

# A Guide to Secondary School Enrolment



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Heinrich-von-Kleist-Schule

Michael-Oberschule

Heinrich-Middendorf-Oberschule

Gymnasium Papenburg

Mariengymnasium Papenburg

Berufsbildende Schulen (BBS) Papenburg

## in Papenburg

This guide to secondary schools was drafted by the Emsland district branch of the German Red Cross (Deutsches Rotes Kreuz, DRK) in partnership with the Municipality of Papenburg within the “JuMP” project (“Youth and Migration in Papenburg”). It is aimed at all pupils, and in particular, newcomers from abroad who have recently moved here. The guide is meant to provide information concerning secondary school enrolment and is applicable to all secondary schools in Papenburg.

Many thanks to all those responsible for the schools represented herein, for their valued contributions.

We hope that the present guide will help you to find the right school for your child.

Best wishes

DRK Migrationsberatungs- und Kontaktstelle  
(DRK immigration advice service and contact point)

### **Addresses and contact details of the schools**

From Monday to Friday, all the offices are available at least from 8:00 am to 1:00 pm.

#### ***Secondary general and intermediate schools***

##### ***Oberschulen (general education)***

###### Heinrich-von-Kleist-Schule

Kleiststraße 12  
26871 Papenburg  
Office phone number: 04961-6644530  
sekretariat@heinrich-von-kleist-schule.de  
www.heinrich-von-kleist-schule.de

###### Michael-Oberschule

Splitting links 23  
26871 Papenburg  
Office phone number: 04961-73025  
sekretariat@michaelschule.eu  
www.michaelschule.de

###### Heinrich-Middendorf-Oberschule

Bokeler Straße 26  
26871 Papenburg  
Office phone number: 04961-809830  
sekretariat@heinrich-middendorf-oberschule.eu  
www.heinrich-middendorf-oberschule.de

##### ***Grammar schools (general education)***

###### Gymnasium Papenburg

Russellstraße 33  
26871 Papenburg  
Office phone number: 04961-942910  
sekretariat@gymnasium-papenburg.de  
www.gymnasium-papenburg.de

###### Mariengymnasium Papenburg

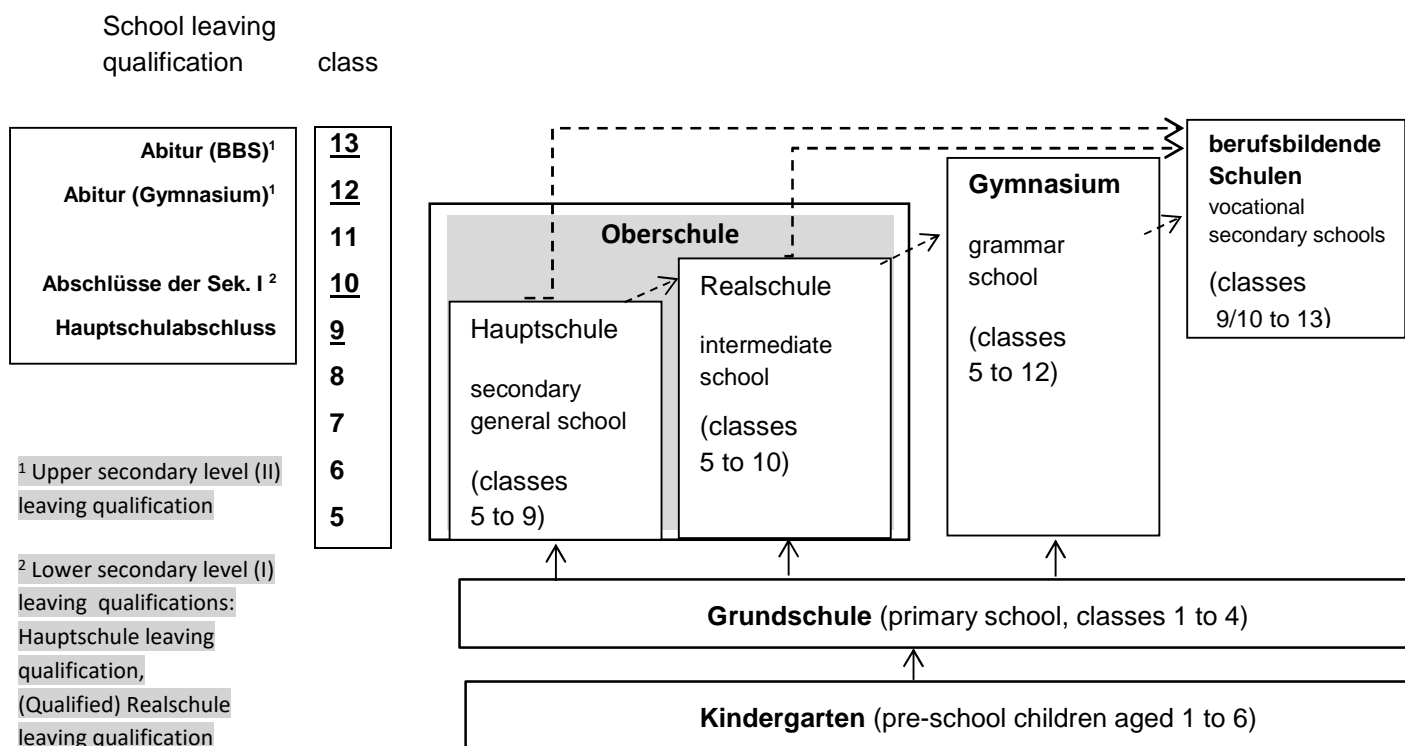
Am Stadtpark 29/31  
26871 Papenburg  
Office phone number: 04961-94700  
schule@mgpapenburg.de  
www.mgpapenburg.de

##### ***Vocational secondary schools***

###### Berufsbildende Schulen (BBS) Papenburg

Fahnenweg 31  
26871 Papenburg  
www.bbs-papenburg.de  
Office phone number:  
specialisations in trade and industry: 04961-89101, [verwaltung@bbs-papenburg.eu](mailto:verwaltung@bbs-papenburg.eu)  
and specialisations in home economics and social education: 04961-89102, [info@bbshus.de](mailto:info@bbshus.de)

## Courses of education and school leaving qualifications



## Languages

All schools: English: compulsory subject as from class 5

Oberschule type of school: French: optional subject as from class 6

Michael-Oberschule: French or Dutch: optional subjects as from class 6

Heinrich-von-Kleist – Schule: Deutsches Sprachdiplom (German language certificate), level DSD1, additional language qualification for newly arrived pupils whose language of origin is not German

Gymnasium Papenburg: French or Latin: compulsory optional subject as from class 6; Italian, Spanish, Japanese: further optional subjects, depending on offer and demand

Mariengymnasium Papenburg: French or Latin: compulsory optional subjects as from class 6

Spanish: optional subject as from class 7

Latin or French: optional subjects as from class 10

Berufsbildende Schulen: Depending on what type of vocational secondary school your child would like to attend, either English, Spanish or Dutch is compulsory or optional.

## German language learning support

All schools of general education: German language support lessons available, if required.

Heinrich-von-Kleist – Schule: Preparatory class of German language learning for newly arrived pupils whose language of origin is not German

Berufsbildende Schulen: No German language support available at vocational secondary schools.

## Lending of textbooks

All schools: Textbooks may be borrowed for a lending fee.

## **Free all-day care**

Gymnasium Papenburg: From Monday to Friday, your child may stay at school all day on a voluntary basis and participate in the school activities on offer.

Heinrich-von-Kleist- Schule and Heinrich-Middendorf-Oberschule Aschendorf: Twice a week, your child will have afternoon lessons and, on two other days, (s)he can take part in afternoon group activities and homework supervision.

All other schools: On certain days, your child may stay at school all day on a voluntary basis; this will however, not be possible every day of the week. On certain days, your child will be required to stay at school all day.

## **Enrolment of new pupils**

All schools:

You are required to bring the following documents for enrolment, if available:

- The four most recent school reports
- The recommendation on secondary school career
- If newcomer from abroad: certificate of descent or birth certificate

Further information concerning:

Gymnasium Papenburg: New pupils can be registered online via the school's web site (<http://www.gymnasium-papenburg.de>). In order to do so, click the "Eltern" field in the left column, then "Online-Registrierung". You are required to bring the registration printout for enrolment.

Mariengymnasium Papenburg: Only girls may be admitted to this Gymnasium. We also request that you bring a birth certificate for enrolment.

Berufsbildende Schulen: Enrolment varies depending on the school and class previously attended by your child. We request that you provide a certified copy of the most recent school report and a CV as well as the enrolment form. Enrolment forms can be obtained in the offices of the trade/industry or home economics/social education departments. They are also available online at [www.bbs-papenburg.de](http://www.bbs-papenburg.de).

General remarks:

Please contact the school's office to find out more about enrolment times and any other rules to be observed (see → "Addresses and contact details of the schools").

Pupils from families receiving fringe benefits according to the second or twelfth volume of the German Social Security Act (SGB II, SGB XII) or the Asylum Seekers Benefits Act (Asylbewerberleistungsgesetz), can be offered financial support in various situations of everyday school life.

Consultation and advice:

If you have immigrated and do not possess documents such as a birth certificate or school reports or if you do not have German translations of these documents, or if you are seeking help with individual concerns or wish to obtain information materials, please contact the immigration advice service at the Papenburg office of the German Red Cross:

**Migrationsberatungs- und Kontaktstelle des Deutschen Roten Kreuzes,  
Kreisverband Emsland e.V.,**

**Geschäftsstelle Papenburg**, Rathausstr.11

**Alina Rodríguez Sánchez**

Jugend und Migration in Papenburg (JuMP)

phone number: 04961-9123-2026

E-Mail: [sanchez@drk-emsland.de](mailto:sanchez@drk-emsland.de)