know it and will then start discovering familiar passages in the text himself/herself and want to read them (beginnings of stories, statements made by certain characters, rhymes). Encourage your child to do so!
- Involve your child in your own reading of newspapers, magazines or books!
- Read children's books together!
- Take a playful approach to your child's first attempts to read. For instance, if your child watches you read the newspaper and then takes a section and pretends to read it, you should praise and encourage this behavior.

- Make sure there is always reading material around. You should keep reading material (books, magazines, games) within easy reach and always accessible.
- Play language, letter and word games with your child. That will increase your child's desire to speak and his/her interest in reading and will encourage your child to have reading adventures of his/her own.
- Help your child when he/she initially struggles with spelling out letters and reading shop signs, posters, clothing labels. Take time to do so!
- When selecting reading material, make sure it is for the appropriate age level and in line with your child's interests! Do not be overly demanding on your child in terms of endurance and attention span.
- Let your child browse through books. Go to the library, bookstore or children's readings often.
- Reading is a reward, not a duty. Never make your child read as punishment. Do not pressure your child to read. Just make sure reading is an available option.

Books should be as natural and as integrated a part of your child's life as toys, TV or computers.



Information for Parents Whose Children Are Beginning School

General accessibility

Public primary schools are open to all children in Austria of compulsory school age regardless of their place of birth, gender, race, social standing, language and religious affiliation. Attending public schools in Austria is free of charge.

Compulsory attendance at school

General compulsory attendance at school applies to all children who reach the age of six before the start of the following school year on September 1 and who reside permanently in Austria. General compulsory attendance at school lasts for nine school years. It applies regardless of citizenship and regardless of the legal residence status of the children.

Equality of Boys and Girls

Girls and boys in Austria have equal rights in all respects. The principle of instruction is this: "Teach children to respect the equality of women and men." This principle allows your child to develop a broad range of interests, skills and behaviors not limited by gender-specific restrictions.

Cooperation with the school

Your cooperation with the school will further your child's personal development and academic success!

School partnership

An important pillar of the school system in Austria is the school partnership, i.e. the cooperation between pupils, parents/guardians, and teachers on school matters. In primary school, parents and teachers work

together in two different forums: the Class Forum and the School Forum. These bodies can make important decisions on the class and on internal school matters. The more active you are in these bodies, the more effective the school partnership will be.

Office hours

One of your obligations as a parent is to attend teachers' office hours on request (e.g. parent-teacher conferences) and parent-teacher meetings in the evening and to accept any invitations the school extends to you for special meetings. If a lack of German language skills makes this difficult for you, please bring along a person you trust to act as an interpreter.

Attendance at school

You must see to it that your child attends school regularly. If your child stays home from school for health reasons, notify the school immediately and then provide the necessary note from a physician verifying your child's condition.

School events

Pupils are basically obligated to participate in school events (e.g. school outings, swimming, hiking outings, visits to the theater). These events supplement formal instruction and strengthen the cohesion of the class. Pupils are exempted only in exceptional cases. The school principal can provide you with information about this matter.

Intercultural learning

Intercultural learning is a basic principle of instruction. Its purpose is to improve

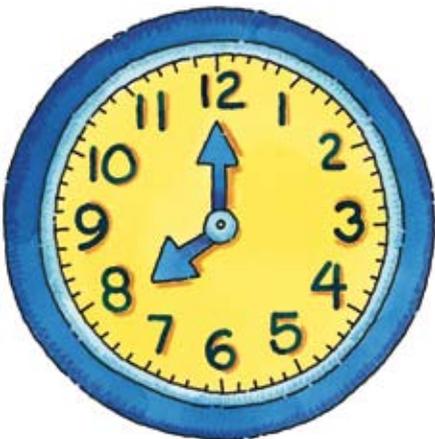
mutual understanding, to help pupils recognize what they have in common and to reduce prejudices. The intention is to promote integration in everyday school life.

School books

The government covers ninety percent of the costs of school books required in class. Parents/guardians must cover the remaining ten percent (exception: children with special learning needs).

Subsidized transportation to school for pupils

Pupils for whom a family allowance (Familienbeihilfe) is paid are entitled to use a means of public transportation to get to school. Parents/guardians must pay €19.60 per school year for this service.



Important Dates

Parent-teacher conference days:

Christmas holidays:

Semester holidays:

Easter holidays:

Whitsun/Pentecost holidays:

Summer holidays:

Holidays determined by local school:

Learning with one another – getting on with one another

This is an important factor, not only in the classroom but also in cooperating with individual partners at school. School partners are pupils, parents and/or guardians and teachers of a school. School partnership is an important pillar of the school system in Austria. The working cooperation between school partners is anchored in Austrian law. Parents and/or guardians have a legal right and an obligation to support teaching and educational school duties.

Active cooperation has a positive effect on school climate. Good relations do not just happen on their own. Everyone is responsible for interacting fairly with one another.

The following summary shows you which boards are important for school partnership at your child's school and what they can achieve.

Class parent consultation, class parent evenings

It is here that all important problems and challenges of everyday school life are discussed. Themes such as education/up-bringing issues, school performance or health topics are discussed during class parent consultations and/or class parent evenings. Teachers and parents have the opportunity to introduce topics that are important to them as school partners.

Please note: class parent consultations have to take place during the first level of every type of school. Furthermore, class parent consultations have to take place, if the parents of one third of the pupils of a class so demand.

As a rule, class parent consultations coincide with class forum meetings.



The Class Forum

This school partnership committee serves as decision maker and advisory board for the individual classes. A class forum must be called by the class teacher within the first eight weeks of each school year.

The class parent representative and their deputy are elected at this meeting and the following persons can be involved in making decisions in the class forum:

- the class teacher or form head teacher and
- the parents of the pupils of the respective class.

The school principal and various teachers of the respective class can also take part in the class forum in an advisory role. The class forum may, for example, develop its own class rules on the basis of the school's regulations (see "School Forum").



The School Forum

The school forum is responsible for all issues that affect two or more classes at the school. For example, the school forum can decide on house rules that include codes of behaviour i.e. rules that are important for getting on with one another in everyday school life.

The school forum is always called by the school principal. The first meeting has to take place within the first nine weeks of the school year.

The members of the school forum are:

- the school principal
- all class teachers or form head teachers and
- all class parent representatives of all classes at the respective school.

One class teacher and one class parent representative from each individual class are entitled to vote.

Please note: in order to reach a valid resolution at the school forum, at least one half of the voting members has to be present. A resolution can only be reached with a majority of cast votes – it is not possible to abstain from voting. Where decisions within the school's autonomy are concerned, then at least two thirds of the members of the respective groups of class teachers or form head teachers and class parent representatives have to be present and a majority of at least two thirds of the votes cast in each group has to be obtained. This process ensures that school-partnership resolutions have a solid basis.

Parents' Association

The active involvement and participation of parents in the decision making process is an important mainstay support of a functioning school community – and a good school partnership. In addition to the legal forms of representation (e.g. class forum and school forum), parents' associations, organized under private law, have been in existence for a long time.

If you would like to become involved in a parents' association at a school or you would like to set up a parents' association, please take note of the following:

- School principals are obliged to support the setting up and the function of parents' associations that are open to all parents/guardians of the pupils at their respective schools. You can, therefore, count on the school to support you and your commitment.
- Executives of the parents' association (e.g. chairperson) can inform the school principal and the head form teacher about suggestions, requests and complaints. The school principal is obliged to review them and to discuss them with the executives of the parents' association. In this way, you can actively introduce themes and issues that then have to be addressed.
- For all boards to work well together it is productive if the class parent representatives and their deputies, upon being voted onto the class forum, are also voted onto the parents' association board. Provisions for this are already included in the statutes of many parents' associations, thereby ensuring a strong representation.

Please note: Participation in a parents' association is not just restricted to your child's school. There are also regional and federal organizations of parents' associations where it is possible for you, as parent representative, to present your requests and concerns nationwide.

Parent representatives also play a consultative role on the parents' advisory board of the Federal Ministry for Education, the Arts and Culture and also on the regional parents' boards. Here it is possible to influence statutory rules and regulations that govern school life.

Those parents who would like to become actively involved in a parents' association can take advantage of courses run by parent and family organizations where you will also receive information about the rights and obligations of school partners. You can thus enhance your activities as a parent representative and exchange experiences with other representatives.

Further information can be found in the "Starting School Newspaper" and "The School Manual for Parent Representatives".



Counselling & Information

Try first to talk to the homeroom teacher and school principal.

If the teacher and principal cannot help you:

District school inspector:



District school board:



School Information from the Federal Ministry for Education, the Arts and Culture

General School Counselling

School system and educational tracks in Austria, Responsibilities of the school authorities and the school supervisory authority

Information on Different Sequences of Schooling

Where to go after primary school/secondary general school (Hauptschule)/lower level of the secondary academic school (AHS-Unterstufe)?

General Information about Law Concerning Schools

Compulsory education, Everyday life in school, Performance assessment

Freyung 1, 1014 Vienna

☎ 0810 20 52 20

(local rate throughout Austria)

@ schulinfo@bmukk.gv.at

☀ www.bmukk.gv.at/schulpsychologie



School Service Offices

Initial information and advice points for queries and problems on the subject of schools and school/training courses:

Bundesministerium für Unterricht, Kunst und Kultur (School information)

Advice: Sabine Gschwandtner
1014 Wien, Freyung 1, Room 433
Postal address:
Minoritenplatz 5, 1014 Wien
☎ 0810 205220

(local rate throughout Austria)
@ schulinfo@bmukk.gv.at
🌐 www.bmukk.gv.at/schulinfo

School Service Office at the Provincial School Board for Burgenland

Kernausteig 3, 7000 Eisenstadt
☎ 02682/710-152
@ edda.fuezi-prinke@lsr-bgld.gv.at
🌐 www.lsr-bgld.gv.at/abteilungen/administration/schulservice/

School Service Office at the Provincial School Board for Carinthia

10.-Oktober-Straße 24, 9010 Klagenfurt
☎ 0463/5812-313
@ roland.arko@lsr-ktn.gv.at
🌐 www.bildungsland.at

School Service Office at the Provincial School Board for Lower Austria

Rennbahnstraße 29, 3109 St. Pölten
☎ 02742/280-4800
@ office@lsr-noe.gv.at
🌐 www.lsr-noe.gv.at/pages/information/sets/infoset.htm

School Service Office at the Provincial School Board for Upper Austria

Sonnensteinstraße 20, 4040 Linz
☎ 0732/7071-9121, -2251
@ schulservice@lsr-ooe.gv.at
🌐 www.lsr-ooe.gv.at/schulservice

School Service Office at the Provincial School Board for Salzburg

Aignerstraße 8, 5020 Salzburg
☎ 0662/8083-2071
@ nina.behrendt@lsr.salzburg.at
🌐 www.land.salzburg.at/landesschulrat/service/schulservice.htm

School Service Office at the Provincial School Board for Styria

Körblergasse 23, 8011 Graz
☎ 0316/345-450, -226
@ alexandra.ettinger@lsr-stmk.gv.at
@ monika.lackner@lsr-stmk.gv.at
@ helga.doppan@lsr-stmk.gv.at
🌐 www.lsr-stmk.gv.at/cms/ziel/357203/DE

School Service Office at the Provincial School Board for Tyrol

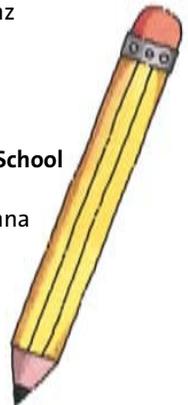
Innrain 1, 6010 Innsbruck
☎ 0512/520 33-113
@ c.wallas@lsr-t.gv.at
🌐 www.lsr-t.gv.at

School Service Office at the Provincial School Board for Vorarlberg

Bahnhofstraße 12, 6901 Bregenz
☎ 05574/4960-502
@ schulservice@lsr-vbg.gv.at
🌐 www.lsr-vbg.gv.at

School Information at the City School Board for Vienna

Wipplingerstraße 28, 1010 Vienna
☎ 01/525 25-7700
@ schulinfo@ssr-wien.gv.at
🌐 www.wien.at/ssr



School Psychology/Education Counselling

This office helps you deal with questions on sequences of schooling and personal education paths, learning problems, fears about school, crisis situations or personal problems at school. It also provides helpful brochures and learning tips for starting school.

School Psychology/Education Counselling at the Provincial School Board for Burgenland

Kernausteig 3, 7001 Eisenstadt

☎ 02682/710-131

@ werner.braun@lshr-bgld.gv.at

School Psychology/Education Counselling at the Provincial School Board for Carinthia

Kaufmannngasse 8, 9020 Klagenfurt

☎ 0463/566 59

@ gert.lach@lshr-ktn.gv.at

School Psychology/Education Counselling at the Provincial School Board for Lower Austria

Rennbahnstraße 29, 3109 St. Pölten

☎ 02742/280-4700

@ andrea.richter@lshr-noe.gv.at

School Psychology/Education Counselling at the Provincial School Board for Upper Austria

Sonnensteinstraße 20, 4040 Linz

☎ 0732/7071-2321

@ agnes.lang@lshr-ooe.gv.at

School Psychology/Education Counselling at the Provincial School Board for Salzburg

Aignerstraße 8, 5026 Salzburg

☎ 0662/8083-4221

@ helene.mainoni-humer@lshr-salzburg.at

School Psychology/Education Counselling at the Provincial School Board for Styria

Körblergasse 23, 8011 Graz

☎ 0316/345-199

@ josef.zollneritsch@lshr-stmk.gv.at

School Psychology/Education Counselling at the Provincial School Board for Tyrol

Müllerstraße 7/II, 6020 Innsbruck

☎ 0512/57 65 61

@ schulpsy@asn-ibk.ac.at

School Psychology/Education Counselling at the Provincial School Board for Vorarlberg

Bahnhofstraße 12, 6900 Bregenz

☎ 05574/4960-211

@ maria.helbock@lshr-vbg.gv.at

School Psychology/Education Counselling at the City School Board for Vienna

Wipplingerstraße 28, 1010 Vienna

☎ 01/525 25-775 05

@ mathilde.zeman@ssr-wien.gv.at



School counselling offices for foreigners/migrants at the Provincial School Boards/City School Board for Vienna

Burgenland

Gerhard Vitorelli
Provincial School Board for Burgenland
Kernausteig 3, 7001 Eisenstadt
☎ 02682/710-121
@ gerhard.vitorelli@lshr-bgld.gv.at

Carinthia

currently unoccupied
Provincial School Board for Carinthia
10.-Oktober-Straße 24, 9010 Klagenfurt
☎ 0463/5812-414

Lower Austria

Ernst Figl
Provincial School Board for Lower Austria
Rennbahnstraße 29, 3109 St. Pölten
☎ 02742/280-4812
@ ernst.figl@lshr-noe.gv.at

Upper Austria

Mag. Dr. Selçuk Hergüvenç
District School Board for City of Linz
Pfarrgasse 7, 4020 Linz
☎ 0732/7070-1437
@ selcuk.herguevenc@lshr-ooe.gv.at

Salzburg

Shaban Topalli
Provincial School Board for Salzburg
Mozartplatz 8–10, 5010 Salzburg
☎ 0662/8083-3013

Styria

Dr. Gottfried W. Kerschbaumer
Provincial School Board for Styria
Körblergasse 23, Postfach 663, 8011 Graz
☎ 0316/345-198
@ gottfried.kerschbaumer@lshr-stmk.gv.at

Tyrol

Azade Tuncer, Daniela Dupor
Provincial School Board for Tyrol
Innrain 1, 6010 Innsbruck
☎ 0512/520 33-114, -115
@ a.tuncer@lshr-t.gv.at
@ d.dupor@lshr-t.gv.at

Vorarlberg

Dr. Şevki Eker
Provincial School Board for Vorarlberg
Bahnhofstraße 12, 6900 Bregenz
☎ 05574/4960-612
@ sevki.eker@lshr-vbg.gv.at

Vienna

School Counselling for Migrants
Auerspergstraße 15, 1. Stock, 1080 Wien
☎ 01/525 25-778 59, -778 68, -778 69
@ sim@ssr-wien.gv.at
@ serafettin.yildiz@ssr-wien.gv.at
@ mate.mihaljevic@ssr-wien.gv.at
@ mensur.hublic@ssr-wien.gv.at

Regional Counselling Offices

B.I.K.

Counselling, Information and Coordination Office of the Municipal Council of the City of Salzburg
Ingrid Strennberger
Mozartplatz 6, 5020 Salzburg
☎ 0662/8072-2961
@ ingrid.strennberger@telering.at

REBAS 15

Regional Counselling Office for the 7th and 15th Districts of Vienna
Gasgasse 8–10/4/1, 1150 Vienna
☎ 01/891 34 15-361, -362
@ kanzlei-reb@m11.magwien.gv.at

Federal and Provincial Federations of Parent Associations

Austrian Federation of Parent Associations at Compulsory Public Schools

Spiegelgasse 3/9, 1010 Vienna

☎ 01/515 52-3281

@ smahel@familie.at

🌐 www.elternverein.at

Provincial Federation of Parent Associations at Compulsory Public Schools in Burgenland

St.-Rochusstraße 21, 7000 Eisenstadt

☎ 0664/122 05 48

@ elternvereine@lshr-bgld.gv.at

Provincial Federation of Parent Associations at Compulsory Public Schools in Carinthia (LVEV)

Völkermarkter Ring 21, 9020 Klagenfurt

☎ 050/536-306 60 (Monday through Thursday, 8:00 a.m. to 1:00 p.m.)

@ landesverband@elternvereine.ksn.at

Lower Austrian Provincial Federation of Parent Associations at Compulsory Public Schools

Rennbahnstraße 29, 3109 St. Pölten

☎ 02742/280-5501

(Mondays, 9:00 a.m. to 1:00 p.m.)

@ ev.pflichtschulen.lv@lshr-noe.gv.at

🌐 www.landesverband.at

Provincial Federation of Parent Associations at Compulsory Public Schools in Upper Austria

Anastasis-Grün-Straße 20, 4020 Linz

☎ 0732/78 52 49

@ info@elternvereine.at

🌐 www.elternvereine.at

Salzburg Provincial Federation of Parent Associations at Compulsory Public Schools

Ratsbriefstraße 5, 5020 Salzburg

☎ 0662/88 04 98 oder 0650/455 48 80

@ landesverband-ev@gmx.at

Styrian Provincial Federation of Parent Associations at Compulsory Public Schools

Karmeliterplatz 2, 8011 Graz

(Tuesday through Friday,
8:00 a.m. to 12:00 noon)

☎ 0316/877-3958, 0676/404 02 40

@ schmid.ilse@aon.at

🌐 www.geocities.com/landesverband1

Tyroleean Provincial Federation of Parent Associations at Compulsory Public Schools

Blasius-Hueber-Straße 12, 6020 Innsbruck

☎ 0676/596 38 17

@ tirolerev.aps@chello.at

🌐 www.elternvereine-tirol.at

Vorarlberg Provincial Federation of Parent Associations at Compulsory Public Schools

Pfarrer-Sebastian-Kneipp-Straße 16,
6845 Hohenems

☎ 05576/428 24

@ office@levv.or.at

🌐 www.levv.or.at

Vienna Provincial Federation of Parent Associations at Compulsory Public Schools

Rauhensteingasse 5, 1010 Vienna

☎ 01/407 18 99

@ landesverband.wien@wbn.wien.at

🌐 www.elternverband-wien.at

Important Internet Addresses



**The official website
of the Education Ministry**
www.bmukk.gv.at



Reading Network
www.lesenetzwerk.at



School Psychology/Education Counselling
www.schulpsychologie.at



Intercultural Learning
<http://ikl.bmukk.gv.at/>



Fair Schools
www.faireschule.at



Exercise and Sports
www.bewegung.ac.at



Early Promotion of Language Skills
www.sprachbaum.at



School Portal
www.schule.at

Notes

Notes

www.bmukk.gv.at