

School Year 2020-21 Information for Nursery & Primary School Parents

1) Teacher & Class Assignments

Class assignments and the names of class teachers are available to parents on **SMS** (School Management System). All parents have already received login details. If you cannot find them, please email lara.wheelock@eursc.eu.

New parents of pupils entering P2, P3, P4 or P5 are kindly reminded to submit the final report from their child's previous school to the main secretariat by the first day of the new school year.

2) The First Two Days of School

Wednesday, 02 September 2020			
Class	Arrival/Dismissal Times	Arrival/Dismissal Locations	Notes
Nursery	8.25 – 12.55	Gate M	<ul style="list-style-type: none"> Wednesday, 2.9.2020 is exceptionally a short day. N parents accompany children to the classrooms.
P1	--	--	<ul style="list-style-type: none"> No School for P1 on this day.
P2	8.25 – 15.05	Gate M	<ul style="list-style-type: none"> Regular ESF Daily Schedule applies as of the first day. Parents drop off pupils at Gate M. Pupils are directed by staff to line up by class on the MB playground. Teachers meet their classes on the playground and escort them to the classrooms.
P3 & P4	8.25 – 15.05	Gate A	<ul style="list-style-type: none"> Regular ESF Daily Schedule applies as of the first day. Parents drop P3 and P4 pupils off at Gate A. Pupils are directed by staff to gather by class on the red square. Class teachers meet their classes at the red square and escort them to the classrooms.
P5	8.25 – 15.05	Gate A	<ul style="list-style-type: none"> Regular ESF Daily Schedule applies as of the first day. P5 pupils fare dropped off at Gate A and find their classrooms in the Primary Building. Staff are present to guide pupils if needed.
Thursday, 03 September 2020			
Class	Arrival/Dismissal Times	Arrival/Dismissal Locations	Notes
Nursery	8:25 – 12:55	Gate M	<ul style="list-style-type: none"> Thursday is a short day. Parents accompany children to their classrooms.
P1	10:30 – 12:30 (DE, ES) 10:45 – 12:45 (EN, FR, IT)	Arrival: MB Playground Dismissal: Gate M	<ul style="list-style-type: none"> ✓ Please note staggered arrival & dismissal times for the first day. ✓ Parents & children gather on the MB playground in the area marked for their class while keeping a 1,5 meter distance from other families. ✓ Teachers will meet you on the playground to say hello and then escort the pupils to class. ✓ No Welcome Ceremony with parents can take place, however pupils should bring <i>Schultuten</i>, a snack and slippers to school. (Nothing else is needed on the first day.)
P2	8.25 – 12.50	Gate M	<ul style="list-style-type: none"> Regular ESF Schedule Gather on the MB playground for the same arrival procedure as on the first day.
P3 & P4	8.25 – 15.05	Gate A	<ul style="list-style-type: none"> Regular ESF Schedule Children go directly to their classrooms in the Primary Building.
P5	8.25 – 15.05	Gate A	<ul style="list-style-type: none"> Regular ESF Schedule
<ul style="list-style-type: none"> ➤ Parents may not enter the school grounds with the exception of Nursery and P1 Parents. ➤ Canteen starts serving food on Monday (07.09). Children staying all day should bring their own lunches the first week. ➤ Childminding starts on 02 September 2020. ➤ Bus Riders registered for the Parents' Association (PA) bus service will be met outside Gate A in the morning by school staff. N, P1, P2 pupils will be accompanied to their classrooms. In the afternoon, pupils are brought to the buses by staff. 			

3) Arrival & Dismissal Procedures

Arrival:

- Nursery, P1 and P2 pupils enter the school through Gate M. P3, P4 and P5 pupils enter through Gate A.
- Both gates are open from 8.05 until 8.40. After 8.40, pupils should enter the school through Gate C, Secondary Building.
- Nursery parents may accompany their child into the classrooms. In all other cases, parents drop off their children at the gate.
- N, P1, P2 parents may park in the school parking lot while dropping off children at Gate M. Parking stickers are available for €3 from the security team office in the Secondary Building.
- P3 – P5 children may be dropped off in front of Gate A. Security staff and teachers are on duty there to greet and assist the children. Once the child has reached the sidewalk by the gate, parents should then immediately drive out of the lot to reduce crowding.
- Teachers are on duty from 8.05-8.25 supervising the school grounds and buildings.
- Once pupils have entered the gate, they are to go straight to their classrooms.

Dismissal:

- At the end of the school day, parents should meet their children at Gate M (N, P1, P2) or Gate A (P3, P4, P5).
- In order to reduce crowding in the car park, parents are asked to drive away as soon as possible once children are safely in the car.
- Children registered for the PA (Parents' Association) bus service are accompanied to the buses by school staff.
- Children registered for childminding or afterschool activities are picked up from their classrooms by the childminding team. Children in P4 and P5 may make their own way to childminding.
- Under no circumstances should children who are not registered for afterschool activities or childminding remain on school grounds, including the school car park, after school hours.
- Parents are reminded that there is no supervision after 15.05 for children not registered in childminding and that neither the school nor childminding are liable for unregistered children who remain unaccompanied on school grounds.

4) Materials and Books

- P1-P5 pupils should bring their belongings gradually to school since parents will not be able to help them carry things.
- A child's backpack should weigh a maximum of ca. 10% of their body weight.
- Email teachers to ask which items are needed right away.

5) Classrooms

- All Nursery School pupils are assigned a classroom in the Modular Building in which they spend most of the day, with the exception of sport lessons, breaks, lunch, library visits and occasional class trips.
- In the Primary School, all children have their home classrooms but move to different rooms for sport, L2 or L1-MTT, religion, ethics, and European Hours. P1 and P2 pupils' classrooms are in the Modular Building. P3, P4 and P5 classrooms are located in the Primary Building.
- Masks need not be worn in the home classrooms, but when moving in the hallways or in mixed classes like religion, children and teachers must wear masks. See the hygiene plan for further details.
- Parents will be provided with classroom plans for the Modular and Primary Buildings.

6) Lessons

The overall number of lessons and breaks is determined by the Harmonised Timetable of the European Schools which can be found at the following link: <https://www.eursc.eu/de/European-Schools/studies/studies-organisation>.

At the ESF, the following subjects are taught in the Primary School:

Subject	
Language 1	Art
Language 2	Sport
Mathematics	European Hours (only P3, P4 & P5)
Discovery of the World	Religion or Ethics
Music	<i>ONL (Other National Language) Irish is offered to Irish nationals.</i>

Class teachers, in collaboration with the school's Direction, create timetables of lessons/subjects for their classes which are followed the whole school year. These timetables will be displayed by the door of each classroom, as well as distributed to parents, at the start of term.

7) Breaks

Weather permitting, all breaks are spent outside on the playground. Inasmuch as possible, class groups will have their breaks in separate areas. Pupils and staff must wear face masks during breaks.

During the cooler months, appropriate clothing and shoes are essential for outside breaks.

During outside breaks, children are not allowed to enter the buildings without permission. Sufficient numbers of teachers are on duty at all times during breaks to supervise the children outside, or, in case of rain, inside.

Teachers on supervision duty wear special safety vests making them clearly visible and easily recognisable for the children.

8) Canteen / Lunch

MenüPartner will begin its meal service on Monday, 07.09. Until then, children staying all day should bring their lunches.

All nursery and primary children should bring water in plastic or metal bottles marked with their names to school. Health regulations no longer allow for pitchers of water to be placed on the tables.

Nursery pupils will eat their lunches in the classrooms. Those registered with MenüPartner will receive hot lunches delivered to their rooms.

Primary pupils will eat in their classrooms or in one of the canteens. Children registered with MenüPartner will receive packaged cold lunches.

9) Parent-Teacher Meetings, Assessments, School Reports

Individual parent-teacher meetings for all parents of pupils in Nursery through P5 are held during November/early December of each year. A second round of meetings for parents of Nursery pupils are held in May/June.

Parents who would like to meet their class or subject teachers in addition to the regularly scheduled times may arrange appointments directly with the teacher concerned. A list of teachers and their email addresses has been posted on the school's website at <https://www.esffm.org/primarschule/lehrpersonen>.

When possible, such meetings should be held virtually via Teams

School reports, known as "Carnet Scolaire", come out twice during the school year for all Primary School pupils. The 1st semester reports will be available electronically on SMS at noon on the last day of school before the February holidays. The 2nd semester reports will be available at noon on SMS the last day of the school year.

10) Back-to-School Parent Evenings 2020

NB: Only 1 parent of each child may attend the relevant parent evenings.

Classes	Date	Time	Location
Nursery (DE, ES)	Wed, 09 Sept.	17:30-18:30	Sec. Aula, Classrooms
Nursery (EN, FR, IT)	Wed, 09 Sept.	18.30-19.30	Sec. Aula, Classrooms
P1	Mon, 14 Sept.	18.00-19.00	Classrooms
P2	Wed, 16 Sept.	18.00-19.00	Classrooms
P3	Wed, 23 Sept.	18.00-19.00	Classrooms
P4	Thurs, 24 Sept.	18.00-19.00	Classrooms
P5	Mon, 28 Sept.	18.00-19.00	Classrooms

11) Schedule of Lessons, First Week of School

	Wed, 02.09	Thurs, 03.09	Fri, 04.09
N	8.25-12.50	8.25-12.50	8.25-12.50
P1	No School	10.30-12.30 (DE/ES) 10.45-12.45 (EN, FR, IT)	8.25-12.50
P2	8.25-15.05	8.25-12.50	8.25-12.50
P3	8.25-15.05	8.25-15.05	8.25-13.05
P3-P5	8.25-15.05	8.25-15.05	8.25-12.50

12) Regular Daily Schedule

Nursery	MON-TUES-WED	THURS-FRI (short days)
Arrival Time	8:05-8:25	8:05-8:25
Class Time	8:25-9:25	8:25-9:25
Morning Break	9:25-9:55	9:25-9:55
Class Time	9:55-11:25	10:25-11:25
Lunch & Break	11:25-12:55	11:25-12:50
Class Time	13:00-15:05	
Dismissal	15:05	12:50

P1	MON-TUES-WED	THURS-FRI (short days)
Arrival Time	8:05 - 8:25	8:05 - 8:25
Class Time	8:25-9:55	8:25-9:55
Morning Break	9:55-10:25	9:55-10:25
Class Time	10:25-11:55 /12:20-12:50	10:25-11:55 /12:20-12:50
Lunch & Break	11:55-12:20 /12:50-13:35	11:55-12:25
Class Time	13:35-15:05	
Dismissal	15:05	12:55

P2	MON-TUES-WED	THURS-FRI (short days)
Arrival Time	8:05 - 8:25	8:05 - 8:25
Class Time	8:25-9:55	8:25-9:55
Morning Break	9:55 - 10:25	9:55 - 10:25
Class Time	10:25-12:25	10:25-12:25
Lunch & Break	12:25-13:35	12:25-12:50
Class Time	13:35-15:05	
Dismissal	15:05	12:55

P3	MON-TUES-WED-THURS	FRIDAY (short day)
Arrival Time	8:05 - 8:25	8:05 - 8:25
Class Time	8:25-9:55	8:25-9:55
Morning Break	9:55 - 10:25	9:55 - 10:25
Class Time	10:25-12:00/12:20-13:05	10:25-12:00/12:20-13:05
Lunch* & Break	12:00-12:20 /13:05-13:35	12:00 - 12:20
Class Time	13:35 - 15:05	
Dismissal	15:05	13:05

P4 - P5	MON-TUES-WED-THURS	FRIDAY (short day)
Arrival Time	8:05 - 8:25	8:05 - 8:25
Class Time	8:25-9:55	8:25-9:55
Morning Break	9:55 - 10:25	9:55 - 10:25
Class Time	10:25-12:50	10:25-12:50
Lunch* & Break	12:50 - 13:35	
Class Time	13:35 - 15:05	
Dismissal	15:05	12:50

On Fridays, children in classes P4 and P5 who eat lunch in the canteen are supervised until 13:30 and can be picked up at Gate A after lunch.

11.) Useful Contacts

Name	Title/ Responsibility	Contact Info
Ferdinand Patscheider	ESF Director Overall responsibility for the school	FRF-DIRECTOR@eursc.eu Tel. (069) 928 874 12
Martina von Janowski	Assistant to the Direction Overall information about ESF	martina.von-janowski@eursc.eu Tel. (069) 928 874 12
Claudine Fucile	General Secretariat General information, admissions, school certificates	claudine.fucile@eursc.eu Tel. (069) 928 874 26
Anastazija Avsec	Deputy Director, Nursery/Primary Direct responsibility for N/P 'School	FRF-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY-CYCLE@eursc.eu Tel. (069) 928 874 18
Una Clancy	Assistant Deputy Director, Nursery/Primary Responsibility for N/P School	FRF-ASSISTANT-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY-CYCLE@eursc.eu
Lara Wheelock	Nursery & Primary Secretariat For information specific to the Nursery/Primary School	lara.wheelock@eursc.eu Tel. (069) 928 874 18
Laura Melara-Dürbeck	General Secretariat & Nursery/Primary General & Nursery/Primary School information, enrolment, records	laura.melara-duerbeck@eursc.eu Tel. (069) 928 874 28
Monica Schön-Maxey Annette Hirsch	School Nurses Health checks, treatment of small ailments, notification of parents if child is sick	List-frf-nurses@eursc.eu Tel. (069) 928 874 33
Stephanie von Selchow	Nursery & Primary Librarian Organization of library & author readings	stephanie.selchow@edu.eursc.eu Tel. (069) 928 874 860
Elisabetta Sacchini	Accountant School fees	elisabetta.sacchini@eursc.eu Tel. (069) 928 874 25
Service Partners		
ESF Security	Secure entry points to school grounds, parking permits, lost property, etc.	frf-security@partner.eursc.eu Tel. (069) 928 874 888
ESF Parents Association & Eurokids GmbH	Afterschool activities, childminding, transportation to and from school (buses)	office@eurokids.gmbh Tel. (069) 95 11 74 84
School Canteens	Frank Lehmann, MenüPartner	frank.lehmann@menuepartner.de Tel. 0173 236 6658

13.) Links

- European School Frankfurt, www.esffm.org
- Primary School books and materials list, <https://www.esffm.org/primarschule/buecherlisten>
- Nursery School materials and L-1 books list, <https://www.esffm.org/material-und-buecherlisten>
- ESF Parents' Association, <https://www.esfparents.org/index.php/en/our-services/childminding>
- European Schools Website, www.eursc.eu