

School Year 2021-2022
Information for Nursery & Primary School Parents

1) Assignment of Classes and Class Teachers

All pupils are allocated to a particular class in one of four or five language sections. (Nursery, P1, P2 and P3 have 5 sections including Spanish). The final decisions about class and language section assignments are made by the ESF Direction.

Class assignments and the names of class teachers will be made available to parents via SMS (School Management System) one week before the new school year begins. New parents will be sent instructions and login details for SMS via email. The list of class teachers and their contact information will be posted on the school's website shortly before the start of term.

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

School begins on the second working day in September, and the first two days are scheduled as follows:

Thursday, 02 September 2021			
Class	School Times	Drop-off & Pick-up	Notes
Nursery	8.25 – 12.50	Gate M	<ul style="list-style-type: none"> Thursday is a short day. N parents accompany children to the classrooms.
P4	--	--	<ul style="list-style-type: none"> No School for P1 on this day.
P2	8.25 – 12.55	Gate M	<ul style="list-style-type: none"> Regular ESF Daily Schedule applies as of the first day. Parents drop P2 pupils at Gate M. Pupils are directed by staff to line up by class on the MB playground. (New pupils may be accompanied by a parent to the class meeting point.) 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 are dropped off at Gate A and find their classrooms in the Primary Building. Staff are present to guide pupils if needed.
P3-P5 New Pupils	8.25 – 15.05	Gate A	<ul style="list-style-type: none"> New pupils should assemble at the meeting point inside Gate A where they will be met by a teacher and escorted to their classroom.
Friday, 03 September 2021			
Class	School Times	Drop-off & Pick-up	Notes
Nursery	8:25 – 12:50	Gate M	<ul style="list-style-type: none"> Friday is a short day. Parents accompany children to their classrooms.
P1	Start times will vary according to class. Dismissal 12.55		<ul style="list-style-type: none"> Primary School Welcome Ceremony : Friday morning Times and further details to follow at a later stage. Dismissal via Gate M at 12.55
P2	8.25 – 12.55	Gate M	<ul style="list-style-type: none"> Regular ESF Schedule. Children go directly to their classrooms in the Modular Building.
P3	8.25 – 13.05	Gate A	<ul style="list-style-type: none"> Regular ESF Schedule Children go directly to their classrooms in the Primary Building.
P4 & P5	8.25 – 12.50	Gate A	<ul style="list-style-type: none"> Regular ESF Schedule. Children go directly to their classrooms in the Primary Building.

Gates open daily at 8:05.

Childminding starts on 02 September 2021.

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 accompany their child to the classroom all year. P1 parents may accompany their child to the classroom the first week of school. 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) 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.
- Parents will be provided with classroom plans for the Modular and Primary Buildings.

5) 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.eursec.eu/de/European-Schools/studies/studies-organisation>.

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

Subject
Language 1
Language 2
Mathematics
Discovery of the World
Music
Art
Sport
European Hours (only P3, P4 & P5)
Religion or Ethics
ONL (Other National Language) Irish is offered as an option for Irish nationals.

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.

6) Breaks

Weather permitting, all breaks are spent outside on the playground. 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.

7) 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 will be posted on the school's website at <https://www.esffm.org/primarschule/lehrpersonen>.

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.

8) Back-to-School Parent Evenings 2021 *(tentative schedule)*

Classes	Date	Time	Location
Nursery	13.09.21	18.00-19.30	Secondary Aula/Classrooms
P1	15.09.21	18.00-19.30	Secondary Aula/Classrooms
P2	16.09.21	18.00-19.30	Secondary Aula/Classrooms
P3	21.09.21	18.00-19.30	Secondary Aula/Classrooms
P4	28.09.21	18.00-19.30	Secondary Aula/Classrooms
P5	30.09.21	18.00-19.30	Secondary Aula/Classrooms

9) Schedule of Lessons, First Week of School

	Thurs, 02.09	Fri, 03.09
N	8.25-12.50	8.25-12.50
P1	No School	T.B.A.-12.55
P2	8.25-12.55	8.25-12.55
P3	8.25-15.05	8.25-13.05
P4-P5	8.25-15.05	8.25-12.50

10) 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 13:10 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
Anastazija Avsec	Deputy Director, Nursery & Primary Direct responsibility for N and P	FRF-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY-CYCLE@eursc.eu Tel. (069) 928 874 18
Úna Clancy	Assistant Deputy Director, Nursery & Primary Responsibility for N and P	FRF-ASSISTANT-DEPUTY-DIRECTOR-NURSERY-AND-PRIMARY-CYCLE@eursc.eu Tel. (069) 928 874 821
Martina von Janowski	Assistant to the Direction Overall information about ESF	martina.von-janowski@eursc.eu Tel. (069) 928 874 12
Lara Wheelock (Primary building) Monika Franzen (Modular building)	Nursery & Primary Secretariat For information specific to the Nursery and Primary School	lara.wheelock@eursc.eu Tel. (069) 928 874 18 monika.franzen@eursc.eu Tel. (069) 928 874 38
Claudine Fucile Laura Melara-Dürbeck	General Secretariat General information, admissions, school certificates, enrolments, records.	claudine.fucile@eursc.eu Tel. (069) 928 874 26 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

12.) 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