

8<sup>th</sup> September 2022



## Whole School Announcements

### General Information

#### Welcome to new staff

You can find out about our [new teachers here!](#)

#### MSF Pinboard

Our community has a closed group on Facebook to share information. [Please join the group](#) and publish any question - from searching for a tutor or a babysitter to selling or buying an apartment!

#### How to get to MSF...

... efficiently and sustainably? Thanks to our Grade 12 student Alexander Schild, it is now much easier to understand the public transportation options. And he even created an [interactive google map to help you!](#)

#### Ask MSF Alumni!

We continue our traditional monthly meetings with one of our alumni. Our guest in September will be Verlaine Bergeret, who graduated from MSF in 2021. Verlaine is studying Liberal Arts, majoring in Chemistry and East Asian Culture and Language, at Wellesley College (a historically women's college). The meeting will take place online on the 10<sup>th</sup> of September (Saturday) at 12:00 via zoom. If you are interested [please register here and send in your questions!](#)

#### CAS Project: Help Maggie in Zambia!

Our Secondary students' Maggie Project aims to finance Maggie's, a girl from Zambia, medicine required for her well-being. Maggie suffers from epilepsy, as a result of meningitis, resulting in yet another impediment that makes it hard for her to go about her everyday life. The aim is to raise enough money on the International Day through a book sale, in order to successfully finance Maggie's needs, allowing her to keep going to school. Please collect your books and drop them off in the Secondary library until the 13<sup>th</sup> of September!

#### Voluntary student covid testing sign up

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, 12<sup>th</sup> September 08:00.

#### MSF Parent Rep Class Whatsapp Group Guidelines

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

#### MSF Student Oriented Services

We are looking for your input for Parent Coffee's and Workshops this school year. Please take a moment to fill out [this form](#) with your interest. - MSF Student Oriented Services

### School Lunch

If you want to register your child for school lunch, or cancel your enrollment, please fill out the [Student Hot Lunch Programme Form](#) which can also be found on our website in the parent zone.

### MSF Merchandise

You can [order MSF hoodies, T-shirts, caps and polo shirts online](#) and pick them up at school!

## Events



### International Day 2022 right around the corner

[Kindly have a look at this important letter](#) from the Friends of Metropolitan School and International Day 2022 Committee. **International Day 2022 will be held on Saturday, 17<sup>th</sup> September from 11:00 – 15:00.**

### 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 the School Event Calendar regularly for details about announced events and examination dates |                        |                                             | 08 Sep   | 09 Sep            |
|                                                                                                           |                        |                                             | Bulletin |                   |
| 12 Sep                                                                                                    | 13 Sep                 | 14 Sep                                      | 15 Sep   | 16 Sep            |
|                                                                                                           | Parent Info Evening TR | Parent Info Evening KG<br>Welcome Wednesday |          | 17 Sep            |
|                                                                                                           |                        |                                             |          | International Day |
| 19 Sep                                                                                                    | 20 Sep                 | 21 Sep                                      | 22 Sep   | 23 Sep            |
|                                                                                                           |                        |                                             | Bulletin |                   |

### First Weeks: Drop Off & Pick up Routines



It has been a pleasure meeting you and your children over the first weeks! We would like to thank you for your trust and share our pick up and drop off routines to allow every child to settle into their day smoothly.

In order to make morning handover easy for your child, it is good to avoid transition/busy times.

We suggest dropping off your child between 08:00-08:30 at the allocated class:

- KG Butterflies & Turtles in the KG Butterflies room
- KG Frogs & Ladybirds in the KG Ladybirds room
- Transition in the Music and Movement Room

From 08:30 onwards, we welcome Transition children outside in the playground and KG children in their individual classrooms. All children should be dropped off by 09:00 latest. Please communicate late drop off as an absence request in Managebac to inform all staff members.

In the morning, we encourage families to drop their children through the outside doors or the metal gate to the playground by handing over to a teacher on duty. During covid times, this strategy firstly kept us healthy. Secondly, we have observed that children grew in their independence and separation from parents was often much easier. Important: Please actively approach a teacher if you need support during child handover as this might not always be visible to them.

During the afternoon pick up, please feel free to come in, to look at our calendar and displays, and check your child's belongings.

### Late Pick up Fee

Should you be late for pick up, please contact the office and be aware that a late pick up fee will be charged. You will then be asked to sign a late pick up form when picking up your child and the amount will be deducted from your bank account.

### EY Autumn Holiday Programme - Registration OPEN



If you are interested in enrolling your child for the EY Autumn Holiday Programme, please read [this letter](#) carefully and use the included GoogleForm links for registration.

### Parent Info Evenings

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" and a small video can be found below. If you are interested in taking on the role, please let your child's teachers know and make sure to attend the parent evening. Also, class funds will be collected - please can parents bring in **65 EUR** (for each child) for this school year in an envelope with their child's name and pass them on to the elected parent reps.

→ [Role of a class parent representative](#) and [video](#)

### Transition Feedback Meetings

From the 4-14<sup>th</sup> October 2022 Transition families have the opportunity to have a short 15-minute feedback meeting on how your child/ren has/have settled into their new class and get to know the teachers. Please sign up below by selecting a date and time slot:

[TR Bumblebees](#) (Ms Suaad Shami & Ms Maike Boeff)

[TR Dragonflies](#) (Ms Tülin Batan & Ms Denise Heimlich-Kik)

[TR Fireflies](#) (Ms Miriam Clearman & Mr Ryan Halder)

### Staffing Update

We are very happy to announce that Ms Evelyn from the Frogs class is expecting her first baby. Unfortunately, due to corona restrictions, she is unable to return to work during her pregnancy. Please join us in congratulating Ms Evelyn and her family! Mr Fabian kindly stepped into her role and we are currently hiring one more German speaking teacher.

This week, Ms Sinem Salich has joined our Transition team as a support teacher. Please join us in welcoming her to the team.

**Looking forward:** in October, Ms Mary Kate will return from her maternity leave and she will be offering special Arts projects for interested parents from January 2023 at an additional cost & separate from the EY programme. More information to follow!

### Important Links & Forms

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

### Welcome to our Library

Please find [here](#) a letter from our librarian Ms Eileen Vernon.

### Looking Ahead

|                        |                                               |
|------------------------|-----------------------------------------------|
| <b>28.09.22</b>        | First EY Parent Rep Meeting                   |
| <b>03.10.22</b>        | Public Holiday                                |
| <b>04.-10.10.22</b>    | Transition Feedback Meetings                  |
| <b>17.-28.10.22</b>    | Autumn Holiday Programme                      |
| <b>31.10.22</b>        | Halloween Class Parties                       |
| <b>31.10.-10.11.22</b> | Kindergarten Feedback Meetings (new families) |
| <b>03.11.22</b>        | Outdoor Classroom Day                         |
| <b>08.-10.11.22</b>    | EY Student Photo Session                      |
| <b>09.11.22</b>        | St Martin's Celebration & Parade              |
| <b>11.11.22</b>        | St. Martin's Assembly (EY)                    |

### Extracurricular Activities

Below you can find the extracurricular options available for our students in the Early Years.

#### Music School - Musikschule Nagel

Melanie Nagel and her team offer a music programme to your children in our facilities, days and times vary each year. Their programme is separate from and different to the MSF EY Music programme. This extracurricular activity is optional - families may choose to register for the programme or not.

Ms Melanie Nagel

Tel: 06035 9676985 / 0163 5681358

Fax: 06035 9676986

E-Mail: [info@musikschulenagel.de](mailto:info@musikschulenagel.de)

Online: [www.musikschulenagel.de](http://www.musikschulenagel.de)

#### Train with Brain

Markus Heinz and his team offer the sports programme "Train with Brain" to your children in our facilities, days and times vary each year. Their programme is separate from and different to the MSF EY Sports programme. This extracurricular activity is optional - families may choose to register for the programme or not.

Mr Markus Heinz

Tel: 069 26407143 / 0176 82035165

E-Mail: [m.heinz@train-with-brain.com](mailto:m.heinz@train-with-brain.com)

Online: [www.train-with-brain.com/en](http://www.train-with-brain.com/en)

#### Stagecoach West

Raissa Kayser and her team offer a performing arts programme for students from 4 years onwards on the MSF campus on Fridays and Saturdays. This programme is separate from the MSF EY programme. This extracurricular activity is optional - families may choose to register for the programme or not.

Ms Raissa Kayser

Tel: 069 47864122 / 0151 40062706

E-Mail: [frankfurtwest@stagecoach.de](mailto:frankfurtwest@stagecoach.de)

Online: [www.stagecoach.de/frankfurtwest](http://www.stagecoach.de/frankfurtwest)





| Monday                                                                                                    | Tuesday                    | Wednesday         | Thursday                           | Friday                   |
|-----------------------------------------------------------------------------------------------------------|----------------------------|-------------------|------------------------------------|--------------------------|
| Please check the School Event Calendar regularly for details about announced events and examination dates |                            |                   | 08 Sep                             | 09 Sep                   |
|                                                                                                           |                            |                   | Bulletin<br>G5 Parent Info Evening |                          |
| 12 Sep                                                                                                    | 13 Sep                     | 14 Sep            | 15 Sep                             | 16 Sep                   |
| G3 Parent Info Evening                                                                                    | German Parent Info Evening | Welcome Wednesday |                                    | 17 Sep                   |
|                                                                                                           |                            |                   |                                    | International Day        |
| 19 Sep                                                                                                    | 20 Sep                     | 21 Sep            | 22 Sep                             | 23 Sep                   |
|                                                                                                           | Italian Class              |                   | Bulletin                           | Whole School Rep Meeting |

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



**Message from Mr Wragg**

We are coming to the end of our first full week at school and I would like to congratulate all our community members for what has been a really smooth start. We had a number of parents attend the Parent Information Evenings and from these meetings have voted in your parent reps for the year. These reps will soon be in touch to introduce themselves and collect class funds. Unfortunately, the Grade 3 parent evening had to be postponed until next Monday (18:00) due to two of the class teachers being off sick.

Whilst we welcome parents to visit the school and classrooms, I would like to remind everyone that during pick up and drop off times we discourage parking where possible. On Wednesday, 12<sup>th</sup> October all Primary parents are invited to have coffee with me and have a tour of the Primary School. Parking is limited in the area and will become more limited once our new building project begins. In the morning, students from all grades should be dropped at the front door, where they will be directed to the playground. Parents should not be accompanying children to the playground, as this means that parking spaces needed for EY are being taken.

At the end of the day, parents of Grades 1 & 2 need to park, as they collect children from the playground, but parents of Grades 3-5 (unless they are first collecting a Grade 1 or 2 sibling) should collect using a rolling pick up and not park. Thank you all for working together to make these busy times as calm as possible.

**Primary Library and Sora**

Please see this [welcome letter](#) to our Primary families from Ms Vernon. There is information about joining the library and when you can visit, the multi language collection, and also about using Sora, our online library.

→ Here are some of the [new books](#) added to the Sora Primary collection in August.

**Managebac**

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

**Clubs**

Please see the two club letters [G1-G2](#) and [G3-G5](#) , for upper and lower primary. This year we are now running clubs in 4 quarters to expand the offerings and you can sign up for Q1&2 today. Please only sign up for one club in Q1 and one club in Q2 initially and in a week you will be able to sign up for a second club in each quarter, if there is space available.

**Italian Class**

On Tuesday, 20<sup>th</sup> September Italian class will resume for enrolled students. The lessons will take place in G1B and will begin at 15:45 and end at 17:45.

### 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.

### Congratulations to Ms Murray

We are delighted to announce that Ms Murray has given birth to a baby girl called Alba. Both mother and baby are doing well.

### 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:

|                    |                                  |
|--------------------|----------------------------------|
| <b>08.09.22</b>    | G5 Parent Info Evening           |
| <b>12.09.22</b>    | G3 Parent Info Evening           |
| <b>13.09.22</b>    | German Info Evening              |
| <b>17.09.22</b>    | International Day                |
| <b>19-30.09.22</b> | Primary MAP Testing              |
| <b>23.09.22</b>    | Whole School Rep Meeting         |
| <b>26-28.09.22</b> | Primary Student Photos           |
| <b>03.10.22</b>    | Public Holiday                   |
| <b>12.10.22</b>    | Coffe With Primary Principal     |
| <b>17-28.10.22</b> | Autumn Break                     |
| <b>04.11.22</b>    | Halloween Class Parties          |
| <b>09.11.22</b>    | St Martin's Celebration & Parade |
| <b>11.11.22</b>    | MSF Closed For Teacher Training  |





# Secondary School



| Monday                                                                                                    | Tuesday                 | Wednesday                                                                                          | Thursday                                                                                                   | Friday                                                                               |
|-----------------------------------------------------------------------------------------------------------|-------------------------|----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Please check the School Event Calendar regularly for details about announced events and examination dates |                         |                                                                                                    | 08 Sep                                                                                                     | 09 Sep                                                                               |
|                                                                                                           |                         |                                                                                                    | • MSF Bulletin                                                                                             | • Deadline: <a href="#">Athletics Sign-up Form</a>                                   |
| 12 Sep                                                                                                    | 13 Sep                  | 14 Sep                                                                                             | 15 Sep                                                                                                     | 16 Sep                                                                               |
|                                                                                                           |                         | • Welcome Wednesday                                                                                | • SEC Club Fair<br>• 18:00 Back to School Night (SEC Parent Info Evening) & Parent Representative Election | • Deadline: <a href="#">RSVP for the G11&amp;12 University Guidance Info Evening</a> |
|                                                                                                           |                         |                                                                                                    |                                                                                                            | 17 Sep                                                                               |
|                                                                                                           |                         |                                                                                                    |                                                                                                            | • International Day                                                                  |
| 19 Sep                                                                                                    | 20 Sep                  | 21 Sep                                                                                             | 22 Sep                                                                                                     | 23 Sep                                                                               |
| • SEC Student Photo Day                                                                                   | • SEC Student Photo Day | • SEC Student Photo Day<br>• Peace Day Assembly<br>• 17:00 G11&12 University Guidance Info Evening | • MSF Bulletin                                                                                             | • Whole School Rep Meeting                                                           |

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



## Message from Mr. Coppes

Everyone in the secondary division has had a busy few weeks with kicking off the new school year. I was pleased to see a number of new families join us on the rooftop for our annual Meet 'n' Greet event! We hope to see as many parents as we can on campus for our annual Back-to-School Night!

## From the IB Corner

- **ATLs at MSF:** It was a pleasure to welcome Chiara from Lanterna for her very helpful and inspiring presentation. Her tips are precious so please use them – you can find Lanterna's free resources page [here](#)
  - Chiara's wonderful tips and presentations from Wednesday, 7<sup>th</sup> Sep: [G10](#) - [G11](#) - [G12](#)
- **CAS at International day:** CAS students have been given an amazing opportunity to get involved in International Day and show off some of their amazing CAS Projects. Please find our wonderful student's work in the MSF Cafeteria! As well as performing the 5<sup>th</sup> stage of the CAS projects (Demonstration) there will be teams selling books and clothes to raise medical funds for Maggie in Lusaka, selling handcrafted cards to raise funds for Charles in Kenya... Come and support our CAS students!
- **EE as MSF:** EE sessions for G11s and G12s will be held during advisory – please find the dates in the Managebac

calendar. Only if a student is not writing an EE, may he/she/they leave the premises.

- **Peace day assembly:** On the 21<sup>st</sup> of September the Student Council and the School Spirit Committee are organising an assembly. This assembly is for students only.

## From the SOS Corner

Please find [here](#) a welcome letter from Ms Armaou.

## Back-to-School Night 2022

The annual Back-to-School Night (Parent Information Evening) will take place on Thursday, 15<sup>th</sup> September at 18:00. This is a chance to meet your child's subject teachers and find out more about the curriculum for this year. We will start off with a presentation regarding our overall academic programs, followed by a departmental fair held in the Sports Hall where parents can meet teachers to hear more specifics regarding how we implement our curriculum across the entire division. Lastly, parents will vote on parent representatives at the end of the event.



## Parent Representative Election

The Parent Representative Election will take place during Back-to-School Night on Thursday, 15<sup>th</sup> September. The "job description" and a small video can be found below. If you are interested in taking on the role, please make sure to attend the Back to School Night.

[Role of a class parent representative](#) and [video](#)

## MAP Fall Session

The **G6-10 MAP Fall Sessions** will take place from the 26th of September to the 7th of October (with retakes the following week). Please make sure that students bring their fully-charged device, charger, and headphones every day. For more information on the MAP tests, resources can be found on the [MAP website](#).

## SEC Parent and Student Handbook 2022-23

Having trouble finding the SEC teacher's email addresses or where to submit the student absence notice? The answers can be found in the [2022 SEC Parent and Student Handbook](#)!

## Save the Date: Grade 11 & 12 University Guidance Information Evening with Ms Oelkers



All Grade 11 and 12 students and families are invited to the University Guidance Information Evening on Wednesday, 21st September, from 17:00 - 18:00 in the Student Commons in the Secondary building. Please [RSVP](#) by Friday, 16th September.

## Looking Ahead: Student Photos

School photos will be taken from Monday, 19<sup>th</sup> September to Wednesday, 21<sup>st</sup> September.

## Secondary sports team registration

Secondary sports team registration will close on Friday 9th September. All proposed practice times and dates are listed on the [Sign-up FORM](#). There is only 1 potential change where Cross-Country is likely to move from Wednesday/Friday training to a Monday/Thursday. This is due to clashes with coaching commitments. Any affected participants will be informed.

All teams begin training from next week (Mo, 12<sup>th</sup> Sep.)

GO FOXES!

## Tutoring

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), please feel free to contact our alumni student Ella Supple at [ella.supple03@gmail.com](mailto:ella.supple03@gmail.com) or +49 157 33940342 on Whatsapp to arrange further details.

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

## Selling Cards on International Day

Dear MSF community, Winter is coming, so it is expected that Cards are to be written, sent and received. Who would not want a beautiful home-made card, created by our friend Charles, from Kenya, whom we got in contact with via the school and a past project. Charles creates exquisite, individual cards, mainly with safari-like animal themes. Thomas and I (Tilda) have the honour of selling them within our community on 17<sup>th</sup> September - International day. It happens to be perfect, as we introduce African art and spirit to an international celebration. All profits will be sent to Charles, supporting his family and helping his business grow in Kenya. A card will cost 2,50 Euros. We hope to see you at our stand! Best wishes from Tilda, Thomas and Charles.

Here are examples of his art:



## Looking Ahead

|                |                                                |
|----------------|------------------------------------------------|
| 15.09.22       | Semester I Club Fair                           |
| 15.09.22       | SEC Back to School Night & Parent Rep Election |
| 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      |
| 26.09-07.10.22 | MAP Fall Session                               |
| 28.09.22       | 1st SEC Parent Rep Meeting                     |
| 03.10.22       | Public Holiday                                 |
| 17-28.10.22    | Autumn Break                                   |
| 11.11.22       | MSF Closed for Teacher Training                |
| 23.11.22       | Sem I Parent-Teacher Conferences               |







## **School Website**

[www.m-school.de](http://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>