

26th August 2022



Whole School Announcements

First week schedule

!! For all G1-G12 families:

If you wish your child to do voluntary covid testing at home, please fill in the [voluntary student covid testing form](#), deadline to sign up is Monday 29th August 08:00.

Proceedings on Monday 29.08.22: NEW STUDENTS, G6 & BUDDIES

- 08:40: Doors open for G1 Schultüte ceremony
- 09:00 - 10:00 Schultüte ceremony (sports hall)
- 08:45: Returning student ambassadors / guides come to school for induction training
- 09:15: Doors open for Welcome Event for new families
- 09:45 - 11:00: Welcome programme for new parents on the roof
- 09:45 - 13:00: New students + G6 students induction programme
- 10:00: New G1 families welcome to join welcome event on the roof
- 13:00 School finishes for new students G2-12 and buddies
>> No After School Care for PRI <<

Proceedings on Tuesday 30.08.22: ALL PRI / SEC STUDENTS

- 08:00 School opens
- 08:25 Advisory for SEC
- 08:30 School starts for PRI

Getting started (new families)

How to access the parent zone on MSF website

[Login for the Parent Zone](#) //
Password: inspiration20

All School Handbooks

[General](#) Handbook
[EY](#) Handbook
[PRI](#) Handbook
[SEC](#) Handbook

All School Forms

All important form can be found on our website: <https://m-school.de/community/parent-zone/msf-forms-handbook/>

School Lunches and lunch ID cards

- Registration for school lunch, as well as cancellation → please fill out the [Student School Lunch Form](#).
- New students who are registered for school lunch, but have not yet received their card may come to the main office and collect a lunch pass for free.
- In general, the following applies for the daily lunch pass:
 - Registered students may receive the lunch pass for 2€ (1x meal) e.g. if they forgot their ID-card
 - None-registered students may receive the lunch pass for 4.50€ (1x meal).
- Students who lost their lunch ID card need to inform the main office and pay 10 € in cash for a new one. Until the new one arrives, the affected students need to receive the lunch pass for free on a daily basis.

Getting started on Managebac

For new families, you can access [ManageBac](#) via your desktop or download the app to your phone. This [MSF presentation](#) talks you through some of the desktop features. You can find out more about the app on the Managebac [website](#) and this [guide](#).

MSF School Calendars

We have our very own school calendar for a convenient overview as well as a detailed event google calendar, showing activities and special events. Both can be found on our [website](#).

General Information

Class lists

Class lists will be published on Friday, 26th August 2022. You will find your child's class details on the parent zone of our website. Please keep in mind that your child's initial reaction to the class lists may be an anxious one. It is natural for your child to be nervous about meeting their new classmates and new teachers. After being together for a year, it can seem to your child that they don't know or remember all their friends from the other classes or who they were with in previous years. What you can do as parents is to remind them of all the friends they have made over the years, look through the yearbook to remember their grade, and remind them that the first day of school will be great fun even though they may be nervous. By the morning of the first day of school, your child is usually back in 'school mode', having fun and reacquainting themselves with old friends. If you are still concerned after the first few days of school, then do speak to your child's teacher about how your child is feeling.

Parent information evenings and class rep voting

Dates for all divisions and info re parent reps

MSF Paret Rep Class Whatsapp Group Guidelines

Please take some time to have a look at our [Whatsapp Group Guidelines](#).

From the school nurse

Please see this [letter](#) from Nurse Best regarding emergency contacts and medication.

Welcome to new staff

You can find out about our new joiners in the divisional updates from the end of last school year: [EY](#) / [PRI](#) / [SEC](#). Further information will be posted in the parent zone shortly.

Save The Date

Reminder: International Day 2022

Mark your calendars for the MSF community event of the year! International Day 2022 will be held on Saturday, 17th September from 11:00 – 15:00. [Please find here a letter](#) from the Parent Representatives regarding more details.



Parent Meet & Greet Wednesday 7th September 18:30

We warmly invite parents to join us for an informal meet and greet on the rooftop. We look forward to welcoming old and new parents. Kindly [RSVP](#) for catering purposes.

Stagecoach @ Metropolitan School
Musical Holiday Workshop - Sing, Dance, Act

“Our holiday workshops are open to all kids and teens. Your child does not need previous dancing, singing or acting ability and does not need to have attended one of our term-time Stagecoach schools. No auditions are required – just a willingness to give it a go! The lessons are held in German although some English is spoken. From the second they arrive your child will start making friends, having fun and learning some great new skills! During their time at Stagecoach we guarantee you’ll see an increase in your child’s confidence, social awareness and fitness. The workshops are adapted to the hygiene rules.”

Age: 6-16

When: 24.-28.10.2022

Time: 09:30 - 15:30. (NO morning care; optional after care)

Costs: € 235 for MSF students (€285 regular price), price includes lunch and videos/photos

Application: [Send an email](#) to Ms Raissa Kayser or give her a call (mobile: +4915140062706)

STAY UPDATED:



Early Years



Primary School



Secondary School



Monday	Tuesday	Wednesday	Thursday	Friday
Please check regularly the School Event Calendar for details about announced events and examination dates			25 Aug	26 Aug
			SCHOOL CLOSED	SCHOOL CLOSED Bulletin Class list sent out via Managebac
29 Aug	30 Aug	31 Aug	01 Sep	02 Sep
First Day - school closes at 15:30				
05 Sep	06 Sep	07 Sep	08 Sep	09 Sep
			Bulletin	

Welcome (back)!



We welcome back our Early Years families and would like to officially welcome our new families.

We hope you had great holidays and look forward to seeing you all soon! Please find below the updated welcome letters, for new and returning families.

- [First Day letter \(new families\)](#)
- [First Day letter \(returning families\)](#)

Early Years Communication

Please find attached our updated [Early Years Parent Handbook](#) with essential information about our structure, organisation and communication channels.

Please login to the [Parent Zone](#) (Password: inspiration20) to view the school calendar, this Bulletin and the lunch/snack menu.

To notify us about absences or inform us about late / early pick up, please use [ManageBac](#). An invitation has been sent out to all families. Please read the general information section for more detailed information and contact the school office should you have trouble logging in.

Parent Info Evenings

Please find attached the [Kindergarten](#) and [Transition](#) presentations from Wednesday's Introductory Parent Information Evening for new families.

The info evening for all parents will be taking place onsite in individual classrooms and have been scheduled as follows:

- Transition **13.09.22 @ 18-19:00**
- Kindergarten **14.09.22 @ 18-19:00**

Please be aware that the election of parent class representatives will be taking place during the parent information evenings. The "job description" can be found below. If you are interested in taking on the role, please let your child's teachers know.

[Role of a class parent representative](#)

Important Links & Forms

- [Electronic form for planned student absences](#) (for absences of more than 2 days)



Looking Ahead

13.09.22	TR Parent Information Evening
14.09.22	KG Parent Information Evening
17.09.22	International Day/ Back to School Festival
03.10.22	Public Holiday
04.-10.10.22	Transition Feedback Meetings
17.-28.10.22	Autumn Holiday Programme
31.10.22	Halloween Class Parties
31.10.-10.11.22	Kindergarten Feedback Meetings (new families)
03.11.22	Outdoor Classroom Day
08.-10.11.22	EY Student Photo Session



Monday	Tuesday	Wednesday	Thursday	Friday
Please check regularly the School Event Calendar for details about announced events and examination dates			25 Aug	26 Aug
				Class Lists Sent Out Via Managebac
29 Aug	30 Aug	31 Aug	01 Sep	02 Sep
First Day For New Students G1 Schultüte Ceremony	First Day For Returning Students			
05 Sep	06 Sep	07 Sep	08 Sep	09 Sep
	G1 & G2 Parent Info Evening	G3 & G4 Parent Info Evening	G5 Parent Info Evening Bulletin	

**For regular after school sports practises, see dates and times listed below*



Message from Mr Wragg

I am delighted to welcome returning families back to school and new families to school for the first time. At MSF Primary we have a very exciting year planned, with incredible learning opportunities, amazing teachers, great trips, fun clubs and fabulous shows! We know it will be a special year and look forward to working in partnership with all our families to create the most rewarding and enjoyable learning experience possible for our students. We really kick off this partnership with our parent information evenings and I urge you to attend. You will receive a lot of information about the year and will have the opportunity to offer your support as well (the dates are written above).

I would like to start the year with a few important reminders: We have serious nut allergies in the school, so please do not send your children to school with food that contains peanuts or hazelnuts, even on special occasions. Every minute of the school day is busy and valuable, so please do not arrive late or leave early, without a very good reason. If you need to do this, you must send us a note in Managebac.

Whilst COVID restrictions are reduced, it is still around and we would like to keep our community as healthy as possible and in school, rather than at home. So, if your child appears ill, or has any type of fever, please do not send them to school.

Finally, communication is one of the keys to a successful partnership, so please stay in touch. Please read all the

messages we send you, including the bulletins and unit newsletters and message your child's class teacher or subject teacher if you have any questions about what is going on in the classroom. The letters below contain various permission slips which need to be completed. Additionally, if you have any questions about whole primary school policies or procedures, please feel free to contact me: wragg@msf.education

Class Lists

Please login to Managebac to view your child's class allocation. Class lists are also on display opposite the main office.

Managebac

Please [click here](#) for some tips on how to use Managebac.

G1 Students Letter - updated

Please [click here](#) to read the G1 first day letter.

G2-5 New Students Letter

Please [click here](#) to view information regarding the first day of school for all new students.

G2-5 Returning Students Letter

Please [click here](#) to read important information regarding the first day of the new school year.

Outdoor Play

During summer the weather can be unpredictable. Please make sure your child has a **rainproof jacket** as students will play outside unless the rain is very heavy. Please also provide your child with a sun hat.

Request for student leave of absence:

Please be sure to write a comment in ManageBac if your child is sick, late or unable to attend school. Spot checks and fines do take place at Frankfurt airport for unapproved student leave. Please ensure you submit any [requests for leave](#) to Mr Wragg, and note that most school-time requests for leave are unapproved.

Parent Representatives

We greatly appreciate the hard work that our class parent reps do throughout the year, you are a great support to us! If you have not yet been a parent rep or would like to take on the role again, please have a look at the information below. Voting for class reps will take place during the parent information evenings.

[Role of a class parent representative](#)

Looking Ahead:

29.08.22	MSF Reopens For New Students
29.08.22	G1 Schultüte Ceremony
30.08.22	First Day For Returning Students
06.09.22	G1 & G2 Parent Info Evening
07.09.22	G3 & G4 Parent Info Evening
08.09.22	G5 Parent Info Evening
13.09.22	German Info Evening
17.09.22	International Day
03.10.22	Public Holiday
17-28.10.22	Autumn Break
11.11.22	MSF Closed For Teacher Training





Secondary School

Monday	Tuesday	Wednesday	Thursday	Friday
Please check regularly the School Event Calendar for details about announced events and examination dates			25 Aug	26 Aug
				● Class Lists Sent Out Via Managebac
29 Aug	30 Aug	31 Aug	01 Sep	02 Sep
● 9:15 - 13:00: G6 Student Induction Day ● 9:45 - 13:00 Welcome Event for All G7-12 New Families	● First Day for All G7-12 Returning Students			
05 Sep	06 Sep	07 Sep	08 Sep	09 Sep
		● IGCSE Celebration Breakfast ● G10 - 12 ATL Sessions with Lantera @ MSF Campus	● MSF Bulletin issued	● Deadline: SEC Autumn/Fall Sports Sign-up Form

**For regular after school sports practises, see dates and times listed below*



Message from Mr. Coppes

First and foremost, I would like to welcome everyone to an exciting new school year. I cannot wait to see what 2022/23 has in store for us! I do hope you and your family all had enough time over the summer to rest and relax. Everyone at MSF is excited to see the smiling and happy faces of our students when they return on Tuesday!

- [Welcome Letter for all G6 Families and New Families](#)
- [Welcome Back Letter for the G7 - 12 Returning Families](#)

Reminder about Monday, 29th August (All G6 Students & All New G7-12 Students)

- Students should **bring their laptops** to Induction Day on Monday, 29th August in order for these to be registered to the school's network. This will help us ensure that everyone is ready for the beginning of regular classes on Tuesday, 30th of August.
- Induction day for **G6** students starts at 9:15 and the students will be dismissed at 13:00. There will be no school lunch provided on Monday, 29th August.
- The **new G7-12 students** will join the event on the rooftop with their parents from 9:45. They will be picked up by the SEC student buddies at 10:15 in front of the elevator on the 3rd floor. They will be dismissed at 13:00. There will be no school lunch provided on Monday, 29th August.

School Supplies

On the first day of school, students need only their laptop, a backpack and a pencil case. While the school provides many supplies, including books, parents are asked to provide the items on the [stationery list](#). A few additional items may be requested by teachers during the course of the school year. Students are asked to **label their laptop chargers**.

Class Lists

Secondary Class lists for the next school year will be published via ManageBac on 26th August 2022.

Action Required: Permission to use online resources

Given the stringent European GDPR guidelines, each resource or platform used in class requires parent permission to use your child's personal information (for instance, their email address to log onto an online learning platform).

Please find the first of the bundled consent requests for this school year below. In order not to overburden parents with individual requests, they will be bundled and shared through the Bulletin from time to time throughout the school year.

Note that your child will not be able to use the online resources in class unless the school has received your express permission. Please complete one GDPR form per child by Sunday, 4th September:

[G6](#) [G7](#) [G8](#) [G9](#) [G10](#) [G11](#) [G12](#)

Managebac

Please [click here](#) for some tips on how to use Managebac.

From the IB Corner

- G11s I would like to congratulate you all for your success in passing the IGCSE. The IB is awesome. It is not only a means to a brilliant end (remember how much universities all over the world love the IB?) but a way to truly develop your knowledge, skills and experience. Throw yourself into the programme, and success is just around the corner! We are all there to support you - so let's get started! Mrs Bracklo and Mrs Dodd will be your advisors this year. -
- G12s: To help you stay on task during the very intensive Grade 12 year a new Late work policy has been written. Please read the [NEW IB Late work](#) presentation. Please find [here](#) the IB deadline calendar for class of 2023. Make sure you return your signed agreement before the end of the month.

SEC Parent and Student Handbook 2022-23

Please make sure to read the [2022 SEC Parent and Student Handbook](#) carefully.

Request for student leave of absence

Please be sure to write a comment in ManageBac if your child is sick, late or unable to attend school. Spot checks and fines do take place at Frankfurt airport for unapproved student leave. Please ensure you submit any [requests for leave](#) to Mr Coppes, and note that most school-time requests for leave are unapproved.

TUTORING

I am a recent graduate who is available for tutoring starting in the new academic year (2022-2023). I have been a student of MSF for 13 years and am very familiar with the teachers as well as the IGCSE and IB programmes. If you feel that you or your children need any extra help with the following subjects (or simply some tips for the IGCSE and IB), I would be happy to lend a hand:

- English
- German
- Theatre
- Geography
- EE/ TOK

Feel free to contact me at ella.supple03@gmail.com or +49 157 33940342 on Whatsapp to arrange further details.

The first Autumn / Fall sport season for Secondary students will run from Monday, September 12th until Friday, 2nd December 2022.

We are super excited to get as many students participating and competing as possible! We are also keen to keep adding to our **MSF Trophy Cabinet!**

Please click on this '[Sign-Up Form for SECONDARY Autumn / Fall Sports](#)' and complete before **Friday 9th September 2022**, so team lists and final allocation of training spaces can be made before the start of the season :) **GO FOXES !**

Secondary Clubs

Club sign ups will take place on Wednesday the 14th September and clubs will begin the following week on Monday, 19th September

Looking Ahead: Student Photos

School photos will be taken from Monday, 19st September to Wednesday, 21st September.

Save the Date: Back to School Night 2022

The annual Back to School parent information evening will take place on Thursday, 15th September. This is a chance to meet your child's subject teachers and find out more about the curriculum for this year. Further information will be shared closer to the day. Please mark your diaries.

Looking Ahead

29.08.22	MSF Reopens For New & G6 Students
30.08.22	First Day For Returning Students
07.09.22	IGCSE Celebration & Breakfast
07.09.22	G10 - 12 ATL Sessions with Lanterna
15.09.22	SEC Back to School Night
17.09.22	MSF International Day
19.-21.09.22	SEC Student Photo Day
21.09.22	G11 & 12 UGC Info Session with Ms Oelkers
28.09.22	1st SEC Parent Rep Meeting

From the Athletics Director





School Website

www.m-school.de

[Login for the Parent Zone](#)

Password: inspiration20

Parent & Student Handbook

Our 2022-2023 handbook can be read [here](#).

Calendars

MSF School Calendar (Public) and MSF Google School Event Calendar

Our school calendar for a convenient overview as well as our detailed event calendar, showing activities and special events can be found on our [website](#).

ManageBac

[ManageBac Attendance System](#)

[ManageBac Messages to Parents](#)

School Forms

<https://m-school.de/community/parent-zone/msf-forms-handbook/>

Quarantine rules Hesse

<https://www.hessen.de/Handeln/Corona-in-Hessen/Quarantaene>