Consent of the legal guardians (referred to as 'parents' in the following) to a professional dialogue between day nursery and school about the child

(Parents and primary school receive one copy of this agreement each)

The responsibility for the education, upbringing and care of a child lies first and foremost with the parents. The parental home, day nursery and primary school are partners in joint responsibility for the child who is to start school. The parents' consent enables a cooperation based on partnership and the exchange of information about the child between all parties concerned. With combined forces it is all the more possible to guide the child best and helping it to cope with the upcoming tasks in connection with its first day at school.

(1) Attendance of the child in the preparatory course 'Learning German before starting school' *(cross out if not applicable)*

For the course planning it is necessary to register all participating children on a list, which is also given to the primary school, with the following details: Name, first name, date of birth, and which language(s) is/are spoken at home. The course is based on shared tasks and responsibilities and therefore the educational consultant of the day nursery and the teacher from the primary school exchange on a regular basis their observations about the linguistic learning and development process of the child and coordinate further measures for the best advancement of the child. The parents receive continuous information about the linguistic development of their child.

(2) Transition of the child to primary school

For every child the transition to primary school is a significant event in life, but also for the parents. The child will be confronted with many new requirements with which it has to cope in a relatively short period of time. Educational consultants and teaching staff have the joint task to guide the child in this sensitive phase, to provide extensive information about the transition to both child and parents, and to support them during the transition. It is important that all work together to ensure a successful transition. **Discussions** for this purpose between educational consultants and teachers are held, if possible, in the presence of the parents in order to integrate their knowledge and experience with the child.

During the enrolment process it can be important for the primary school (e.g. cooperation contact person, school management) to exchange information with the day nursery, especially to discuss whether the child needs specific support before or after starting school (e.g. assistance for highly capable students, language assistance, attendance of a language learning class), or whether it is better for the child to postpone school enrolment or to enrol a child in a special needs school. **During the 1st school year** it can be important for the first grade teacher to compare with the educational consultant from the day nursery their impression of the child and how it is coping with the transition phase, and also to discuss considerations for the best possible guidance for the child . Since the educational consultants have gained through their work with the child over mostly several years considerable information, they can help the school to understand the child better, to learn more about a child's strong points and to offer better guidance in the learning processes.

If such discussions are to be held, or if documents concerning the child have to be forwarded, the <u>parents</u> will always be contacted beforehand in order to inform them about the actual content (e.g. skills and strong points, stage and course of development of the child, previous support measures and further educational needs, how the child copes with the transition), **and to arrange their participation in the discussion.** Before enrolment the form '**Information for the Primary School**', issued by the ministry, will be filled in together with the parents.

At the end of the 1st school year the transition guidance process for the child is completed. The primary school is obliged at that time to destroy the **documents in the school file** which were compiled in the context of the cooperation with the day nursery, as well as the form 'Information for the Primary School'.

The parental consent to this professional dialogue is non-compulsory. Your disagreement to this process will have no negative consequences for your child. Consent may be cancelled at any time.

Child: _____ *(First name and surname)*

Day nursery: _____

School: _____

(Both facilities with name, address and phone number / name of the cooperation contact person)

I herewith **give my consent** to the exchange of information about my child between day nursery and primary school, as far as this is necessary for the fulfilment of the purposes stated above.

_____, _____ _____

(Place) *(Date)* *(Signature of the legal guardian(s))*