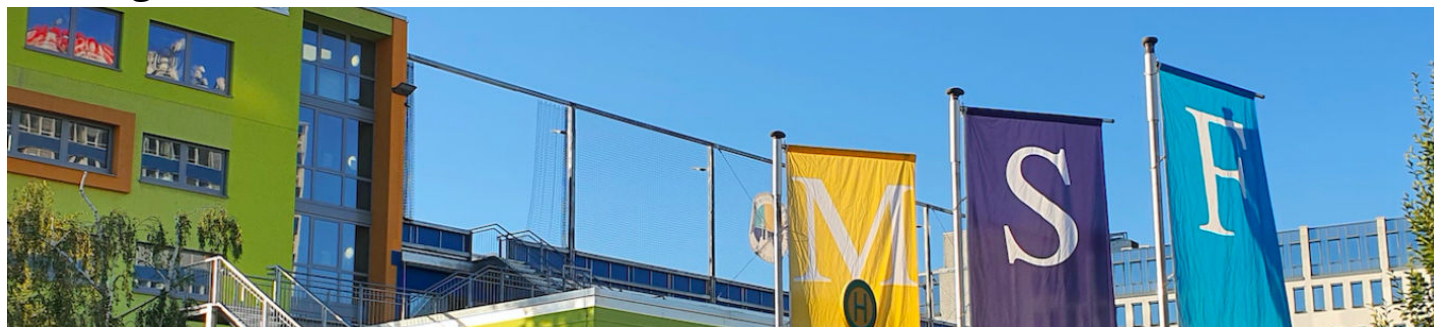


24th August 2023



Whole School Announcements

First Week Of School

Proceedings on Monday, 28th August (G1 students)

08:40 - 09:00	Parents drop off their child's "Schultüte" in the Sports Hall, then return to the playground.	MON
08:55	When the bell rings, children line up on the playground with their new teacher. Family members seat themselves in the sports hall, class teachers will bring the students to the Sports Hall.	
09:00	Schultüte Welcome Ceremony begins in the Sports Hall	
10:00	G1 families (parent and child) can have a tour of the G1 classrooms and then join the rooftop welcome event, if they wish	
13:00	School finishes for G1 students >> No After School Care on this day <<	

Proceedings on Monday, 28th August (All G6 students)

09:15	All G6 students meet in cafeteria New parents register and join welcome event on the rooftop	MON
09:15 - 11:00	Welcome event for new families on the rooftop	
09:15-13:00	Induction programme for G6 students	
10:15	Welcome address from Peter Ferres, Director	
13:00	School finishes for G6 students	

Proceedings on Monday, 28th August (G2-5, G7-12 students who are new to MSF)

09:15 - 09:45	New students and families check in and join rooftop welcome event	MON
09:15 - 11:00	Welcome event for new families on the rooftop	
09:45 - 13:00	Induction programme for new students	
10:15	Welcome address from Peter Ferres, Director	
13:00	School finishes for new students G2-12 and buddies >> No After School Care for PRI <<	

Proceedings on Tuesday, 29th August (All Students)

08:00 – 08:25	Existing + new students arrive as normal (no morning care, but children on playground) Secondary Students move to Secondary School building and into classrooms	
08:25	School starts	
09:30 - 10:00	PRI & SEC welcome assembly	
15:30	School finishes for all students >>> After School Care for PRI <<	

General Information

Parent Reps welcoming you / What you need to know about Class Representatives.

A very warm welcome to both new and returning families and students! [Please have a look at this letter](#) for more information regarding Class Parent Representatives and parent volunteer opportunities.

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 forms are
[on our website](#).

School Lunches

- School lunch registration and cancellation → please fill out the [Student School Lunch 2023-2024](#)
- In general, the following applies:
 - Registered students may receive a lunch pass for 2€ (1x meal) if they forgot their ID-card
 - Non-registered students may receive a lunch pass for 5.30€ (1x meal).
 - 10€ cash payment to receive a new lunch ID card



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. Having trouble figuring out Managebac? Get in touch with [Ms Francis](#) who will talk you through it.

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](#).

Class lists

Class lists will be published on Friday, 25th August 2023. 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. Please be advised that given the extensive class mixing process that takes place from May-July of each year, changes to class lists at this stage will not be made.



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.

Car Pooling

We want to start with something new: We want to ask parents (who are interested in car pooling) to connect with each other via an interactive map. Parents will receive a link and can add their location, if interested. This is to avoid the data protection restrictions. → Please have a look at [this guide](#). (We had to move from ethermap to google map, sorry)

Events

Welcome to MSF!

We warmly invite families to a welcome coffee morning for MSF families on 1st September in the school cafeteria from 08:45 to 10:00. This will be an occasion to get to know each other better, to introduce the Welcoming Committee, the Friends of Metropolitan and MSF Leadership team. Mrs Janice Henry from The Frankfurt Edit will provide useful information about what our region can offer. Both new and returning families are most welcome to attend.



International Day 2023

As we transition into summer holidays, please mark your calendars for the MSF community event of the year! [International Day 2023](#) will be held on **Saturday, 30th September from 11:00 - 15:00**.

Looking Forward...2023 and beyond. Strategic Planning for the future (repeat information)

One of the most important duties of the MSF Advisory Board and school leadership is to ensure long-range planning continues in a seamless process to ensure that the collective aspirations of the MSF community are realised and that we provide for the long-term financial and academic success and sustainability of the school for generations of students to come. We are excited to launch the Strategic Planning Process to continue our ongoing journey on behalf of current and future MSF students.

One of the things we are most excited about is the opportunity to engage with our community through the planning process. Our planning process will gather the collective voices from across all stakeholder groups to write another chapter of the MSF Story. This inclusive and broad-based approach will ensure that our strategic plan will reflect the unique voice of the MSF community. The process will be conducted in the first half of the 2023-2024 academic year and will involve onsite activities to support this process from **4th - 6th October**. Please keep an eye out for further communications from us on this, we will be asking you to get involved if you are interested.

Many thanks in advance for your participation and contributions and for taking the time to share your insights with us. Your partnership and support of this process is critical to its success and we are grateful for your engagement.

STAY UPDATED:



Early Years



Primary School



Secondary School



Early Years

Monday	Tuesday	Wednesday	Thursday	Friday
Please check the School Event Calendar regularly for details about announced events and examination dates			24 August	25 August
			Bulletin	
28 August	29 August	30 August	31 August	01 September
Welcome Ceremony				
4 September	5 September	6 September	7 September	8 September
			Bulletin	

Message from Ms Rippinger

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 remember that on Monday, August 28th the Early Years closes at 15:30. There will be no flexible pick up time on this day.

Please find below the updated welcome letters, for new and returning families.

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

Transition Students Entering Grade 1 in August

Please [click here](#) to view details of the G1 Schultüte Ceremony which will take place on Monday, 28th August.

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:

- Kindergarten **13.09.22 @ 18-19:00**
- Transition **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)
- [EY Parent and Student Handbook](#)

Looking Ahead

28.08.23	Welcome Event on Rooftop for new families
30.09.23	International Day
02.-14.10.23	TR Parent Feedback Meetings
16.-27.10.23	Autumn Holiday Programme



Primary School

Monday	Tuesday	Wednesday	Thursday	Friday
Please check the School Event Calendar regularly for details about announced events and examination dates			24 August	25 August
			Bulletin	
28 August	29 August	30 August	31 August	01 September
Welcome Event for new families G1 Schultüte Ceremony	First Day For Returning Students			
4 September	5 September	6 September	7 September	8 September
	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

Welcome to all our families, returning and new. I hope you have all had a restful and fun summer. Like many of you, my family and I travelled to the UK and managed to catch up with lots of family and friends that we have not had a chance to see for a long time. These visits are often bitter-sweet, very happy occasions as we see everyone, but sad to say goodbye. However, I would like to remind you all that you are now returning to your MSF family, your home from home. We have an amazing year of learning ahead of us with interesting units of inquiry, challenging maths tasks, creative art and language projects and mind blowing technology lessons. There will be school trips, performances and special events, such as coffee mornings, parent information evenings and, in September, International Day! There is a lot more information about our first days of school in the following letters. I look forward to seeing you all next week.

Welcome letter for new MSF students

This [letter](#) is for parents of students who are new to MSF.

Welcome letter for Transition students entering Grade 1

Please [click here](#) to view details of the G1 Schultüte Ceremony which will take place on Monday, 28th August.

Welcome letter for returning G2-5 students

Please [click here](#) to view details of the first day of the new school year for all returning G2-5 students.

Primary After School Clubs

On Monday, 4th September you will receive information about all the clubs that will be offered during the 1st and 2nd quarter (semester 1). The actual sign up letter will be sent out at 17:00 on Tuesday, 5th September 2023. Clubs sign up will be on a first come first served basis and numbers per club will be limited.

Proceedings on Monday, 28th August (G1 students)

08:40 - 09:00	Parents drop off their child's "Schultüte" in the Sports Hall, then return to the playground.
08:55	When the bell rings, children line up on the playground with their new teacher. Family members seat themselves in the sports hall, class teachers will bring the students to the Sports Hall.
09:00	Schultüte Welcome Ceremony begins in the Sports Hall
10:00	G1 families (parent and child) can have a tour of the G1 classrooms and then join the rooftop welcome event, if they wish
13:00	School finishes for G1 students >> No After School Care on this day <<

#

Proceedings on Tuesday, 29th August (All Students)

08:00–08:25	Existing + new students arrive as normal (no morning care, but children on playground)
08:25	School starts
09:30–10:00	PRI & SEC welcome assembly
15:30	School finishes for all students >> After School Care for PRI <<

Nurse Best's Beginning of School Letter

To view Frau Best's letter please click [here](#).

Looking Ahead: Student Photos

School photos will be taken from Monday, 11th September to Wednesday, 13th September. A schedule will be shared with you in the next edition of the Bulletin.

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.

Public Transport Commute Group (G4 & 5)

In order to encourage children to travel independently by Public Transportation in G4 and G5, a Pilot Route in Westend/Nordend in the afternoon is being set up. Once running, parents can sign up their child on any day after school; children would meet at school and go together. Please note that a parent volunteer would accompany the group the first few times but eventually the children would travel unattended; the responsibility therefore lies with each child individually: Parents interested should reach out to [Clemence Schulenburg](#)

Tutoring

If you are looking for a tutor for your child please complete this [form](#). Please note that tutors are subject to availability, it is not guaranteed that we will be able to find someone to assist your child.

Managebac

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

Looking Ahead:

28.08.23	G1 Schultüte Ceremony
28.08.23	Welcome Event For New Students
29.08.23	First Day For Returning Students
05.09.23	G1 & G2 Parent Information Evening
06.09.23	G3 & G4 Parent Information Evening
07.09.23	G5 Parent Information Evening
11-13.09.23	Primary Student Photos
12.09.23	German Information Evening
30.09.23	International Day
16-27.10.23	Autumn Break



Secondary School



Monday	Tuesday	Wednesday	Thursday	Friday
Please check the School Event Calendar regularly for details about announced events and examination dates			24 August	25 August
			• Bulletin	• Class Lists Sent Out Via ManageBac
28 August	29 August	30 August	31 August	01 September
• Welcome Ceremony	• First Day for All G7-12 Returning Students			
4 September	5 September	6 September	7 September	8 September
			• Bulletin	

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

Reminder about Monday, 28th August (All G6 Students & All New G7-12 Students)

- Students should **bring their laptops** to Induction Day on Monday, 28th 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, 29th of August.
- Induction day for **G6** students starts at 9:45 and the students will be dismissed at 13:00. There will be no school lunch provided on Monday, 28th August.
- The **new G7-12 students** will join the event on the rooftop with their parents from 9:45. They should find the SEC student buddy table on the rooftop by 10:30 and the buddies will bring the new students to the SEC induction programme on the 2nd floor of the SEC building. 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**.

SEC Parent and Student Handbook 2023-24

Please make sure to read the [2023 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.

Class Lists

Secondary Class lists for the next school year will be published on ManageBac on Friday, 25th August 2023.

From the IB Corner

G11: Welcome to an exciting new chapter of your educational journey! We are thrilled to extend a warm embrace to all Grade 11 parents and students as you step into the vibrant world of high school. Get ready to embark on a journey filled with growth, exploration, and endless possibilities. Together, let's embrace this adventure with a positive spirit, making unforgettable memories along the way.

G12: Welcome back! We hope you're rocking that EE draft and getting ready for the exciting last part of your IB and HSD adventure. This year, think of organisation and self-management as your trusty sidekicks, helping you tackle anything that comes your way. But watch out for Procrastination! Let's charge ahead, knowing the finish line is closer than ever. Your hard work will light up this journey. You've got this!

Parent / Student Resource: Transitioning to Secondary

This [slide deck](#) is based on a webinar delivered by the Anna Freud Centre, supporting the mental health and wellbeing of children, and looks at how to support your tween as they move to secondary school.

Parent / Student Resource: Transitioning to University

This [slide deck](#) is based on a webinar delivered by the Anna Freud Centre, supporting the mental health and wellbeing of children, and looks at how to support your young adult as they move on to college / university.

Parent Involvement Survey 2023 - 2024

Welcome to a bright new school year! At MSF, we pride ourselves on our community spirit, and hold many events throughout the year showcasing the opportunity to connect and experience diverse cultures. Parents are encouraged to take part in at least one activity during the school year. Please see [this link](#) for further details and to sign up for an event. We look forward to getting to know you better!

Save the date: Back to School Night (SEC Parent Information Evening)

The annual Back to School parent information evening will take place on Thursday, 14th September. This is a chance to meet your child's subject teachers and find out more about the curriculum for this year. The SEC parent representatives election will also take place during the Back to School Night Event. Further information will be shared closer to the day. Please mark your diaries.

From the Athletics Director

The first Autumn / Fall sport season for SEC students will run from **Monday, 11th September until Friday, 1st December 2023.**

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 8th September 2023**, so team lists and final allocation of training spaces can be made before the start of the season :) **GO FOXES !**

Looking Ahead: 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, 19th September to Wednesday, 21st September.

Managebac

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

TUTORING

Please have a look at [this document regarding tutors](#).

Looking Ahead

28.08.23

MSF Reopens for New Students

29.08.23

First Day for Returning Students

14.09.23

Back to School Night (Parent Info Evening & Parent Rep Election)

30.09.23

International Day



Regarding MSF

School Website: www.m-school.de

Login for the Parent Zone (password: inspiration20)

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

ManageBac Login: Attendance System and Messages to Parents

Parent & Student Handbook: [General](#) Handbook / [EY](#) Handbook / [PRI](#) Handbook / [SEC](#) Handbook

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

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](#).

Other information

Infectious Diseases: Please see this useful [website](#) about infectious diseases. You can download the information in other languages as well. English is definitely included.

Some workshops that might be interesting: They are mostly in German, but maybe you can still find something that is fitting for you. Please have a look [here](#). There is also one called “[Starke Eltern, starke Kinder](#)” (0-10 year olds).

Car Pooling

We want to start with something new: We want to ask parents (who are interested in car pooling) to connect with each other via an interactive map. Parents will receive a link and can add their location, if interested. This is to avoid the data protection restrictions. → Please have a look at [this guide](#). (We had to move from ethermap to google map, sorry)