

# MSF Bulletin: 04<sup>th</sup> September 2025



## Whole School Announcements

### General Information

#### **Update: Mandatory Access to Campus With Personal Parent ID Card**

For the safety and security of our students, from the 2025/2026 school year onwards, all parents and authorised guardians must use and visibly wear a personal Parent ID Card to access the campus. The Parent ID Card allows you to open the doors to the Primary and Secondary buildings during designated access hours and helps us maintain a safe and efficient school environment.

**In case you forget your card at home, please come to the office to receive a visitor's sticker before going to other areas of the school. Grandparents or other family members who are visiting will also receive a visitor's sticker and are required to carry a completed pick-up authorisation form with them.** If you have not yet registered for your Parent ID Card please [register here](#). [Parent ID Card Information Letter](#)

#### **MSF Car Park: Please park in a bay**

We kindly request parents to park in a bay when using our car park. Also, please do not block the thoroughfare - this is dangerous and prevents cars turning into the parking lot due to the backlog of vehicles. Cars incorrectly / inappropriately parked will be clamped. We understand that parking can occasionally be a challenge, and we truly appreciate your cooperation in helping us maintain smooth and respectful daily operations for everyone. Thank you for your understanding and support.

#### **Stop & Drop Zone - 6 spaces available**

There are 6 spaces available as stop & drop - 3 before the zebra crossing and 3 after the zebra crossing. However, please note that this is a no parking zone - please only use this as a stop & drop zone.

#### **Crossing Guard Duty Volunteers**

We welcome back our helpful crossing guard volunteers and encourage other parents to join in. It's a cheerful start to your day and you get to enjoy a coffee afterwards on MSF. Further training will be available this semester for new families, please sign up [here](#). Returning volunteers, please sign up for a slot [here](#).

#### **Fire Drill**

Over the next week we will be practicing the fire drill by division. It's important to practice this to ensure students recognise the sound and know what to do in the event of an emergency. This practice helps students (and adults) feel secure and confident that they know what to do and where to go.

#### **Parent & Student Handbook 2025-2026**

The 2025-2026 Parent and student handbook is available in the parent zone. Please review this document, particularly the new additions relating to MSF's attendance expectations in Primary and Secondary and the updated Hessen regulations regarding (a) smart phones and smart watches on campus and (b) the prohibition of weapons and dangerous items on school grounds including fireworks and other incendiary materials.

#### **MSF Weekly Walking Group**

As of 4<sup>th</sup> September, every Thursday, 08:30-09:30, outside the cafeteria, in front of stone wall

The Welcoming Committee and Friends of MSF invite all MSF parents to a weekly common walking date.

All Levels welcome!

[Info Flyer](#)

#### **MSF Academy: Energy Management, the Ancient Art of Qigong**

Fridays, 16:00-17:15

As a part of the MSF Academy wellbeing series, we invite you to discover the energy management techniques of Qigong in the sessions designed for parents. Our very own certified Qigong Instructor Dr Tatyana Bogushevitch will help you learn to reduce stress and boost energy through understanding the principles of qigong, as well as controlling your attention and gentle movements. No experience needed—just bring your curiosity and your friend(s) if you wish!

To register, please [fill out this form](#).

#### **MSF Babysitters**

We have a number of Secondary students available for babysitting opportunities. Please contact [Mrs Francis](#) for a connection. More information will be posted on our private Facebook group (MSF Pinboard) and on display by the main office.



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

### **Message from Ms Henkel & Ms Orgler**

While children as well as new staff are gradually settling into their new environment, we are pleased to share that this year's start has been the calmest in recent years. Our heartfelt thanks go to everyone involved—families, teachers, administrators, and our dedicated SOS Team—for their collaboration in ensuring such a smooth and positive transition. As we begin this new school year, our Early Years Division remains committed to creating a warm, inclusive, and stimulating learning environment. Building on our ongoing focus on inclusion, we are also placing a strong emphasis this year on sustainable practices and movement—two vital components of healthy development and responsible citizenship. These priorities will be embedded in our daily routines, classroom experiences, and wider school culture. Later this year, we will invite families to engage in discussions on these important topics—either as parent representatives or through participation in one of our MSF Academy workshops. We look forward to an inspiring and joyful year ahead—together.

### **Reminder: Parent Information Evenings & Parent Representative Election**

9<sup>th</sup> September, Tuesday (Kindergarten) & 10<sup>th</sup> September, Wednesday (Transition)

The Parent Information Evenings for all classes and families will be held from 17:30-19:00. At 17:30 -19:00 we start with new families, all families are invited from 18:00-19:00. There will be no child care provided. During our Parent Information evenings, classes will be electing the Parent Representatives for the year. If you are interested in this position, please let your class teachers know.

### **Class Representatives**

Please find below the role descriptions for both Class Representative and School Representative. During our upcoming Parent Information Evenings next week, each class will elect their Class Parent Representative for the school year. On 17<sup>th</sup> September, the elected Class Representatives will then vote to select a School Deputy Representative from among themselves. Please note: In Early Years, parent representative meetings will take place on Wednesday mornings from 08:45 to 09:30 every 4–6 weeks. The initial meeting will be on 24<sup>th</sup> September and slightly longer until 10:00.

[Role of Class Rep](#)

[Role of School Rep](#)

### **Fire Drill**

9<sup>th</sup> 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.

### **Extra-Curricular Activities: Tasters, Registration & Contact Details**

15<sup>th</sup> September, Monday, Taster Session Musikschule Nagel

17<sup>th</sup> September, Wednesday, Taster Session with Train with Brain

24<sup>th</sup> September, Wednesday, Taster Session with Elin Rau (Creative Dance)

During these taster sessions, all Early Years students will have the opportunity to experience a small selection of our external club offerings. In Early Years, parents register directly with the individual club providers. Below is an overview of additional offers available to all MSF families on campus during our opening hours. A full list of all clubs available in Early Years, including contact details, can be found [here](#).

Art Club with Ms Mary Kate: [Kindergarten](#) & [Transition](#)

Music School - Musikschule Nagel: [Music and Rhythm Lessons](#) / [Instrumental Lesson](#)

Train with Brain: Educational Sports Programme for [Kindergarten](#) & [Transition](#) / [Yoga](#) / TwB - Swimming is fully booked, next openings are coming soon

Stagecoach West (registration via website, contact information can be found [here](#))

Creative Dance (registration link in the next bulletin, contact information can be found [here](#))

### **Parent Rep Photos**

16<sup>th</sup> September, Tuesday & 17<sup>th</sup> September, Wednesday, 08:20-08:40, SEC Media Studio (H03.28)

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

### **Upcoming Early Years Team Meetings**

29<sup>th</sup> September, 20<sup>th</sup> October, 10<sup>th</sup> November, 15<sup>th</sup> December, Mondays

Here we share the dates for the upcoming EY team meetings as a reminder for families. From next month onwards, parents will be charged a late pick up fee should they not pick up their child by 15:30. If parents find it difficult to make arrangements for an early pick up. [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. See his [Info Flyer](#).

### **Autumn Holiday Programme - Registration Open**

6<sup>th</sup> - 17<sup>th</sup> October, Monday to Friday

At MSF, children in Early Years must be registered for the school holidays in advance to allow us to plan staffing and meals accordingly. As we will be running special projects during the break, we kindly ask for a small contribution of 15 € per week to help cover additional materials. Please use the links below to register your child. For further details, please carefully read the [Holiday Programme Registration Letter](#).

[KGL](#) [KGF](#) [KGT](#) [KGB](#)  
[TRD](#) [TRF](#) [TRB](#)

### **Late Pick up Fee**

Please note that a late pick up will be charged with a late pick up fee according to the current [fee schedule](#). Teachers have weekly working hours and school closes at 17:30, and on some occasions they are required to attend team meetings on time. We thank you in advance for your cooperation. Early closing & team meeting dates can be found in the various school calendars and bulletin.



# Primary School

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

## Message from Mr. Wragg

Driving to school today I saw a leaf drop from a tree, reminding me that summer is drawing to a close and autumn is approaching. In Frankfurt we can often experience four seasons in one day, so we can not write off the hot weather just yet, but we will certainly see an increase in rainy and cold days over the next few weeks. Whilst in some countries, a drop of rain or a gust of wind would cause a panicked withdrawal into the safety of the school buildings, in central Europe the philosophy is very much that there is no bad weather, only bad clothing. This means that, at MSF, the students will play outside when it is raining or cold and will be expected to have clothing that allows them to do this. I frequently see students standing in the rain in cotton hoodies and when asked where their rain jacket is they say that their parents told them they will not need one. Please, everyone, can you send your child with a rainproof jacket that they can keep in school. This is the minimum requirement for now, but as the cold weather draws in, please also add gloves, hats and warm jackets. Keeping dry and warm outside will reduce the frequency of coughs and colds that ultimately lead to students having time off school and feeling ill - something we all want to avoid. Thank you.

## Pick Up

Please do not come up to the classrooms until after 3.25pm, as it is distracting for the students. If you arrive early, please wait in the cafeteria.

## Student ID Cards

Student ID Cards were handed out for primary students to take home last week. Please keep these ID cards in a safe place, as they will also serve as lunch cards in the cafeteria when the new cafeteria is open. We will send a reminder message once the cards are in use.

## Fire Drill

The school will be holding a fire drill within the next week as part of our routine safety practices. This drill helps ensure that students and staff know how to respond calmly and safely in the event of an emergency.

## Rain Coats

Please remember to send your child to school with weather-appropriate clothing, especially as the seasons change. We also ask that each child have a raincoat that can stay at school for outdoor activities on rainy days.

## Field Trip Permission Form

Your children will be invited to take part in field trips throughout the year, please complete this required permission form for our records [here](#).

## General Data Protection Regulation (GDPR)

At MSF, we use technology to enhance your child's learning through secure, GDPR-compliant online programmes that support both in-school and home learning. Please complete the required form to give permission [here](#).

## Smartphone- & Smartwatch-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. Primary students should not bring either of these types of devices to school.

## Primary After School Clubs

8<sup>th</sup> September, Monday

On this day you will receive information about all the clubs that will be offered during the 1<sup>st</sup> and 2<sup>nd</sup> quarter (semester 1) along with the sign-up letter. Please note: registration will be on a first-come, first-served basis and spaces per club are limited.

## EAL Parent Morning for new EAL families

9<sup>th</sup> September 2025, Tuesday, 8:00-8:30, Cafeteria

English as an additional language (EAL) teachers will welcome the new families, introduce themselves and explain how the EAL programme functions. We look forward to meeting you.

## Primary Student Photo Session

15<sup>th</sup> to 17<sup>th</sup> September, Monday to Wednesday

The schedule can be viewed [here](#).

### **Parent Rep Photos**

16<sup>th</sup> September, Tuesday & 17<sup>th</sup> September, Wednesday, 08:20-08:40, SEC Media Studio (H03.28)

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

### **Parent Representative Meeting**

1<sup>st</sup> October, 8:40-9:40, Cafeteria

It would be appreciated if the agenda items could be submitted before the parent rep meeting. Kindly provide the agenda items for the upcoming PRI parent rep meeting via this [form](#).

### **Autumn Break Camps**

By Konfuzius Institute:

06.10.-10.10.25 [Experiencing China](#) from 09:30 to 16:00

By Train with Brain:

06.10.-10.10.25 [Sports Camp](#) from 09:00 to 16:00

13.10.-17.10.25 [Parkour Camp](#) from 09:00 to 16:00

By Outdoor Kids:

06.10.-10.10.25 [Football Camp](#) from 09:00 to 16:00

06.10.-10.10.25 [Gymnastics Camp](#) from 09:00 to 16:00

By Stagecoach:

13.10.-17.10.25 [Musical in a Week](#) from 10:00 to 16:00

### **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

### From the Secondary Athletic Director Mr Kerr

Deadline for registration: 5<sup>th</sup> September, Friday

The Secondary School Autumn sports season runs from the week beginning Monday 8<sup>th</sup> September until the week ending Friday 21<sup>st</sup> November 2025. If their child wishes to participate, parents must complete [this Registration Form](#) before the deadline .

Available Sports for the first Season include:

G6-8 & G9-12 Cross Country (Co-ed.): Mondays & Thursdays

G6-8 Soccer (Boys / Girls): Mondays & Wednesdays

G9-12 Soccer (Boys): Tuesdays & Thursdays

G9-12 Volleyball (Boys / Girls): Tuesdays & Thursdays

### Getting started on Managebac

5<sup>th</sup> September, Friday, 08:35-09:00

Mrs Francis will be available in the cafeteria several mornings starting tomorrow for any parents who need help navigating Managebac. Further dates next week will be shown on the [school google calendar](#).

### SEC Photo Session

8<sup>th</sup> September, Monday - 10<sup>th</sup> September, Wednesday

### 5<sup>th</sup> Frankfurt School Suicide Prevention Day

10<sup>th</sup> - 11<sup>th</sup> September, AStA Studierendenhaus on Campus Bockenheim.

We would like to make you aware of this important city-wide initiative.

10<sup>th</sup> September, Wednesday: upper secondary & vocational schools

11<sup>th</sup> September, Thursday: Grades 8–10

Participation is free of charge; places are limited to 200 students per day. The event, organised under the patronage of Frankfurt's Mayor and supported by mental health professionals, provides students with a safe space to learn about mental health, recognise early warning signs, and discuss support systems. It includes interactive workshops and opportunities for open conversation. Please note that this is not a school-sponsored event; transport to and from the venue is the responsibility of parents/guardians. To be excused from school for attendance, students must submit their registration confirmation to the Secondary Office in advance. For further details and registration, please click [here](#).

### SEC Back-to-School Night

11<sup>th</sup> September, Thursday, 17:00-18:00, Sports Hall

Grades 6 - G12 Parent Information Evening - Voting for Class Reps.

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## Middle School (Grade 6 - 8)

### Message from the ALN Coordinator Ms Eleni Armaou

9<sup>th</sup> September, Tuesday, 19:00, Online

As we begin the next school year, the ADHD Parent Workshop Series and the Anxiety Parent Series are back to support parents! The ADHD Parent Workshop Series meets online, once a week for 5 weeks. A workbook is included to help families implement and reflect on ideas. The program begins again at 19:00 CET/10:00 am PST /13:00 EST. This is suitable for families in the EU and the US.

10<sup>th</sup> September, Wednesday, 12:00, Online

The Anxious Kids Parent Workshop Series begins at 12:00 CET/6:00 am EST. We meet weekly for 5 weeks. The workshop series includes a workbook for reflection and the opportunity to put tools into practice. [Sign up](#)  
For those who prefer an unscheduled, self-paced course, they can find the 5-episode ADHD parent masterclass sign up [here](#).

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## High School (Grade 9 - 12)

### Grade 9 Service Day & Overnight at MSF for the Duke of Edinburgh's (DofE) International Award

12<sup>th</sup> - 13<sup>th</sup> September, Friday to Saturday

Grade 9 parents and students will be sent additional information regarding this initiative supported by Caritas.

### Cambridge (G6-G10)

If parents or students have any inquiries regarding Cambridge curriculum (including IGCSE), [please contact Mr M. Smith](#).

### Welcome message from the IB Diploma Coordinator Ms Mann

Please view [here](#).

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

17<sup>th</sup> 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

### 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](#)

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### 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](http://www.m-school.de)
- **Login for the Parent Zone** (password: *community25*)
- **School Calendar 2025-2026:** 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](#)
- **Personal and Family Information Update:** If you wish to update your current personal and family information on file please do so by filling out this [form](#).

## 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](#) for a connection.

### **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](#).

