



MSF Bulletin: 23rd August 2024

Whole School Announcements

General Information

New: Access to campus with personal parent ID card

We are happy to announce the launch of our Parent ID Cards as of the academic year 2024/2025. The personal Parent ID Card enables you to open the door to the Primary and Secondary building during the school opening hours from 08:00 - 17:30 and replaces the visitor badge as well as the signing in and out at our reception desk.

[More information and ID card registration here](#)

Car Park Use

Parents are requested to only use the unmarked parking spaces when parking across the street. Please do not park in the marked Taxi Bus parking spaces, and the MSF Staff parking spots as these are assigned parking spaces. Visitor parking spaces are for those parents who are on a school tour or have a meeting on campus.

Nurse Best's Beginning of School Letter

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

Head Parents Welcome Letter Academic Year 2024/2025

A warm welcome to and back to MSF from our Head Parents Representatives Mrs Jutta Petznick and Mrs Sara Rosensteel [here](#).

Save the Date: Welcome Back Coffee

30th August, Friday, 08:45 - 09:45, Cafeteria

Join SLT and the Welcoming Committee at our first Friday morning coffee of the year. Returning and new families welcome, come along and meet other parents, members of staff and your parent cultural coordinators.

Save the Date: Rooftop Back to School Get-together

11th September, Wednesday, 17:30 - 19:45, Rooftop

We look forward to welcoming you to an evening on the rooftop - enjoy the beautiful skyline and connect with families and friends. More information to follow.

Do you have a spare half an hour every other week? Crossing Guard Volunteers wanted

13th September, Friday, 09:00 - 10:00, Room H02.10

After a successful first round of training, we are happy to offer additional training for staff, senior students and parents. Do you have half an hour to donate to crossing guard volunteering? MSF will provide you with training and all the information you need. The form is open to staff, parents and older SEC students (14+). [Sign up here](#)

MSF Garden - would you like to get involved?

As the MSF outdoor learning space continues to take shape, there will be opportunities for parents and families to get involved. Keep an eye out in the bulletin for further information, you can support one-off occasions and/or regular meetings to maintain an outstanding learning area for MSF students.

Travel to School

A reminder to families who drive to school to please use the relevant routes in order to ease traffic along Eschborner Landstrasse. EY -G2 should use [BLUE ROUTE 2](#), G3-5 should use the [BLUE ROUTE 1](#) and the stop and drop zone, SEC students should use [BLUE ROUTES 3-5](#). Updates are available on the [website](#) (password: *inspiration20*).

Yearbook Orders

There are a few yearbooks (2023-2024) available for purchase, order [here](#).



[School Event Calendar](#) - please check it regularly for details about announced events and dates.

Message from Ms Henkel & Ms Orgler

Welcome back! We are thrilled to see familiar faces returning and warmly welcome new families joining us. As we embark on another exciting year together, we look forward to nurturing your child's sense of community, courage, and curiosity. Let's make this year full of joyful learning and wonderful memories. We are so happy to have you with us!

Welcome letter for NEW students/families

To view the letter for parents of new students in the Early Year please click [here](#).

Welcome letter for RETURNING students/families

To view details of the first day of the new school year for all returning Early Years students, please click [here](#).

Early Years Staff Meetings - Opening Hours

From August 2024, the EY Team will be meeting on a monthly basis to ensure a regular professional dialogue and high quality education across all classes. School will close early on these days and in order to provide the same hours of care for families, we will be opening earlier, at 07:45, on Tuesdays and Wednesdays each week. The school calendar including the specific dates can be found [here](#).

Class List

The Early Years Class Lists for KG and TR are attached [here](#).

Toddle

Families will be sent an invite to Toddle on Monday, 26th August. Please login in order to be able to access the new school communication tool. More information on how to use Toddle can be viewed in the following videos:

[Family walkthrough on web](#); [Family app walkthrough](#); [Attendance on the app for families](#) & [Attendance on the web for families](#)

Important Links & Forms

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

[2024 EY Parent and Student Handbook](#)



Primary School

[School Event Calendar](#) - please check it regularly for details about announced events and dates.

Message from Mr Wragg

I hope you have all had an enjoyable and relaxing summer vacation. We are at the start of a new school year and I am very excited to welcome back our returning students and to welcome, for the first time, our new students. There is a lot to think about at the start of the school year and we have tried to detail everything in the letters that you can see below. We will also give you a lot of information during the Parent Evenings during the second week of school (details below) so please come to these.

It is very exciting, at this time of the year, for our students to find out which teacher they will have and who the other students will be in their class. In this Bulletin you will see the class lists for this year. The teachers have thought long and hard about who should be in each class and the group dynamics that will most benefit the students both socially and academically. These classes are fixed and will not be changed now. Please remember that there is always an opportunity to make grouping requests towards the end of the academic year and those that we received last school year have been taken into account. If your child has friends in the other class they will have plenty of opportunities to socialise with them at lunch and break times and all the grades will do a lot of inter-class activities and school trips throughout the year.

2024/25 promises to be another amazing year of learning at MSF - See you all next week!

Welcome letter for NEW MSF students

This [letter](#) is for parents of students in Grade 1 new to MSF.

This [letter](#) is for parents of students in Grade 2-5 new to MSF.

Welcome letter for MSF Transition students entering Grade 1

Please [click here](#) to view details of the G1 Schultüte Ceremony which will take place on Monday, 26th 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.

Proceedings on Monday, 26th August (G1 students)

08:30 - 08:45	Parents drop off their child's "Schultüte" in the Sports Hall, G1 families check in with PRI team and proceed to sportshall
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, 27th August (All Students)

08:00-08:15	Existing + new students Grade 1 and Grade 2 arrive as normal (no morning care, but children on playground)
08:15-08:30	Existing + new students Grade 3- Grade 5 arrive as normal (no morning care, but children on playground)
08:15	School starts for Grade 1 and Grade 2

08:30	School starts for Grade 3 - Grade 5
09:30-10:00	PRI & SEC welcome assembly
15:30	School finishes for all students >> After School Care for PRI <<

EAL Parents Meeting- New Families

28th August, Wednesday, 8:00-8:30, Cafeteria

EAL Parents introductory meeting for new families.

Primary Musical Club Auditions

Deadline for registration: 29th August, Thursday

Just like last year, students who are interested in joining the Primary Musical will need to audition to get into the club.

For some extremely important information and registration, please see this [link](#).

Please submit a new form for each child you would like to register.

Parent Evenings

The Parents Evening Dates, Time and Location for this academic year are as below:

Grade 1 & 2 Parents Information Evening - Tuesday, 3rd September 2024, at the Sports Hall from 18:00-19:00

Grade 3 & 4 Parents Information Evening - Wednesday, 4th September 2024, at the Sports Hall from 18:00-19:00

Grade 5 Parents Information Evening - Thursday, 5th September 2024, at the Sports Hall from 18:00-19:00

Student Photos

9th to 11th September

School photos will be taken from Monday, 9th September to Wednesday, 11th September. A schedule will be shared with you in the next edition of the Bulletin.

Primary After School Clubs

At the beginning of 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 the day after the information at 17:00. Clubs sign up will be on a first come first served basis and numbers per club will be limited.

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.

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.

Class List

The Primary School Class List from Grade 1- 5 is [here](#).

Toddle

The Primary School now communicates using a software programme called Toddle (we previously used Managebac). We use Toddle for messaging, attendance, sharing student work and reporting. You will receive an email notification via [Toddle](#) on Monday 26th August at 8am. Please accept the invitation. If you do not receive the email invite, by the afternoon of 26th August, or you have any questions, please contact [Ms Karmacharya](#) in the Primary office.

Please click on the links below for some tips on how to use Toddle. These videos contain a comprehensive overview of all the functionality of Toddle, which really is amazing. As the school is using Toddle for the first time this year, we will initially focus mainly on the attendance and messaging functionality and roll out the other content over the course of the year.

[Family walkthrough on web](#)

[Family app walkthrough](#)

[Attendance on the app for families](#)

[Attendance on the web for families](#)

Data Protection Permissions

At MSF we use technology to enhance your child's learning experience. Throughout their time in the school, they will have access to a number of different online learning programmes. These programmes are used to support learning both at school and at home, through home learning. Many of these programmes require an individual login, so users can be provided an individualised and differentiated service. We generally use the students' names, or parts of their names for the login, in order to make it easier for them to remember. As there is data stored online, through these applications, we need your permission for their use. Each of these programmes have been checked for GDPR (General Data Protection Regulation) compliance, which means that the data stored on them is secure and private.

In order to facilitate your child's continued use of these programmes, please complete the [form](#).



Secondary School

[School Event Calendar](#) - please check it regularly for details about announced events and dates.

Whole Secondary School

Message from Dr. Coppes

The summer holidays have absolutely flown by! We hope that everyone has stayed safe and yet been able to enjoy their holidays. The first day of school for all returning G7 - 12 students is Tuesday, 27th August. Students should bring their laptops for the beginning of their regular classes and check the stationery and item requirements list below.

We kindly ask that students arrive on campus between 8:10 - 8:20 in order for a smooth start to the new school year. Class advisor lists will be posted across the library entrance. If you have changed your phone number recently, we ask you to update your contact details on Managebac and contact the office via email to inform us of the change. I am looking forward to seeing everyone back to school on Tuesday!

2024/25 - Stationery and Item Requirements

Students will need the following items in their subjects in Grades 6-12.

Please see this [list](#)

From the Secondary Athletic Director

The Secondary School Autumn sports season will run from the week beginning Monday, 9th September until the week ending Friday, 22nd November 2024.

Before Friday, 6th September 2024 parents must [register players using this Sign-Up Form](#)

Construction Updates, Fire Escape Routes & Stair Use

The back stairwell is only to be used as a secondary escape route to the rooftop. Students will need to make use of the central stairs for all regular travel to and from class.

Safety Announcement

Fire escape route: Please use the top roof exit via metal stairs as practised previously. Mr Misheil will open the two metal gates each morning.

Staircase policy: The back staircase cannot be used except in case of smoke in the main staircase.

Middle School (Grade 6 - 8)

G10 IGCSE Celebration

Watch this space for the upcoming IGCSE Celebration as soon as the diplomas come in.

Grade 10 - Lanterna learning skills sessions for G10-11 and 12

3rd September, Tuesday, 12:30

Grade 10 - Understanding the Transition: Preparing for High School

High School (Grade 9 - 12)

Grade 11 - 12 - Lanterna learning skills sessions for G10-11 and 12

3rd September, Tuesday, 09:15 & 11:00

09:15 Grade 12 - A Guide to the last year of High School

11:00 Grade 11 - Strategies for Success: Navigating the Challenges of Junior Year

Grade 12 : [Welcome back letter](#) from the IB coordinator
[IB late work guidelines](#) with IA calendar on the last slide

Message from the ALN Coordinator Ms Eleni Armaou:

The start of any school year is filled with a mixture of anticipation, anxiety, and excitement. How can we best prepare for the changes that lie ahead?

A range of educational experts offer advice on how parents and students can best prepare:
[Effective tips for parents for a successful and happy school year](#)

Message from the Counsellors Ms Steppacher (G6-8) & Ms Patel (G9-12)

We are excited to welcome you into the new school year! This year, keep an eye on the Counsellors' Corner for updates on our counselling program including Advisory, Wellness Wednesdays, Parent Resources and more!

To start the year, we wanted to share our Advisory goals. Advisory is a time where your child meets with a small group of classmates to develop social-emotional skills, build community and establish a relationship with a trusted adult at school. Our first month of Advisory will focus on building relationships within each advisory through team building activities.

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



General Information

Regarding MSF

- **School Website:** www.m-school.de
- **Login for the Parent Zone** (password: inspiration20)
- **School Calendar 2023-2025:** the school calendar is available on our [website](#).

- **Managebac Guide:** for some tips on how to use Managebac please [click here](#).
- **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/>
- **Update your contacts:** If you have changed any of your contact details (email / mobile number/home address/employer etc.), please let us know so that all our databases can be accurately updated. <https://forms.gle/9tbGt988KT8wNnq7>

Other information

Information from the nurse

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. Any student suspected of having an infectious disease must be seen by a doctor, as only the doctor can properly diagnose illnesses. A list of the most common notifiable diseases and more information about them can be found [here](#).

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.

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

Notification of Head Lice: Please find detailed information from our nurse about the right treatment [here](#).

Tick information: With the beginning of spring, ticks become active. Please find detailed information [here](#).

Home Language Support

UPDATE: we are happy to inform you that we have an opportunity to support the following home languages: **Turkish, Ukrainian, French, Hindi, Russian reading & handwriting (Primary) and literature (Secondary)**. Thank you to those parents who have offered their support. Please fill in the form so that we can get the ball rolling with this grassroots project. Please note, these classes are aimed at home language students, they are not currently aimed at students new to the language.

See more: [expression of interest form](#)

Car Pooling: If you are interested in car pooling, you can connect with each other via an interactive map. Add your location, if interested. This is to avoid the data protection restrictions. Please have a look at [this guide](#).