

MSF Bulletin: 10th July 2025

Whole School Announcements

General Information

End of Year Director's Video

Thank you so much for the unforgettable year! Please watch the video message from Mr Ferres [here](#).

End of Year Staffing Letter from the Director

We wish those staff members who are leaving us this year all the very best and we welcome all new teachers joining us in August. Please find the end of year staffing letter from Mr Ferres [here](#).

Lost & Found Items Pick Up

Until tomorrow 11th July, Friday

In front of the Cafeteria all lost and found clothes and objects have already been displayed since yesterday. Any items remaining by Friday evening will be donated.

School Nurse Information

Please note, Mrs Symons will be on holiday from 14.07 - 22.08.25. Any emails should be copied to the office in her absence. To view Mrs Symons's letter please click [here](#).

Head Parents Information

We are happy to introduce Mrs Natalia Myszkowska as our new Deputy Head Parent Representative, who will take over as Head Parent Rep next academic year. We thank Mrs Myszkowska for taking on this role and look forward to working with her. Please read the Head Parents end of year letter [here](#).

Yearbook Order

Until 11th August, Monday

If you forgot to order the yearbook, please use the following [link](#). Pick up will be in the first week of the new semester.

Join the MSF Welcoming Committee!

Are you interested in helping new families feel at home at MSF? The Welcoming Committee is part of Friends of MSF and we are looking for Cultural Coordinators! As a coordinator, you'll be matched with new families joining MSF, who speak your language, share a similar background, or have kids in the same age group. You'll make a real difference by sharing our Frankfurt Welcome Guide, answering questions, and helping families settle into the MSF community. We're a fun group of volunteers, and you decide how much time you can give! Want to join us or have questions? Reach out to: welcome@msf.education

[More info](#)



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

Message from Ms Henkel & Ms Orgler

As the school year draws to a close, so too does the construction of our new building. (Fingers crossed!) With great energy and dedication, everyone is working full steam ahead to ensure we are ready to welcome our community on the first day of school, 25th August. Over the summer, we will be packing, renovating, refurbishing, and setting up both new and familiar spaces to create a warm and inspiring environment for returning and new families alike. This time of year also invites reflection. We have taken the opportunity to look back on our progress, particularly in relation to our strategic goals and our core values: *Community, Curiosity, and Courage*. We are proud of our strong and supportive community, the shared moments and events we have celebrated together, and of new initiatives like our Free Flow afternoons in Early Years. Our continued focus on diversity has opened rich and meaningful conversations across our community. Looking ahead, we are excited to deepen our exploration of the topics of *diversity and democratic principles*, and to place a stronger emphasis on *sustainability*—with the enthusiastic goal of becoming an *eco school*. We thank everyone—families, children, and staff—for a meaningful and successful year and look forward to the new beginnings that August will bring.

End of the Year Staffing Letter

The end of year staffing letter from Ms Henkel & Ms Orgler can be read [here](#).

Reminder: Last Day of School Pick up

Tomorrow, 11th July, early closure @ 13:00

Please note that school closes at 13:00 for all MSF students from KG-Secondary School. Please take home your child's belongings if you are not attending the holiday programme. There will be a deep clean over the summer break.

Message from the Early Years & Primary Library

Please view the end of year information from the librarians Ms Weaver and Ms Wragg [here](#).

Summer Holiday Programme

14th-25th July & 11th-19th August

Information will be sent via Storypark to those families who registered for the programme.

Information For Returning G1 Students

Please [click here](#) to view details of the first day of the new school year for all returning Grade 1 students.

Reminder: Save the Dates: 2025/2026 Early Years Team Meeting Dates

Please find below the dates for next year's EY team meetings. [Markus Heinz](#) from Train with Brain will continue to provide after school care service from 15:30-16:30 on these days for those who need it.

NEW [Info Flyer](#)

25.08.25	29.09.25	20.10.25	10.11.25	15.12.25	26.01.26
23.02.26	23.03.26	27.04.26	18.05.26	15.06.26	06.07.26

MSF Staff Induction

20th-23rd August

School is closed for our final preparations.

First Day for back Early Years

25th August, Monday

On this day, school is open until 15:30, to early years families. It is also the day where new families will be cordially invited to a Welcome Event on the Rooftop. The first day letters will be shared in the



Primary School

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

Message from Mr. Wragg

It is the end of another amazing year at MSF Primary. It is hard to believe that it was a whole school year since we welcomed the Grade 1 students with the Schultüte ceremony, a shy group of students who did not know what to expect from the primary school and now they are confident and excited to move to Grade 2, and a lot bigger! We had our challenges this year, working around a building site, but managed to find ways to make break times and lunchtimes work and I would like to thank the teachers for taking on a lot of extra duties to facilitate this. We look forward to the opening of the new school building in the new year and the reopening of the playground. Our core business is helping the students to develop both socially and academically and I have seen huge successes in this regard during 2024/25, culminating in a truly exceptional Grade 5 Exhibition in June. In addition, there have been a number of 'extra' curricular events that have made this year special, the Halloween and St Martins celebrations, the winter shows, visits from St Nicholas, Carnival, Diversity Day, Comic-con and Finding Nemo, to name a few! The primary students have been competitive this year in sports as well, with numerous victories and competitive events in cross country running, football, basketball and rugby. It takes a community effort to achieve the positive and productive environment we have at MSF and I would finally like to thank everyone who has supported the school this year, volunteers, parent reps and staff members. I look forward to seeing all returning families next year and I wish any leaving families every success and happiness in their next adventure. Have a great summer!

Last Day of School Pick up

Tomorrow, 11th July, Friday

Please see the schedule for the last day of term [here](#).

A reminder that school finishes at 13:00 on and there is no after school care on this day.

End of the year Staffing Letter

Mr Wragg's end of year letter can be read [here](#).

Message from the Early Years and Primary Library

Please view the end of year information from the librarians Ms Weaver and Ms Wragg [here](#).

Information For Returning G2-5 Students

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

Phone-free School

In line with the new ruling from the Hessen Ministry of Education, which comes into effect from August 2025, the use of personal mobile devices, including smartphones and smartwatches is now prohibited throughout the school day, both inside the school building and on school grounds. We do have some primary students who currently come to school with these watches.

Summer Holiday Camps

On campus:

By Outdoor Kids, 09:00-16:00

21.07-25.07. [Gymnastic Camp I](#)

11.08-15.08 [Gymnastic Camp II](#)

Outside campus, near Frankfurt Hauptwache:

By Speakeasy, 08:30-13:45

14.07.-18.07. [Playful English Summer Camp](#)

11.08.-15.08. [Playful German Summer Camp](#)

Important Links, Forms and Reminders

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

[Parent and Student Handbook](#)

[Primary Students Leave of Absence form](#)

[Field Trip Permission Slip](#)

[Head Lice & Fevers](#)



Secondary School



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

Whole Secondary School

Message from Dr. Coppes

As we turn the final pages of this school year, we would like to express heartfelt thanks to our entire MSF community for your ongoing support, partnership, and enthusiasm. The past months have been filled with growth, reflection, and achievement across all grade levels! Our students have not only risen to the academic challenges of exams and assessments but have also embraced the broader values of MSF: community, curiosity, and courage. Whether through thoughtful CAS projects, dynamic club leadership, or simply supporting one another through daily life, our learners have exemplified what it means to be engaged global citizens. Staff have worked tirelessly to foster not just subject mastery, but also resilience and independent thinking, traits we know will serve our students well far beyond the classroom. And now, with lockers nearly cleared and yearbooks signed, it's time for rest, renewal, and a bit of well-earned summer freedom. To all of our families, thank you. Your partnership is vital to the success of our school, and we look forward to welcoming everyone back in August with fresh energy and new ideas. For those moving on from MSF, we wish you every success and hope you carry a piece of our community spirit with you. Until then, have a safe, joyful, and restorative summer break!

Good-bye from Mrs Katell Dodd

After 10 incredible years at MSF, it is with a heavy heart that I say my goodbyes. Leaving behind such exceptional students and supportive parents truly hurts, but I am confident that every MSF student will continue to strive for greatness, just as all of those who have graduated since our first IB class in 2018. Thank you for the unforgettable journey, and I wish you all the very best in your future endeavors.

End of the year Staffing Letter

The end of year letter from Dr. Coppes can be read [here](#).

MSF closes at 13:00

Tomorrow, 11th July, Friday

2025/26 - Stationery and Item Requirements

Students will need certain items in preparation for the new school year. To plan your summer school supply shopping trip accordingly, please refer to our [Stationary Requirements](#).

From the Secondary Athletic Director

The Secondary School Autumn sports season will run from the week beginning Monday 8th September until the week ending Friday 21st November 2025. Parents will need to register participants during the first week back after the summer break.

Phone-free School

In line with the new ruling from the Hessen Ministry of Education, which comes into effect from August 2025, the use of personal mobile devices, including smartphones and smartwatches is now prohibited throughout the school day, both inside the school building and on school grounds. Regarding an update to our Phone Free campus, kindly refer to Mr. Green's [letter](#).

Middle School (Grade 6 - 8)

Grade 8 Cambridge Checkpoint Exams

The results for the Cambridge Checkpoint exams will be issued together with the Grade 8 reports.

Message from the ALN Coordinator Ms Eleni Armaou

The goal of a psychoeducational evaluation is to enhance a child's ability to be as successful as possible. As parents, we strive to help our children as much as possible. Despite our best efforts, however, we may see them struggling in some areas. These

struggles may occur early in a child's development, manifested as difficulty understanding directions, learning to read or managing social interactions. For others, the challenge may arise as a child progresses in age, whether it involves reading comprehension, completing tests in the allotted time period, attending to tasks or organizing tasks and materials. Full information and Resource for Parents: [A Parent's Guide to Psychoeducational Evaluations | The Foreign Service Journal - December 2013](#)

High School (Grade 9 - 12)

G11 & G12 IB Coordinator

From 11th July onwards please contact [Ms Kelly-Jane Mann](#) for all IB related matters.

G11 & G12 IB Coordinator

From 11th July onwards please contact [Ms Kelly-Jane Mann](#) for all IB related matters.

G10 IGCSE

19th August, Tuesday

Results are expected to be released on that day. Each Grade 10 student has received their student-specific login code. Individual meetings can be made with Ms Mann and Ms Krueger to discuss IB subject selection changes based on received results in the first week back.

G11 - Class of 2027 Secondhand Book List:

[Link](#)

Grade 12 IB DP Re-marks, and Next Steps

[Link](#)

Class of 2026: [University Application Deadlines](#)

Updated class of [2026 IA calendar](#)

Useful Links

[Uni Guidance](#)

[Guide for IB Acknowledgment](#)

[IB late work guidelines](#)

[Academic Integrity for IA](#)

[Online Chemistry Tutoring](#)

Information on Studying in Germany

The IB Diploma offers the opportunity to continue the academic career in Germany. Enclosed you will find a range of information on recognition, study programmes in English, gap year and scholarships:

[IB Diploma Recognition](#) [Study Programs in Germany](#)

[Gap Year in Germany](#) [Gap Year FAQ](#) [Scholarship Opportunities](#)



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](#)
- **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](#).

Trained Babysitters

A number of students from G9-G12 are officially trained in babysitting first aid from Erste Hilfe. Contact [Mrs Francis](#) or the [babysitting club](#) for a babysitter.

Taxi Bus

We are pleased to introduce 2 additional companies that could offer shuttle services to MSF for you.

1. [SC Reisen](#). door to door service in 4 Zones please find [here](#) further information and a [form to express your interest](#).
2. DtoD Fahrdienst (Korean community travel firm), please contact [Mr Yang](#) if interested in this service
3. Taxibus Reich Hamburger also offers a door to door service. Please contact them [here](#).