Berlin British School

– Bilinguale Kindertagesstätte Early Years –

Early Years

Handbook

2026/2027

Welcome to Berlin British School, Early Years

Our Early Years Kita is home to the youngest members of the BBS community. Our building houses the K1, K2 and K3 children in the heart of the Grunewald. Here the children have the ideal opportunity to explore the world around them and combine what they learn in the classroom with the experience of their immediate environment.

We base our curriculum on the learning goals from the Early Years Foundation Stage (EYFS), the Primary Years Programme (PYP) and the Berliner Bildungsprogramm. The EYFS and the Berliner Bildungsprogramm cover each age group from K1 to K3. The PYP starts at the age of three in the K1 class.

In K2, children are gradually introduced to formal education using a hands-on approach and structured play. By K3, the children begin to participate more in formal learning experiences in an environment that allows our staff to build on the practical approach used in K3. This ensures that the children make a smooth transition from K2 to K3.

The children are encouraged to discover their own learning and skills through inquiry, experimentation and play. In preparing our children for the future, we wish to nurture, inspire and challenge them to become:

- Successful learners who enjoy learning, make progress and achieve to the best of their ability
- Confident individuals who are able to lead safe, healthy and fulfilling lives
- Positive citizens who are able to contribute to a better society

The Kita is designed and equipped to engage children in all aspects of their learning in many different and meaningful ways. Themes are explored with an English-speaking teacher and a German-speaking *Erzieher** who support our multilingual learning environment. We undertake to provide This arrangement allows us to provide one staff member for every eight children in K1 and K2 and one to nine in K3.

*(*Erzieher here is the German equivalent of a pre-school educator)*

In K1, K2 and K3 children are accommodated in well-equipped learning spaces with a SMART board/projector in each room. At the Kita, we have our own library and lunch hall, which also serves as our music room, as well as an outdoor play area, giving the children plenty of opportunities for healthy exercise and social interaction. In the safe, welcoming and caring environment of the Kita, children are given an important start to their education, building the life skills and knowledge for progressing successfully through their school years.

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1. Locations

The Berlin British School occupies three separate sites not far from one another. The map and information below show the location of each site and details on the respective age groups.

- Early Years Kita (K1, K2 and K3)
- Primary School (Grades 1-5)
- Secondary School (Grades 6-12)

A shuttle bus goes between the Primary School and Kita at the beginning and end of each day.

2. Transport

Our children travel by school transport on many occasions throughout the week. Berlin British School makes the safety of children on school transport a top priority. There is a code of conduct, which sets out some simple rules to ensure that the children are kept safe at all times.

Parking

We have a limited number of parking spaces in the Kita car park. Therefore, we kindly request that once your child is safely in the classroom, you vacate your space as quickly as possible. We encourage parents to avail of the bus service for their children to travel to the Kita.

3. Admissions Policy

Regardless of their educational experience at the point children are admitted, or their rate of progress following admission to our school, it is Berlin British School policy that children enter and remain in the year group that reflects their age and the date of birth between 1 October and 30 September of the following year.

It is the school's experience and belief that, even if some children may appear to be above or below the academic level of their year group, it is in their wider educational and social interests to learn in an environment with children of a similar age. This allows the teacher to better identify any strengths and weaknesses and take the necessary measures to ensure individual needs are met. As a mixed ability school, differentiation within year groups plays a key part of our teaching and learning.

K1 children turn four during the school year, K2 children turn five and in K3 they have their sixth birthday.

You will find our Admissions Procedure here.

4. The Early Years Day

Teachers are in their classrooms to greet the children at 08.15. We ask that children do not arrive at Early Years before this time. Due to very limited parking spaces and not much room to manoeuvre, we strongly encourage parents to make use of the shuttle bus going from Primary to Early Years in the morning. Early Years staff members are available from 07.30 at Primary School to meet and accompany those using the shuttle buses to Early Years.

	Bus to EY	Registration	Session 1	Break	Session 2	Lunch	Session 3	Break	Bus to PS	ASC/Session 4
K1	8:30-8:50	8:50-9:00	9:00-10:20	10:20-11:00	11:00-11:50	11:50-13:10	13:10-14:10	14:10-14:30	14:45-15:00	ASC until 17:00
K2					11:00-11:50	11:50-13:10	13:10-14:10	14:10-14:30	14:45-15:00	
K3			9:00-10:40	10:40-11:00	11:00-11:50	11:50-13:10	13:10-14:30	14:30-14:45	14:45-14:40	

Children who are due to be picked up at Kita must be collected by 14.30.

Children traveling by bus[1] must be picked up at 15.00 at Primary School. Parents who cannot collect their children by 15.00 may make use of After School Care, which is available until 17.00. Additionally, holiday care is offered from 08.30 until 16:00 during most of the school holidays. Further details are available from the Admissions Office.

[1] Bus children are those children who use the shuttle service between the sites.

5. Academics

Our curriculum is based on the International Baccalaureate Primary Years Programme (PYP) and the Berliner Bildungsprogramm (BBP) (educational framework for Berlin). In the everyday life and routines of the Kita, the PYP promotes an inquiry-based approach to teaching and learning. The Berliner Bildungsprogramm is a state curriculum based on widely accepted theory and practice of early childhood development. The BBP provides guidance on education in childhood and outlines how teachers and *Erzieher* can best help the children to understand the world they live in from a variety of learning contexts.

Language development

Our international team consists of qualified teachers and *Erzieher* who are native speakers of English or German. The children adapt to a new foreign language quickly and easily through complete immersion in the language. Regular contact with the new language and as much exposure as possible to native speakers enables children to develop language structures naturally and independently. “One person for one language”. The *Erzieher* speak either German or English. They use facial expressions, gestures, repetition and rituals to reinforce language learning, which then becomes an integral as well as playful part of the Kita day. This immersion method follows the principles of natural language acquisition. In addition, from K2 onwards, some of the children have English as an Additional Language lessons twice a week depending on the individual's need.

Literacy development

The children are introduced to written language in K2 and their reading and writing skills are further developed in K3.

Mathematical development

The children already start to acquire basic mathematical knowledge and mathematical reasoning skills in K1 which is then built upon and developed further in K2 and K3.

Physical Education

In addition to free play, children have one lesson a week of P.E. from K1 onwards. This takes place under the guidance of our Kita staff and includes activities such as gymnastics, dance and team games. K1, K2 and K3 children have a mini- Sports Day during the Summer Term.

Music lessons

Children receive one music lesson every week. Here they are introduced to instruments, learn and sing songs and have their first experience of making simple compositions.

6. Assessment

At our Kita, all our teaching and planning is based on the systematic observation of a child's learning and developmental progress at regular intervals. The information we gain from these observations enables us to target the strengths, skills and interests of the individual child in our teaching.

Portfolios (language development diary)

The learning development of each child is recorded in an online portfolio (on Seesaw) for K1 and K2 which parents have access to. K3 use a "scrapbook" portfolio. The child's individual goals, along with the path to achieving them, are documented and progress is reflected on. Documenting and presenting the child's personal development in the Kita acts as a positive reminder of the learning, shows the progress and growth of the child clearly and also consolidates the ongoing process of learning at school, encouraging lifelong learning. Examples of their work are collected, such as arts and crafts, pictures or pieces of work and incorporated in the portfolio. It is then maintained throughout the Kita years, as well as Primary school, providing teachers, parents and children with a comprehensive overview and a celebration of their learning development.

Reporting to Parents

Parents receive a written report on the progress of their children twice a year.

End of year report

Parents receive a full report on the development of their child, which includes assessments from the group teacher, *Erzieher* and specialist teachers. The comments are divided into the various learning areas.

Parent conferences

Parents are invited to attend Parent Teacher Conferences with their child's teacher and *Erzieher* in the Autumn and Spring terms.

7. Behaviour Management

Berlin British School prides itself on the happy learning environment at our Kita. We apply a positive discipline approach which our staff have been trained to use. This includes "restorative justice" which gives the child ownership over their behaviour and with the help and guidance of an adult, encourages them to put things right if they have made the wrong choice. We believe that modelling the correct behaviour has a positive impact on how they behave towards others. In Kita the children are also introduced to the Zones

of Regulation which helps them to regulate how they are feeling at different times of the day. They quickly learn to recognise different emotions in themselves and others through this method.

8. Awards

"Star of the Week"

This is an award which is presented to a child each week in the Friday afternoon assembly for special achievements (social or academic). The children nominate a child from their group.

9. School Uniform

School uniform is compulsory at Berlin British School. New arrivals receive a list before term starts with an overview of our school uniform rules. Children should dress smartly and in the uniform appropriate for their age.

K2 and K3

For cooler weather	White school polo shirt
	Blue school jumper
	Grey trousers/skirt/pinafore dress
	Black shoes with grey socks (boys) and white socks (girls)
For warmer weather	Blue school summer dress (girls)
	Grey shorts (girls and boys)
	Black sandals with grey socks (boys) and white socks (girls)
PE	PE socks
	White school T-shirt
	Navy hooded school top (optional school tracksuit top)
	Navy school tracksuit bottoms
	[1]Non-marking P.E. shoes or gym slippers
	House T-shirt for inter-house sports competitions

To ensure compliance with school uniform rules, all items, except those marked ([1]), please see our website for more information.

Make sure that all uniform is clearly labelled with the child's name. Textile markers are available from the school shop for this purpose. Please note that cords and toggles on coats, hoods and jumpers are potentially dangerous. They are not permitted on items of clothing at school and should be removed.

K1 Uniform

In K1 the only compulsory clothing items are the white school polo shirt and the blue school jumper. Make sure that your child is wearing comfortable and practical clothing, which gives them full freedom of movement. Everything must be clearly labelled with the child's name or initials to prevent things going missing or becoming mixed up. All children need a pair of slippers or house shoes for use indoors.

10. Food

It is part of our school ethos to promote healthy eating. We also encourage good manners when eating together and allow the children plenty of time to finish their food.

Snacks

Parents should provide a morning and afternoon snack for their child. We encourage healthy eating throughout the school. Nuts, sweets, crisps and fizzy drinks are not permitted. For safety reasons, glass bottles are not allowed in school.

Hot lunches

All children eat a hot meal provided at school by Luna. The meals are balanced and nutritious. More details will be available once your child is registered.

Birthdays

On special occasions, such as birthdays, parents are welcome to provide a cake for the children to share. As an alternative, we have also found that the children really enjoy a plate of sliced fruit.

11. Supporting your child at home

We place great importance on reading and ask parents to help by spending a little time every day sharing and talking to your child about their book. In K3, children are given their first reading book when the teacher judges that they are ready. Books are then changed every week.

In K3, books are changed twice a week. In addition to reading, there are regular phonics and simple mathematical activities which we hope parents will support by working with their child for a few minutes every day.

12. Our Kita Library

All children visit the library at Kita once a week. They have access to a wide variety of books in the classroom and are allowed to take home two books every week. Please return books in your child's BBS book bag the day before the scheduled library slot. In order to protect our books, you will need to purchase a BBS book bag. Please label it clearly with your child's name. Book bags are available from the site administrator and the school uniform shop. The school expects children to take care of the books which they borrow from the library, and return them promptly and in good condition so that other children can read them. However, we

do understand that books can occasionally be lost or damaged. We try to deal with this problem in a fair and sympathetic manner, so that children are not discouraged from borrowing library books. If a book has been lost or damaged, please inform the teacher or *Erzieher*. Parents are likely to be asked to provide the library with a replacement copy of the book or pay the cost of replacing it. The cost of the replacement book will be included on the next invoice.

13. Additional activities

Extracurricular clubs

K2 and K3 children are invited to sign up for a variety of clubs after school. These change on a termly basis and all children are welcome to attend. At the end of each term, make sure you check the information about clubs provided by the Berlin British School club coordinator. Please make a note of the finishing times for after-school clubs at Early Years Kita, as these may be different from clubs run at Primary School. Parents are always welcome to offer an extracurricular club either after school for children or adults. If you would like to get involved, please contact the club coordinator.

Peripatetic music tuition

We provide tuition for Piano, Voice, Drums, Classical Guitar, Electric Guitar, Bass Guitar, Violin, Flute, Trumpet, Saxophone and Clarinet. If your child is interested in having music tuition, make an appointment to see the Head of Music, Phil Tietjen.

Morning care

We provide supervision from 07.30 at Dickensweg 17-19 (Primary School building).

After school care

Activities and supervision are provided by qualified staff until 17.00 at our Primary site on a flexible or regular basis, according to requirements. For more information, please contact the Head of Early Years.

14. Absence

Illness

If your child is unwell and needs to stay at home, please email your class teacher or Head of Early Years. If you do not do this, your child's absence will be marked in the register as unauthorized. If your child has diarrhea or is vomiting, we strongly recommend that they stay at home for at least 48 hours after recovery. Additionally, if your child has one of the common childhood illnesses (chicken pox, hand, foot and mouth disease etc.) you must inform the Head of Early Years.

Longer absences

We recognise that there are times when parents may have to take children out of school for personal

reasons or a family holiday. Please always inform us in writing so that we can authorise the absence. Berlin British School appreciates that due to the international nature of our children, school holidays may not coincide with a family's religious celebrations. Time off school will usually be allowed for religious observances. Please send a letter to the Head of Early Years in plenty of time before the start of the requested absence.

15. Health and safety

Personal hygiene

It is extremely important that your child is fully toilet-trained before starting in K1. Please also make sure that they can ask an adult when they need to use the toilet. Of course, accidents happen from time to time, so please pack a spare set of clothes in your child's rucksack.

Medical forms

When your child begins school, you will receive a medical form together with the contract for the Kita. This is kept in the personal file in the office and includes information on vaccinations, as well as possible allergies and intolerances. Please complete this form and submit it to the Head of Early Years before the official start at Berlin British School. It is essential that we are notified of any kind of illness, especially in cases of asthma, epilepsy, allergies, food intolerances or stings. Make sure that your current contact information is always available so that we can reach you in the event of an emergency. It is your responsibility to inform us of any changes. Any medical information provided is held in the strictest confidence and only shared with the staff responsible.

Medicines in school

Medicine may not be administered to a child unless a medical certificate has been submitted to the Head of Early Years containing all the necessary details for administration. We require written instructions in how to administer the medicine. You will also need to sign this as the parent or legal guardian to ensure that it is legal. You can receive a suitable form to do this from the *Unfallkasse Berlin* (accident insurance).

The medical certificate must include the following:

- Name of the medicine
- Dosage
- Time and form of administering
- Storage details
- Name and telephone number of the consulting physician
- Doctor's signature for the prescription medicine and confirmation that the child is fit for Kita

If the illness can lead to life-threatening conditions (epilepsy, allergies to insect bites, etc.), the procedure is detailed in consultation with the doctor, you as the parent and us. To avoid confusion, label the medication exactly (name of the child, notes on dosage).

Accidents and emergencies

In the event of your child suffering from an illness or being involved in a serious accident at school, we will contact you immediately. If we are unable to contact you, we will authorise any immediate medical treatment required.

16. Fire safety

Please familiarise yourself with the Fire Safety notices that are displayed throughout the School. If you hear the fire alarm ringing whilst in school, follow the given instructions quickly and calmly.

17. Lost property

Should any items of clothing or personal items go missing, first look through our lost property box. The boxes are emptied at the end of each term. If the items have been labeled or initialed, they are returned to the owner. Unnamed items are either donated to charity or added to our second-hand stock in the uniform shop.

18. The school calendar

The school calendar is available on our website. This contains all the planned events for the upcoming term such as assemblies, sporting competitions, parent conferences or excursions.

19. Parents and teaching staff

We firmly believe that close cooperation between our teaching staff and you as a parent is essential for providing the best possible education for your child. We recognise that the process of learning starts long before school begins, and that the influence of home is a major factor in the overall development of a child. Young children need the interest, support and encouragement of parents and teachers alike in order to develop the confidence to learn.

If you have any concerns or you are worried about your child, we shall make every effort to see you at a mutually convenient time.

Please note that we also communicate on a weekly basis via a newsletter, usually sent by email.

Information evenings and workshops

These are held on a regular basis and provide an opportunity for parents to gain information about the curriculum and the materials we use. Please refer to the termly calendar for an overview of dates, times and locations.

Weekly assemblies

Every Friday at 14.30 we hold a short assembly in the lunch hall at Primary School, which parents are always very welcome to attend. We contact the parents in advance whose children are to be awarded the "Star of the Week" for outstanding social or academic achievements in the forthcoming assembly. We also celebrate the children´s birthdays in assembly.

Raising a query or concern

All formal queries should be expressed, in the first instance, to the teacher or *Erzieher*, if possible by email. If such queries or concerns cannot be resolved in this way, please consult the Head of Early Years. A copy of the official complaint procedure at Berlin British School is available on request.

20. Voluntary parental involvement

Parents are most welcome to become involved in the everyday life of the school and may do so in a number of ways.

PTA - Parent Teacher Association

The Parent Teacher Association (PTA) is a non-profit organisation consisting of parents, teachers and friends who want to contribute towards an education that is fun, up-to-date and inspiring for the children at BBS.

Its primary aim is to provide a friendly network between the families and the teaching staff. It also aims to raise funds for purchasing additional equipment and opportunities to enhance the children's time at BBS yet further.

The PTA organises and supports a whole host of special events for the school. The funds raised by the PTA at these events in the past have helped towards supporting various activities and purchasing new equipment for the school. For further information, please contact the PTA chairperson.

Helping with class activities

If you are interested in cooking, craft activities and art projects, listening to reading or helping on walks and trips, there are always plenty of opportunities to volunteer in our school and Kita community. Please speak directly to your child's class teacher or *Erzieher* if you wish to help out.

Should you wish to help out in class on a regular basis, please be aware that we do not allow parents to come into the same class as their child. When helping out on trips, parents need to feel comfortable taking responsibility for a small group of children as directed by the class teacher or *Erzieher*.

Running a club

Parents are always welcome to offer an extra-curricular club either after school for children or adults. If you would like to volunteer.

Parents wishing to get involved in our school community will need to have Criminal Records Bureau (CRB)

clearance and two suitable references before starting.

School development projects

Over the course of the year, the school embarks on various improvement projects. These have often benefited from parental perspective and experience. If you would like to know more about any upcoming projects and initiatives, please contact one of the Heads of School.

Developing the school library

Parents who would like to volunteer their services to work in one of our libraries, please contact the appropriate Head of School.

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Appendix I / Head lice policy

General information

There has been a world-wide increase in the number of cases of head lice in schools. Anyone can become infected, irrespective of personal hygiene or age. They are usually transferred from head to head with direct contact. However, they can also be transferred by sharing hair brushes, scarves, head covers, such as hats and bicycle helmets, and other textiles. They cannot jump or fly.

Head lice are small insects, which live on human hair feeding on blood by making tiny stabs in the scalp. The female lays between five and eight eggs a day. These are found in transparent cases, which stick to the shaft of hair and are called nits. The eggs hatch after 6-10 days. The nits then become brighter and more visible. They grow out with the hair at about 1 cm per month and can still stick to the hair months after treatment has been completed. Nits which are more than 1 cm from the scalp when removed are almost always empty. Lice grow to full size in approximately ten days and are then able to lay new eggs. They have a lifespan of up to 40 days. An itchy scalp is usually the first indication of an acute case of head lice. Treatment should be carried out straight away using a medical product that has been approved for the treatment of head lice.

Prevention and control

The responsibility for treating head lice lies with the parent or guardian. The local doctor or pharmacist will be able to advise on treatment. In most cases, the treatment needs to be applied several times to remove the problem. Preventing the spread of an outbreak of lice is a community task.
In order to minimise the number of head lice cases at school, we request that parents check the scalp of their children's hair at least once a week. A fine-toothed comb can be useful in helping to detect the white-greyish, oval-shaped eggs. These stick to the individual hairs and often resemble dandruff. Should you discover head lice on your child, we are obliged to exclude your child from school until full treatment is complete. Equally, if we discover a case of head lice during the school day, we will ask you to collect your child straight away and begin immediate treatment at home.

In addition, we request that you inform the Head of early Years without delay if you discover that your child has head lice, so that all the parents of the affected group can be informed. The parents and guardians of children in the year group will need to be particularly vigilant in checking their children.

Should you have any questions regarding this head lice policy, please contact your child's teacher, *Erzieher* or the Head of Early Years.