

MSF Bulletin: 05th September 2024



Whole School Announcements

General Information

Building updates

All Important updates and FAQs are published on the [construction page of the parent zone](#).

Fire Drill

10th September, Tuesday - 12th September, Thursday

For your information, as part of our safety and security procedures, all divisions will be practising a fire drill in the next week. EY drill will take place on Tuesday 10th and SEC on Wednesday 11th and PRI on Thursday 12th September. The first drill of the year is important as a familiarisation exercise. We get used to the sound of the alarm, ensure we know the routes and where to go to be safe in the event of a real event. Further drills will take place throughout the year.

Access to campus with personal parent ID card: cards available as of **October**

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.

Please read: [nurse Evelin Best's Nut Allergy Letter](#)

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. Join us for light snacks and a glass of something cold, meet parents from your grade, connect with your cultural coordinator, members of the Welcoming Committee and Friends of MSF. Please note, there is no childcare offered at this event, if you require babysitting support, please reach out to our student Babysitting network. For catering purposes, kindly RSVP using the form provided.

[Get-together sign up](#)

[Student Babysitting network](#)

[Register for student Babysitting service](#)

Crossing Guard Training

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](#)

Save the Date: Deputy Head Parent Rep Voting Meeting

18th September, Wednesday, 08:45-09:45, Cafeteria

All class reps are invited to attend the annual voting for the new deputy head parent representative. Once all class reps are chosen, the incumbent head parent rep, Ms Sara Rosensteel and the incoming head parent rep, Ms Jutta Petznick, will invite you to the annual voting meeting to be held in the cafeteria.

Save the Date: Safely Digital Coffee Morning

19th September, Thursday, 8:30, Cafeteria

The parent initiative with the goal to unite and support MSF parents in their struggle to protect our children from early exposure to devices, games and social media and digital overuse invites you to its next coffee morning. Join us to discuss, inter alia, the pact for parents of primary students, and our next awareness events! To be included in our periodic mailings, please [register](#).

New Password for Parent Zone on MSF Website

11th October, Friday

From the autumn break, the password to access the Parent Zone will be updated. *inspiration20* will no longer be valid from Friday 11th October. The new password will be announced in the Bulletin before the break, on Thursday, 10th October.

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 our website.

[BLUE ROUTE 2](#)

[BLUE ROUTE 1](#)

[BLUE ROUTES 3-5](#)

Home Language Clubs - Can you help?

At MSF, we represent 55 different nationalities and a multitude of languages are spoken by our students. The Italian consulate has successfully run language classes on campus for students for a number of years now...perhaps there are other home languages that you would like to offer as an after school class on campus for our students? If you are able to support such an initiative or know someone who can, please get in touch with [Mrs Francis](#). Let's get talking!



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

Message from Ms Henkel & Ms Orgler

The children are gradually settling into their new environment and teachers are busy making them feel welcome, safe and happy. This year has been a lot calmer than the previous year and we thank all staff and parents for their efforts in supporting a smooth transition. As we embark on this exciting new school year, our Early Years Division is proud to focus on the values of community, courage, and curiosity, as part of our strategic planning process. These guiding principles will shape our learning environment, encouraging our young learners to explore, connect, and grow together. We believe that a strong, inclusive community is essential to nurturing the diverse talents and needs of all children. To further this commitment, we invite you to join us later this year for a discussion round focused on inclusion and neurodiversity. This will be an opportunity to engage in meaningful dialogue, ask critical questions, and ensure that we continue to create a supportive and vibrant community for every child.

Toddle (ManageBac no longer in use)

We will communicate officially with families through Toddle, so please accept the invite and create your account. Use the Toddle App's attendance function to inform the school of pick-up changes, sickness., and short and longer term absences. The Early Years Absence Form is no longer active. For any related questions, please contact the [main office](#).

Fire Drill

10th September, Tuesday

There will be a fire drill in the morning as part of our emergency protocols. Teachers will be talking to the children about this to prepare them that this is only a practice.

Parent Information Evening Presentations & EY Parent Representatives

Thank you to the parents who were able to attend your child's Parent Information Evening. The class presentations will be shared with you by the class teachers via Toddle. For next year, we encourage all families to attend as here you will receive important information for the school year and meet your child's teachers and the other families. Congratulations to this year's parent representatives:

EY PARENT REPRESENTATIVES 2024-2025	Transition Bumblebees	Transition Dragonflies	Transition Fireflies
	Ms Uthmann (Head) Ms Schütz (Deputy)	Ms Wood (Head) Ms Schmitt (Deputy)	Ms Pasztor (Head) Ms Gopal (Deputy)
Kindergarten Butterflies	Kindergarten Frogs	Kindergarten Ladybirds	Kindergarten Turtles
Election postponed - parents will receive information	Ms Miovska (Head) Mr Buchanan (Deputy)	Ms Stypulkowska (Head) Mr Venc (Deputy)	Ms Stancheva (Head) Ms McMurphy (Deputy)

Parent Rep Photos

13th September, Friday, 10:00-10:40, in Secondary building, media room nr. 3.28

EY and Primary Parent Representatives are invited to have their photos taken for our notice board.

Registration for the Holiday Programme 4th October (Friday/Bridge Day) & 14-25th October (Autumn Holiday)

Until 27th September, Friday

Please register your child(ren) for the upcoming holiday programme if needed. We require some lead time for planning, including food orders and staff scheduling.

[Frogs & Ladybirds](#)

[Turtles & Butterflies](#)

[Transition](#)

Please read: Overview of [Important EY Events 2024-2025](#)

No Strollers & Scooters in the Hallways

We kindly ask that parents do not leave their strollers or scooters in the hallways, due to fire safety regulations. Please park your strollers / scooters outside by the bike stand between the secondary and primary building.

[Message from the Primary Librarians Ms Kerry Wragg & Ms Jenny Weaver](#)

Extra-Curricular Activities

Below you can find the extracurricular options available for our students in the Early Years. These are an additional offer for all MSF Families on campus during our working hours:

Music School - Musikschule Nagel

Train with Brain

[Registration Link](#) & [Flyer](#)

Stagecoach West

For more information please check page 17 & 18 in our [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

We have had a very positive start to the school year with everyone finding their way around their new classrooms and getting to know their new teachers. The enthusiastic attitude demonstrated by all our students has been impressive and the speed at which our very new students have settled into life at MSF is credit to the supportive nature of our more established students and the warm and welcoming environment created by everyone at MSF.

Thank you to all those parents who attended the Parent Information Evenings this week and a really special thank you to those who volunteered to act as Parent Representatives for the year. The Parent Reps are an important part of the successful running of the Grades, acting as a liaison between the parent body and teachers and supporting in many different ways.

If you missed the information evening for any reason, please message your class teacher and they can send you a copy of the presentation.

Student Photos

9th September, Monday to 11th September, Wednesday

[Schedule](#)

Grade 4 Bicycle Training

The car park will be closed from 8.45am until 12.15pm on the below dates, please do not park there if you need to stay at school for any reason. The space will be used by the police to make a practice bike course. The dates are below:

10th 11th and 12th September 2024

18th 19th and 20th September 2024

Parent Rep Photos

13th September, Friday, 10:00-10:40, in Secondary media room 3.28

Parent Representatives are invited to have their photos taken for our notice board, the Secondary media room can be found on the second floor of the Secondary building.

Parent Rep Meeting

25th September, Wednesday, 08:30, Cafeteria

All new reps should attend the first Parent Rep meeting of the new academic year if possible.

Responsible Digital Citizenship

At MSF we use technology to enhance the learning experience. We expect all our community members to be Responsible Digital Citizens. As technology is used to enhance the learning process at MSF, we ask that all families complete the form with their children for this school year.

[Responsible Use form](#).

Musical Club Auditions

We are thrilled to announce that over 110 primary students auditioned for the Musical Club! We are incredibly proud of each and every one of them for showing such courage and enthusiasm throughout the audition process. The directors now face the challenging task of selecting participants. Parents will receive an email within the next week with information on whether their child has been accepted into the club.

Update: Primary After School Clubs

A list of the clubs offered for the 1st and 2nd quarter has been sent out already via Toddle on Wednesday, 4th September 2024 and the letter with the sign up forms will be sent out today, 5th September 2024 at 17:00.

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.

Tutoring

If you are looking for a tutor for your child please complete the 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.

[Primary tutor request form](#)

Toddle (ManageBac no longer in use)

Please get connected to Toddle as we are using this for messaging, attendance, sharing student work and reporting and if you are facing difficulties and need Family Invite Code or have any questions, please contact [Ms Karmacharya](#) in the Primary office. Please note if there is a change in parent email addresses this might be a reason an invite email hasn't been received, please inform us and kindly check your spam folders. We have noticed families with only one email address connected for a student, this means that email address will only be getting communications from Toddle. We highly recommend both parents with their respective email accounts to get connected on Toddle.

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](#)

[Message from the Primary Librarians Kerry Wragg and Jenny Weaver](#)

Please complete: [General Data Protection Regulation \(GDPR\) Form](#)

Important Links and Forms

[Primary Students Leave of Absence form](#)

[Parent and Student Handbook](#)

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Secondary School

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

Whole Secondary School

SEC Back-to-School Night

12th September, Thursday, 17:00-18:00, Sports Hall
Grades 6 through 12 Parent Information Evening - Voting for Class Reps.

SEC Parent Rep Meeting

26th September, Thursday, 8:40-9:40, Cafeteria

Message from the Secondary Athletic Director Mr Kerr

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

Before Friday, 6th September 2024 parents must register players.

[Sign-Up Form](#) [Season Information](#) [Draft Fixtures List](#)

Middle School (Grade 6 - 8)

Message from the ALN Coordinator Ms Armaou

Learning how to learn is an important part of schooling for students of any age. But learning effective academic habits and study skills is particularly important for middle schoolers. This is because they're in a critical stage preparing for the rigour and independence of high school. If you have a middle school-age child, you may want to help them develop some of the study and learning skills that can help them as they grow. Particular skills to pay attention include those that help with attention and retention. The following strategies for middle schoolers can help students remember information from class and can help even if they struggle with paying attention: [note-taking strategies](#).

High School (Grade 9 - 12)

Grade 12 : [IB late work guidelines](#) with IA calendar on the last slide

Grade 10 - 12: Lanterna Learning Skills Presentation - ATL conferences happened on Tuesday, 3rd September - Please find the slides below

Grade 10 - [Understanding the Transition: Preparing for High School](#)

Grade 11 - [Strategies for Success: Navigating the Challenges of Junior Year](#)

Grade 12 - [A Guide to the Last Year of High School](#)

Grade 11 CAS Trip to Prague

23rd September, Monday - 27th September, Friday

We are very excited to announce that MSF are taking Grade 11 students on an experiential learning CAS trip to Prague, Czech Republic! [Sample Itinerary](#)

Uni Guidance Night for Grade 10, 11 and 12

25th September, Wednesday, 16:00-17:30, location tba

Academic Integrity: It is the cornerstone of our education, guiding us not only within the school but in all our endeavours.

[Academic Integrity for IA](#)



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](#).