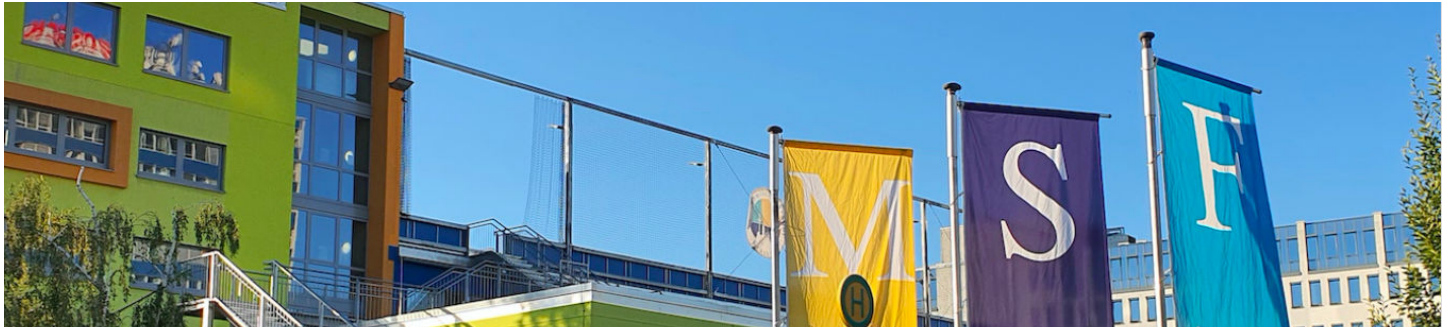


30th November 2023



Whole School Announcements

General Information

Strategic Planning: Where are we now?

As you are aware, we are undertaking a strategic design process to ensure we provide for the long-term success and sustainability of our school. To ensure that the collective aspirations of the MSF community are realized we have completed an extensive data gathering process. Our planning work will continue but we wanted to take a moment to share with you an overview of the data we have collected thus far, the planned next steps in the process, and to **thank you** for your willingness to engage in the process. Participation in the community survey and the listening sessions was robust and the information you provided will be invaluable as we continue the work of developing our strategic framework. [Please read on to learn about 'what our community said.'](#)

Save the Date 06.12.23: Meet the visiting evaluators

There will be a parent meeting scheduled with the visiting team for Wednesday 6th December, 08:30 - 10:00. **If you would like to attend, [please sign up here.](#)**

Visitor signing in

In order to ensure the safety of our community, we remind all visitors to sign in at the front office and collect a visitors badge when they are visiting campus, **this includes visits to the cafeteria.** You may be asked by the office for proof of identity when signing in, please understand this is done to ensure safety of our students and not to inconvenience you. We thank you for your cooperation in this matter.



Coming Soon: Parent ID cards

In the upcoming weeks we will be introducing parent ID cards for use when accessing the campus. A detailed information letter will be sent to all families with instructions for signing up.



CAS project - Christmas In A Shoebox

As Christmas is known as “The Season Of Giving”, we would like to raise donations of gifts and essentials, which will be packed into shoeboxes and given to people in need, in Frankfurt, to make their Christmas a memorable one! All donations are gratefully accepted, and much appreciated items would be: hygiene products, dry foods, simple health & medical products, toys, or cash. “Christmas In A Shoebox” donation boxes can be found at the entrance to primary & secondary building, inside secondary office, and outside secondary library. If you would like to donate cash, please scan the [PayPal QR code](#).

Crisis in the Middle East: Fundraising

Numerous families within our school community have direct or indirect ties to the region, so it is essential that we approach them with empathy, understanding, and sensitivity. We hereby express our heart-felt empathy and support for all of them and for all victims in Israel and Gaza!

This [article](#) from the Red Cross gives a helpful update as to what is happening and how you can help all those affected. If you would prefer to donate money through the school please do so to our MSF bank account clearly marking the money transfer as “donation for Red Cross Israel/Gaza” and we will forward the funds accordingly.

Donation needed for the Ukrainian refugees living in Frankfurt

The Prolisok Donation Centre is a private organisation dedicated to supporting Ukrainian refugees living in Frankfurt. The centre is always very grateful with the arrival of new donations, and the centre is conveniently located just around the corner from MSF (Heerstrasse 305). As the winter months approach, winter clothing donations are particularly appreciated. More information can be found [HERE](#). The centre’s opening hours are as follows: Tue 14:00 -17:00 / Fri: 14:00-17:00 / Sat: 10:00-17:00.

Information from the nurse

The wave of flu and colds is in full swing and many students and staff are sick at the moment. We can all help control the spread of infectious diseases through early recognition and action. A sick student could contaminate staff and students, and this is particularly dangerous for our immuno-compromised and pregnant community members. Therefore, it is the parents responsibility to keep a sick child or a child who appears to become sick at home. Please report all cases of infectious diseases directly to our school office, as this will help us to monitor conditions and prevent the spread of illnesses. [Here](#) you’ll find a list of the most common notifiable diseases and more information about them. Any student suspected of having an infectious disease must be seen by a doctor, as only the doctor can properly diagnose illnesses.

As a quick guide, you should not send your child to school if any of the following symptoms are present:

- **Temperature above 38°C**
- **Acute cold, sore throat or persistent cough**
- **Vomiting, nausea or severe abdominal pain**
- **Diarrhoea**
- **Red inflamed or discharging eyes**
- **Suspected and untreated head lice**
- **Acute skin rashes or eruptions**
- **Other symptoms of acute illness**

Please remember, your child should be symptom free for 24 hours before returning to school after illness. If you have any questions, please do not hesitate to contact us.

School Calendar 2023-2025

The 2024-2025 school calendar is available on our website.



Early Years and Primary present the 2023

Winter Shows



***** ❄️ *****

Early Years	Grades 3&4	Grades 1&2	Grade 5
5 th DECEMBER, 16:00	6 th DECEMBER, 18:00	7 th DECEMBER, 18:00	13 th DECEMBER, 18:00

***** ❄️ *****

All performances will take place in the Sports Hall

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			30 November	01 December
			Bulletin	
04 December	05 December	06 December	07 December	08 December
	EY Winter Show	St Nikolaus Visit		
11 December	12 December	13 December	14 December	15 December
			Bulletin	School closes at 13:00 No Emergency Care

Message from Ms Henkel



With a sad heart, I have to announce that Ms Rippinger is stepping down from her role as EY Deputy Leader. She will be returning to the class as music and substitute teacher in the new year. I

want to use this forum to thank her whole-heartedly for her dedication, engagement and professionalism during my personal leave and in her role as Early Years Deputy over the past years. This is not a good-bye but rather a new chapter in Ms Rippinger's life and she is very much looking forward to it.

I am happy to announce that we have had several internal candidates applying for the role as Early Years Deputy Leader. From January 2024, Ms Ivona Orgler, currently one of the KG Frogs teachers, will be taking over from Ms Rippinger. She comes with leadership experience in a local Kindergarten, many years of experience as Kindergarten teacher and I am looking forward to working with her.

The time before the winter break is always a very busy one. We hope that you will all enjoy our Winter Show and want to thank everyone involved with the planning, presentation & setup of this event as well as the annual visit of St Nik. This year it will be even busier with the visiting teams of the IB, CIS and NEASC coming in next week. Do not forget to take a break and enjoy the beautiful season, for example at one of the various [Christmas markets](#), to get into a festive spirit.

Further Staffing Updates

Please welcome back Ms Caleigh Homburg from her maternity leave - she will be working alongside the Bumblebees and Frogs team.

Ms Paola Gattano is also returning to MSF after finishing her studies as a Social Worker to work as a substitute teacher across Early Years.

Both teachers will introduce themselves to children and families.

Last but not least, Ms Mary Kate Buehler, our EY Arts Specialist, has shared the great news with us that her baby Clara was born last week and that they are all healthy and happy.

EY Parent Rep Meeting 13.12.23 @08:45

The next Early Years Parent Rep Meeting has been rescheduled to Wednesday, 13.12.23. Please email your items to your parent reps or [Ms Rippinger & Ms Henkel](#) in advance, latest by 8th December.

St Nikolaus visit

As every year, we have a special visitor at MSF on the 6th December - St Nik will be coming to all classes, leaving a sweet treat for each child to enjoy at home. A big thank you to our parent reps and helpers behind the scenes for making this happen!

Early Years Winter Show 2023

All children will be performing on stage during our Early Years Winter Show. Children will remain at school until the show commences at 16:00 and all parents are invited to attend. Parents must pick up their child/ren **after** the performance and will be invited to enjoy some snacks, drinks and a chat with the other parents straight after the

show. Please carefully read the [winter show letter](#) including the exact times and details.

For fire safety, we kindly ask you to place your coat/jacket in the cloakroom before you enter the sports hall. Otherwise, you will need to keep your coat on during the whole show. The cloakroom will be located in the hallway next to the sports hall entrance.

Data Protection Note: By attending this event, whether as a participant or otherwise (e.g. as a viewer or a supporter), you acknowledge that images may be captured during the event using film photography, digital photography, video, or other medium and may be used by Metropolitan School Frankfurt (MSF) to promote the school or other future events within the school, on the MSF website, social media websites (Facebook and Instagram), promotional leaflets and brochures and other publicity material (such as internal and external newsletters). You are able to withdraw consent by sending an email to marketing@msf.education.

Registration for Winter Holiday Programme

Please use the links below to register your child/ren for the Winter Holiday Programme. The form is accessible until 7th December 2023.

- [Transition](#)
- [KGF/L](#)
- [KGB/T](#)

Developmental Milestone Meetings

In the months between January until March we have Parent Meetings scheduled for our Phase 2 families (15.01.-09.02.23) and our Transition families (19.02.23-08.03.23). These 30 minute conversations are about the development of your child/ren. The Developmental Milestone Meetings for Phase 1 families will be taking place from 8th -26th of April.

- [Kindergarten Turtles](#) with Mr Gödel, Ms Brünler, Ms Wragg, Ms Alvarez
- [Kindergarten Butterflies](#) with Ms Voss, Ms Politi
- [Kindergarten Frogs](#) with Ms Orgler, Ms Eichner, Ms Madanhire
- [Kindergarten Ladybirds](#) with Ms Kaczinski, Ms Reddig, Ms Ket, Mr Gödel
- [Transition Bumblebees](#) with Ms Shami, Ms Boeff
- [Transition Dragonflies](#) with Ms Heimlich-Kik, Ms Gjuzi
- [Transition Fireflies](#) with Ms Batan

Winter Holiday Cleaning

We encourage all families to take home the children's belongings over the Winter Holiday and give them a proper wash and check your child's changing clothes bag to ensure the seasonal appropriate clothing is in there.

Important Links & Forms

- [Electronic form for planned student absences](#) (for absences of more than 2 days)
- [EY Parent and Student Handbook](#)

Looking Ahead

18.-21.12.23	EY Winter Holiday Programme
21.12.23	EY closes at 13:00 - no Emergency Care
22.12-01.01.24	EY closed
02.-05-01.24	EY Winter Holiday Programme
25.01.23	Parent Rep Meeting
01.02.23	Transition to Grade 1 Parent Evening
09.02.23	Class Faschings-Party
12.-14.02.23	Fasching Holiday Programme
15.-16.02.23	Teacher Training - school closed
07.03.23	Parent Rep Meeting
Jan-Feb	Parent-Teacher Conferences KG2
Feb-Mar	Parent-Teacher Conferences TR
Apr	Parent Teacher Conferences KG1





Primary School

Monday	Tuesday	Wednesday	Thursday	Friday
Please check the School Event Calendar regularly for details about announced events and examination dates			30 November	01 December
			• Bulletin	
04 December	05 December	06 December	07 December	08 December
		G3 & G4 Winter Show St Nikolaus Day Parent Rep Meeting	G1 & G2 Winter Show	
11 December	12 December	13 December	14 December	15 December
		G5 Winter Show	• Bulletin	MSF Closes at 13:00 No ASC

Message from Mr Wragg

We have a very exciting week next week, with the winter shows taking place and we are hosting special visitors from the NEASC (New England Association of Schools and Colleges), CIS (Council of International Schools) and IB (International Baccalaureate). These organisations come to the school every five years as part of an accreditation process. This involves the school carrying out a self study and then the visitors coming in and giving us feedback on areas that we are doing well and making suggestions for improvements.

Trupti Carny

We are delighted to welcome Trupti Carny as the new Primary Office Manager. Ms Carny joins us after many years working in finance, marketing and project management. She is currently working side by side with Ms Robertson, who will leave the school at the end of December. Please start directing questions and emails to:
carny@msf.education

Goodbye to Ms Robertson

We would like to give a very special thanks to Ms Robertson, who has supported the running of the primary school for many years. Her organisation, attention to detail and genuine care for the students, teachers and parents has hugely contributed to making our school the wonderful

happy learning community that it is. We wish her well in her new job, but will all miss her.

Late Pick-up After Clubs

We would like to remind parents about the importance of being on time to collect their children from clubs. Parents who arrive late will be charged a late fee.

St Nikolaus

On Wednesday, 6th December St Nik will join us at MSF to hand out special treats to the students. A big thank you to our parent reps and helpers behind the scenes for making this happen!

Winter Shows

Please [click here](#) to view a letter from Ms Sibbitt regarding the upcoming winter shows. The sign up forms for ASC can also be found in the letter. By attending this event, whether as a participant or otherwise (e.g. as a viewer or a supporter), you acknowledge that images may be captured during the event using film photography, digital photography, video, or other medium and may be used by Metropolitan School Frankfurt (MSF) to promote the school or other future events within the school, on the MSF website, social media websites (Facebook and Instagram), promotional leaflets and brochures and other publicity material (such as internal and external newsletters).

For fire safety, we kindly ask you to place your coat/jacket in the cloakroom before you enter the sports hall. Otherwise, you will need to keep your coat on during the whole show. The cloakroom will be located in the hallway next to the sports hall entrance.

Italian Class

Italian courses at MSF have been a great success, and will continue this academic year if there are a minimum of 7 participants. Please click on this [link](#) for further information and the registration form. Once the form is complete, please send it to Dr Alessandra Riva (alessandra.riva@cgil-bildungswerk.de). Lessons will take place on Tuesdays from 15:30 to 17:00. At the discretion of the teacher, the participants might be divided into two groups according to the levels or ages of the children.

Head Lice & Fevers

We seem to be facing a growth in head lice cases in the school at the moment. Please check your children regularly for lice, and inform us if you find them.

We would like to remind everyone that any child with a fever is not allowed to come to school. Even if medicine can reduce the fever, there is still an underlying illness that can easily be passed on. There is a lot of flu and colds going around at this time of year and we really need to try to keep everyone healthy.

Outdoor Play

Please make sure your child has a **rainproof jacket** as students will play outside unless the rain is very heavy.

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:

06.12.23	G3 & G4 Winter Show
06.12.23	Parent Rep Meeting
06.12.23	St Nik's
07.12.23	G1 & G2 Winter Show
13.12.23	G5 Winter Show
15.12.23	MF Closes at 13:00 (no ASC)
18.12-05.01.24	Winter Holidays
08.01.24	MSF Reopens After Winter Break
17.01.24	G8 Bake Sale
12. - 14.02.24	Carnival Break
15 - 16.02.24	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			30 November	01 December
			• Bulletin	
04 December	05 December	06 December	07 December	08 December
IB/CIS/NEASC Visit on Campus				
			• EE Viva Voce	• EE Viva Voce • SEC Parent Rep Meeting @ Cafeteria
11 December	12 December	13 December	14 December	15 December
IB/IGCSE Language B Mock Orals				
			• SEC Winter Dance • Bulletin	• MSF closes at 13:00

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

Message from Dr Coppes

Today, we are brimming with pride and joy as we celebrate the remarkable success of our students in last night's Spectrum! This event was not just a showcase of talent, but a vibrant display of creativity, teamwork, and dedication.

Our students from various grades joined forces, blending their skills in drama, music, and visual arts. This collaboration was a testament to the power of unity and the diverse talents within our school. Well done to all of our artists and a massive thank you to the amazing teachers in our Arts Department!

IB/IGCSE Language B Mock Orals (11. - 15.12.2023)

Please click [HERE](#) to view the IB/IGCSE Language B Mock Orals schedule.

G9-11 Exam schedule (22. - 26.01.2024)

Please click [HERE](#) to view the G9 and G11's Semester 1 Exam Schedule.

As shared with you previously, in order to safeguard the instructional time, G7 & 8 Students will have their final summative assessment in a given course during the last few weeks of the semester (22nd Jan - 2nd Feb 2024). We will ensure that students do not have more than one on a given day.

For G10 Families: Important Dates after the IGCSE

- 10th - 12th June 2024: Harvard Model Congress - Leadership Programme on MSF campus
- 17th - 28th June 2024: Grade 10 Work Experience
- 1st - 5th July 2024: IB Bootcamp on MSF campus
- 8th - 11th July 2024: IB Taster Week on MSF campus

Proposal for SEC Trip Week 2024:

This school year, the SEC Trip Week is scheduled for the week of 13th - 17th **May** 2024

- Grade 6 will go to Camp Adventure in Walsrode
- Grade 7 will have local experiential learning day trips around Frankfurt / Hessen
- Grade 8 will go to Camp Adventure in Bavaria
- Grade 9 will have Language trips to France / Spain
- Grade 10 will sit IGCSE exams

From the IB Corner

Grade 9 & 11 Semester 1 Exam: 22nd - 26th Jan 2024

Class of 2024 IA Calendar: [Link](#)

IB exam schedule: [FINAL schedule, May 2024](#)

The LP (Learner Profile) ideas for IB parents: Let's work together to empower our students to embody the ideal IB learner, well-prepared to navigate the challenges of life beyond the classroom, all while emphasising the importance of the Learner Profile. Today we will carry on with parents helping their child to be [PRINCIPLED](#)

Academic Integrity: It is the cornerstone of our education, guiding us not only within the school but in all our endeavours. [Academic Integrity for IAs](#)

Next SEC Parent Reps Meeting on Fri, 8.12.2023

Please click [HERE](#) to view the minutes from the latest SEC Parent Reps Meeting with Mr Ferres, Ms Francis, Dr. Coppes and Ms Dodd on Tuesday, 14.11.2023.

The next SEC Parent Reps Meeting will take place on Friday, 8.12.2023 in the cafeteria.

From the Counselors' Corner

Wellness Wednesdays are back in full swing! Each Wednesday during lunch, the school counsellors host a mini-activity outside the cafeteria to help students learn about the eight dimensions of wellness and discover ways to practise self-care.

In November, we'll focus on **emotional wellness**. You can use the [NIH's Emotional Wellness Toolkit](#) as a resource to continue the conversation at home and explore emotional wellbeing strategies that work well for your family!

In your corner,

Ms. Steppacher & Ms. Patel

Sem I Parent-Teacher Conferences Feedback

Please share your feedback with us by completing this [feedback form](#).

Parents are required to complete the [Online Registration Form for Winter Sports](#) to sign players up. Please complete before Monday 11th December 2023.

Many fixtures have already been confirmed, including the much anticipated Middle School Basketball Tournament to be hosted once again at MSF on Wednesday 06th March!

Note: Trials for Basketball teams will likely take place between 4th-15th December. There is also a possibility for players to be selected for a proposed 'Combined International School's Team' to represent the Rhein Main region in various competitions.

MSF Swim Team: We have an exciting opportunity to enter a local swim meet. Parents are requested to complete the [MSF Swim Team Sign-Up Form](#) to register for this event.

GO FOXES !

Looking Ahead

04.-08.12.2023	CIS/IB/NEASC Visit
07.-08.12.2023	G12 EE Viva Voce Meetings
08.12.2023	SEC Parent Reps Meeting
14.12.2023	SEC Winter Dance
11.-15.12.2023	IB/IGCSE Lang B Mock Orals
15.12.23	MSF Closes at 13:00
18.12-05.01.24	Winter Holidays
08.01.24	MSF Reopens After Winter Break
17.01.24	SEC Assembly
17.01.24	G8 Bake Sale
17.01.24	SEC Info Evening for G4-5 Families
25.01.24	IB Info Evening for G9-10 Families
22.-26.01.24	G9 & 11 Sem 1 Exams
07.02.24	SEC Assembly
09.02.24	End of Sem 1
12. - 14.02.24	Carnival Break
15 - 16.02.24	MSF closed for Teacher Training

From the Athletics Director

Our successful Autumn / Fall sport season concludes **Friday, 1st December 2023.**

The Winter Sport Season will start immediately after the holiday period, running from 08th Jan. until 15th March 2024. Sports available will include:

- Grade 6-8 & Grade 9-12 Basketball (Boys and Girls)
- Grade 6-12 Competitive Badminton (Boys and Girls)
- MSF Swim Team (more details below)





General Information

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.

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)