

MSF Bulletin: 12th December 2024



Whole School Announcements

General Information

This Weekend: S3 and S4 Schedule Change

If you travel to school with the S3 or S4, the schedules change on Sunday. This may affect your journey to work and any connections (bus or train). Check your favourite travel app or the RMV website for details.

Caroling on Campus

18th December, Wednesday

Throughout the day the Secondary choirs, led by Dr. Chenault, will be bringing festive cheer to the corridors and campus of MSF. You will be able to hear them at drop off and pick up that day. You are welcome to join in the singing, the more the merrier!

Lost & Found Pick Up

18th to 19th December, in front of the cafeteria

All lost and found clothes, shoes, glasses, drinking bottles, snack boxes etc. will be displayed on these 2 days.

On Friday, 20th December all remaining items will be donated to charity.

Last Day of School Schedule

20th December, Friday, 13:00

School finishes at 13:00 for all students on Friday. There is no after school care on this day, but there will be festive spirits, ugly jumpers and at least one Saint Nikolaus hat. We wish all our families a happy holiday and safe travels!

New Private School Bus

Are you a family living in the vicinity of Nordend and interested in a private school bus service to MSF for your children? We have a limited number of spaces for the morning and afternoon run on our school bus starting in the new year. The bus will depart from Frauensteinplatz each morning and return there in the afternoon. Spaces are limited, so if you're interested, please contact Clémence (0159 06615211 / clemence.schulenburg@gmail.com) and/or Eliza (017632315830 / eliza.metherall@gmail.com) for more details. We look forward to hearing from you!

Head Parents Representatives End of Year Letter

[Christmas Letter](#)

Coffee mornings - transition points

Both the Primary and Secondary divisions will be hosting a number of information coffee mornings and school tours for parents in Transition getting ready for G1 and for parents in G4+5 getting ready for Secondary. Join the Primary team on Tuesday, 17th December 2024 and the Secondary morning on Thursday, 23rd January 2025. Further events will take place later in the year.

Trained Babysitters

Two weeks ago, 16 students from G9-G12 received official babysitter first aid training from Erste Hilfe. If you are looking for a babysitter then please contact [Mrs Francis](#) for details. Alternatively, you can contact the [babysitting club](#) run by some of our senior students to request a connection.

Parent Satisfaction Survey Feedback

Thank you for completing the survey, we appreciate your praise, as well as your suggestions for improvement. We looked at each and every comment, and we will share with you some of the action we will be taking in order to address the feedback received from our community before the end of term (some items are individually addressed in this week's bulletin). 94% of families who completed the survey would recommend MSF to a friend or colleague. 28% of MSF families completed the survey which is considered a good response rate for online surveys.

Cafeteria Menu: survey feedback

Did you know that you can view the weekly menu online on our [school website](#)? If you use the inet menu app or [website](#), you can also choose extra portions for your child or choose a meat / vegetarian option on a day when they feel like something different. Your child's inet login details were sent to you at the start of the year, but please feel free to contact the office if you need your child's inet login details reset. **Coming soon!** In the new year we will offer tasting sessions for parents, sign-up will be posted in the bulletin.

Taxi Bus: survey feedback

Thank you for your feedback on the taxi bus service in the parent survey. We are meeting with alternative providers to see if more cost effective options are available to our families.

Campus Events

There are some great information sessions coming up in the new year. Keep an eye on the bulletin for dates and topics, or subscribe to the [MSF google calendar of events](#).

A Reminder for Safe and Responsible Driving

We kindly ask all parents to prioritize safety and courtesy during drop-off and pick-up:

1. **Watch for Cyclists and Pedestrians:** Please pay close attention to cyclists and pedestrians when stopping at the side of the road. Recently, there have been incidents where car doors were opened without checking for oncoming cyclists, causing near accidents involving our teachers and students. Let's work together to avoid such situations.
2. **Private Parking Notice:** Parents are reminded to park only in designated spaces in the private parking lot across the street. Parking in staff spaces or playground areas is not permitted outside of drop-off and pick-up times. Cars parked improperly will be clamped.
3. **Eschborner Landstrasse Traffic Monitoring:** The police will be monitoring traffic on Eschborner Landstrasse before the December break to ensure compliance with road rules. Parents are reminded to use the designated stop-and-drop zones or parking spaces to let children out of the car. Stopping on the street is unsafe and may result in penalties.

Thank you for helping to maintain a safe and smooth drop-off and pick-up process for everyone!

MSF Talk: Cosmetics That Do Not Cost the Earth

21st January, Tuesday, 16:00, Secondary Commons

Our science teacher, a biologist and environmental expert, Tracy Chute, will have a talk on the impact of our self-care products on us and the environment. Microplastic and toxic chemical ingredients challenge our health as well as sustainability. Does "bio" and "natural" mean the products are safe? Would you like to learn how to make your own self-care products at home?

[Register here](#)



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

Message from Ms Henkel & Ms Orgler

We would like to extend our heartfelt thanks to everyone who has made the final weeks of this year so special for our community. December is always a busy month, yet it remains a truly enjoyable time. The children were thrilled by last week's secret visitor—St. Nicholas—and this week, they displayed incredible courage and talent, rocking the stage at our annual Winter Show! We are currently gathering photos and videos from the event and will soon share links via Toddle. This will allow you to enjoy these special moments with your child(ren) and share them with your wider family over the Winter break. Next Friday, we will bid farewell to all students at 13:00, as teachers wrap up their classrooms and come together for final end-of-year goodbyes. We wish everyone a joyful and restful time with family and friends, whether near or far. We look forward to welcoming you back relaxed, safe, and healthy in the new year, 2025!

Staffing Updates

Ms Souad is currently on medical leave, and we extend our best wishes for her speedy recovery. Starting January 2025, Ms Sukhada will take over as the Kindergarten Ladybirds teacher from Ms Souad, collaborating closely with Ms Marzena and Ms Selma. We are also pleased to welcome Ms Fibiya Thomson, who will join us as the Kindergarten Cross-Class Teacher. Additionally, Ms Süheyla Yildiztepe will be joining the team to support the Transition group during a three-month internship. Having recently completed her schooling, Ms Süheyla aspires to become a primary teacher and is eager to gain more experience working with children. Please join us in giving a warm welcome to the new members of our Early Years team!

Call for Parent Volunteers: Early Years Book Archiving Project

We are looking for enthusiastic parent volunteers to assist with archiving our Early Years books as part of their integration into the Early Years/Primary Library system. If you enjoy working with books and spreadsheets, we would love to have your help! If you are interested in contributing to this important project, please contact [Ms. Wragg and Ms. Weaver](#).

Next Early Years Team Meetings - Early Closure @ 15:30

16th December, 27th January & 24th February, Mondays; all dates in the

[Parent Event Overview 2024/2025](#)

Updated: [late pick up fee schedule](#)

Reminder: Transition to Primary Coffee Morning & Tour

17th December, Tuesday, 8:30, Cafeteria

EY transition parents are all invited to attend a primary coffee information morning. This session will be focused on sharing information about the Primary School and how it would be similar and different from Early Years. Please [sign up](#).

Last School Day MSF closes @ 13:00

20th December, Friday

Please ensure to take home your children's belongings for us to have a deep clean of the wardrobes and corridors.

Parent Workshop “Approaches and Strategies to address challenging behaviours”

13th January, Monday, 14:15 - 15:15

In order to help Behaviour Specialist & SOS Team Member Mr Audun Birketvedt Haukaa with the workshop planning and adapting the workshop to your specific needs, please fill out this short [survey](#).

EY Art Club - New Extracurricular Offer

Starting January 2025, Ms. Mary Kate Bühler, our Early Years Art specialist, will offer an extra-curricular art club for Early Years students, priced at 129 EUR. Please find more information about Ms Mary Kate and the sign up links below:

[Early Years Art Club Details](#)

[Kindergarten Art Club Registration](#)

[Transition Art Club Registration](#)

Next EY Parent Rep Meeting

21st January, Tuesday

Please share your feedback and topics with your class parent representatives or [Ms Orgler/Ms Henkel](#) directly.



Primary School

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

Message from Mr Wragg

Despite the cold, there are a lot of smiling faces around the school at the moment as this really is a wonderful time of the year. The children are excitedly looking forward to the winter break, when many of them will see family members that they have not seen for a while and travel to exciting places. Yesterday we had our first winter show, a celebration of learning in the Performing Arts and German lessons, by our Grade 1 and 2. It was a really colourful and joyous event of movement, music and song. Today we have our Grade 3 and 4 performance, which promises to be just as exciting and next week, on Wednesday, our Grade 5s wrap up the year.

If you do come to one of the shows, you will notice the backdrop of hundreds of snowflakes, kindly provided by some helpful volunteers. They are all different and beautiful and together make a wonderful tapestry, a great analogy for our MSF community. Wherever you are headed this December, whatever you are celebrating, we wish you a merry and safe holiday and look forward to welcoming you all back in 2025!

Reminder After School Club Attendance

If your child has a club and you need to take them to another appointment (so they cannot go to the club on that day), you must inform either the class teacher or the school office. If you do not inform the school, we spend time searching for that student.

Transition to Primary Coffee Morning & Tour

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Please [sign up](#).

PRI Parent Reps Meeting

18th December, Wednesday, 8:30, Cafeteria

[Agenda](#)

Winter Holiday Camps on Campus

6th January, Monday to 10th January, Friday, 9:00-16:00

[Gymnastics & Football Camp by Outdoor Kids](#)

[Yoga & Dance Camp by Train with Brain](#)

Middle School Matters Parent Workshop

Option for [Grade 5 parents](#) to attend a workshop on Middle School topics and navigate the journey from tweenhood to teenagehood.

Fill in [this form](#).

Student Absences and Doctor's Note

Kindly be reminded that student absences due to sickness must be reported to the school via toddle. A student who is unable to attend school due to sickness for 3 days or more needs to submit a doctor's note to the main office. If your child is going to be absent in advance, you are kindly requested to log it in the same way.

[Student absence request form](#)



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

Whole Secondary School

Middle School Matters Parent Workshop

Option for parents to attend a workshop on Middle School topics and navigate the journey from tweenhood to teenagehood. [Fill in this form](#) so that suitable dates and times can be set.

SEC PE Shirts

We are excited to roll out new MSF PE t-shirts.

[Click here for more information](#)

MSF Secondary School will celebrate Winter Spirit Week!

16th December, Monday - 20th December, Friday

[View details](#)

Winter party G6-G9 organised by Student Council

19th December, Thursday, 18:00 - 21.00, Cafeteria

[Letter from student council to parents](#)

Message from the Secondary Athletic Director Mr Kerr

13th January - 28th March 2025

The Secondary School Winter sports season runs from 13th January until 28th March 2025.

Registrations are NOW CLOSED.

Private Tutoring by MSF Alumni

GradTutor, an independent tutoring service partnered with MSF, offers to support our students' academic journey by tutoring in IGCSE & IB subjects with MSF alumni. They provide flexible, fully online sessions after school or on weekends.

[Book a free trial](#)

Parent ID Cards

Please register for your personal parent identification card. The first card is free of charge. Whilst you may not attend campus as much as you used to, you may attend school events, parent rep meetings or meet other parents in the school's cafeteria. This measure helps to grant a safe school environment by tracking who is moving on campus and for what purpose.

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

Maths Competitions 2024 - 2025

There are several maths competitions offered to MSF Secondary students throughout the year. Students do not need to be a part of the Competitive Math Club in order to participate in a maths competition.

[Schedule](#)

Middle School (Grade 6 - 8)

G6-8 Parent Rep Q&A with Katell Dodd

15th January, Wednesday, in the Art Room (H04.07)

G6 - 9 MAP testing

20th January, Monday - 25th January, Friday

Schedule will be available on ManageBac next week.

Message from the ALN Coordinator Ms Armaou

The Case for Strong Family and Community Engagement in Schools: A roundup of the latest K–12 research reveals persuasive evidence in an article from Harvard Graduate School of Education (HGSE). About 50 years of research has revealed the striking [benefits](#) of schools actively partnering with families to improve their children's learning. For some educators though, it was not until COVID-19 blew the doors off their schools and the walls off their classrooms that the penny dropped, as Sonja Santelises, CEO the Baltimore public schools and Harvard Graduate School of Education alum, described in [Education Week](#) that first bleak winter of the pandemic. The research article is accessible at: [The Case for Strong Family and Community Engagement in Schools](#).

High School (Grade 9 - 12)

IB / IGCSE Language B Oral Mocks

9th December, Monday - 18th December, Wednesday

G9 Bake Sale

15th January, Wednesday, in the Cafeteria

G9-10 Parent Rep Q&A with Katell Dodd

16th January, Wednesday, Room H03.25

G11-12 Gap Year Information and Parent Rep Q&A with Katell Dodd and Karen Smith

17th January, Wednesday, Room H03.04

G9 and 10: IB info evening

23rd January, Thursday, 16:00 – 18:00, Commons

G9 parents are also welcome.

G9 and 11 Semester 1 Exams

27th January, Monday - 31st January, Friday

Schedule will be available on ManageBac next week.

IB Mathematics Tutor

Munther Samawi, specialised in IB Mathematics with 10+ years of experience, former IB student

[Email](#)

Useful Links

[Uni Guidance](#)

[Guide for IB Acknowledgment](#)

[IB late work guidelines](#)

[Academic Integrity for IA](#)



General Information

Regarding MSF

- **School Website:** www.m-school.de
- **Login for the Parent Zone** (password: *community25*)
- **School Calendar 2024-2026:** the school calendar is available on our [website](#).
- **Managebac Guide:** for some tips on how to use Managebac please [click here](#).
- **Toddle Guide:** [Family walkthrough on web](#), [Family app walkthrough](#), [Attendance on the app for families](#), [Attendance on the web for families](#)
- **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>
- **Personal Parent ID Card:** [More information and ID card registration here](#)

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](#).

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](#).