



EUROPEAN SCHOOL FRANKFURT AM MAIN • Praunheimer Weg 126 • D-60439 Frankfurt



# General Information for Pupils and Parents

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Effective September 2023

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## 1 Mission Statement

*“Educated side by side, untroubled from infancy by divisive prejudices, acquainted with all that is great and good in the different cultures, it will be borne in upon them as they mature that they belong together. Without ceasing to look to their own lands with love and pride, they will become in mind Europeans, schooled and ready to complete and consolidate the work of their fathers before them, to bring into being a united and thriving Europe.”*

The European School Frankfurt is committed to these words by Marcel Decombis, which are sealed in the foundations of all European schools. The teaching of all those competences is a matter of importance to us as something our graduates need as mature, cosmopolitan and vigilant citizens in order to cope with present and future challenges.

## 2 Contact Information

Main Secretariat Secretariat / Primary School – Modular Building (N, P1, P2) Secretariat Primary School (P3-P5) Secretariat Secondary School (Main Building) Health Services / Nurse Psychologist Security Main Building	069/92 88 74-0 069/92 88 74 – 38 069/92 88 74 – 18 069/92 88 74 – 13 / 43 069/92 88 74 – 33 069/92 88 74 – 44 069/92 88 74 – 888
<b>Contact via e-mail (contact form on website):</b> <b>Secretariats:</b> <a href="mailto:list-frf-main-secretariat@eursc.eu">list-frf-main-secretariat@eursc.eu</a> <a href="mailto:list-frf-secretariat-secondary-cycle@eursc.eu">list-frf-secretariat-secondary-cycle@eursc.eu</a> <a href="mailto:list-frf-secretariat-nursery-and-primary-cycle@eursc.eu">list-frf-secretariat-nursery-and-primary-cycle@eursc.eu</a> <a href="mailto:list-frf-executive-assistant@eursc.eu">list-frf-executive-assistant@eursc.eu</a>	<a href="http://www.esffm.org/kontakt">www.esffm.org/kontakt</a>
<b>European School Frankfurt Website</b> Includes detailed information and documents, the holiday calendar, book lists, teachers' office hours, dates and information about school projects, information about enrolment and withdrawal, school fees, important links.	<a href="http://www.esffm.org/">www.esffm.org/</a>
<b>Website of the Office of the Secretary General</b> Includes policy documents, European School rules; the curricula and further information in different languages.	<a href="http://www.eursc.eu">www.eursc.eu</a>
<b>School Management System (SMS)</b> Access for parents to data/information concerning their own child. New parents will be sent login details via e-mail in September.	<a href="https://sms.eursc.eu/login">https://sms.eursc.eu/login</a>

### 3 Teaching Times

School Levels	Tage/Zeiten
Nursery (N)	<b>Mon – Wed:</b> 08:25 – 15:05 – <b>Do/Fr:</b> 08:25 – 12:55
Primary School P1 – P2	<b>Mon – Wed:</b> 08:25 – 15:05 – <b>Do/Fr:</b> 08:25 – 12:50
Primary School P3 – P5	<b>Mon – Thu:</b> 08:25 – 15:05 – <b>Fr:</b> 08:25 – 12:50
Secondary School	<b>Mon – Fri:</b> 08:25 – 16:50 – in accordance with the individual timetable

### 4 Opening/Closing Hours

Gates	Morning	Lunch Time/Afternoon
Gate A (Primary School)	07:50 - 08:45 hrs	Mon - Thu: 14:50 – 15:35 hrs Fri: 12:55 – 13:20 hrs
Gate B	closed	Mon – Wed: 14:55 – 15:20 Uhr Thu: 12:55-13:20; 14:55-15:20 hrs Fri: 12:55 – 13:20 hrs
Gate C (Secondary School / Main Secretariat) Entrance to parking opens at 07:00 for teachers and staff	06:30 – 7:50 hrs	closed
Gate M (Nursery, P1, P2)	07:30 – 08:45 hrs	Mon,Thu,Wed: 14:30 – 18:25 hrs Thu/Fr: 12:30 – 18:25 hrs
All school buildings (Nursery, Primary, Secondary) are open for pupils as of 8.05 hrs.		

### 5 General Rules of the European Schools

Document no. 2014-03-DE-14-en-8 12 sets out the fundamental rules of the European Schools. It was approved by the Board of Governors and can be downloaded using the following link:

[Microsoft Word - 2014-03-D-14-en-13.docx \(eursc.eu\)](#)

### 6 Language Policy

A fundamental principle of the European Schools is the teaching of mother tongue/dominant language as first language (L1). This principle implies the pupil's enrolment in the section of his/her mother tongue/ dominant language, where such a section exists.

In case the section corresponding to the pupil's mother tongue does not exist, he/she will be enrolled in one of the language sections of the European School Frankfurt. He/she will attend the classes in his/her mother tongue organised for so-called SWALS (Students Without A Language Section) as L1.

Determination of pupils' dominant language at the time of their enrolment is one of the founding principles of the European Schools, as attested by the first paragraph of Article 47(e) of the General Rules: The determination is the responsibility of the Director of the School and parents are not free to choose it. The first language (L1) must correspond to the child's mother tongue or dominant language, the dominant language of multilingual pupils being the language they know best.

Should there be any dispute about Language 1, it is the Director's responsibility to determine which language it is, on the basis of "the information provided by the pupils' legal representatives on the

enrolment form and by requiring the pupil to take comparative language tests, organised and under the control of the school's teachers. The tests will be organised whatever the pupil's age and teaching level, i.e. including the nursery cycle."

## 7 Data Protection (DSGVO – 2016)

Our website [www.esffm.org](http://www.esffm.org) includes all relevant privacy statements and documents regarding data protection at the European School Frankfurt. The school's Data Protection Officer Correspondent can be reached at: [FRF-DPO-Correspondent@eursc.eu](mailto:FRF-DPO-Correspondent@eursc.eu)

## 8 Holidays/Days off School

The holiday calendar is on the website under the following link:

<https://www.esffm.org/en/calendar>

On the last day of school before a holiday, the regular timetable applies (i.e. lessons finish at the usual time).

Exceptions:

- Last school day prior to the start of the winter holidays: school finishes **at 11:00 hrs** for all pupils of the ESF, no canteen.
- Last school day prior to the start of the summer holidays and distribution of reports: school finishes **at 11:00 hrs** for all pupils of the ESF, no canteen.

The **2nd Pedagogical Day** usually takes place in autumn and is communicated in time. There is no teaching on this day.

## 9 Start of the School Year

<b>1st day of the School Year</b>	Nursery (N)	2nd working day in September*
	Primary School (P1)	1 day after school starts*
	Primary School (P2-P5)	2nd working day in September*
	Secondary School	2nd working day in September*
<b>*in general</b>		
<b>Lessons Start (1st period)</b>	Nursery/N and P1	08:25
	Primary School (P2-P5)	08:25
	Secondary School	08:25

## 10 Absences for Personal Reasons

The procedure in the event of absence is laid down in the General Rules of the European Schools (see Article 30). Please see the rules and procedure for absences under the relevant school cycle for your child(ren):

<https://www.esffm.org/kindergarten/abwesenheiten>

<https://www.esffm.org/primarschule/abwesenheiten>

<https://www.esffm.org/sekundarschule/abwesenheiten>

## 11 Notification of Changes

Please inform the main secretariat ([list-frf-main-secretariat@eursc.eu](mailto:list-frf-main-secretariat@eursc.eu)) immediately of any relevant changes, such as change of residence, new e-mail address, telephone number, change in family situation or employment status.

## 12 Enrolment, Withdrawal and School Cycle Transition

Pupils can only be enrolled using the enrolment form available on the website. Detailed information on this can also be found on the website. Pupils already attending the ESF Nursery School do not need to be re-enrolled for the Primary School, the same applies to pupils in the Primary School and the transition to the Secondary School.

In case of withdrawal, please inform the ESF **in writing using the withdrawal form and providing with an admission confirmation of the new school., giving at least two weeks' notice.** The form can also be found on the website.

Please always send the enrolment or withdrawal form in paper form, signed by both legal representatives, to the main secretariat.

## 13 Health Service & School Nurses

The school nurses of the European School Frankfurt take care of all pupils whether for First Aid, chronic illnesses or headaches.

For any questions about health, pupils as well as parents/guardians may contact the school nurses via email. In the event of illness, pupils report to the Office of Health Services, room C018 on the ground floor of the Secondary School building; if necessary they will be accompanied. In case a pupil is not well enough to remain at school, the school nurses will inform the parents or legal guardians and ask that the child be picked up as soon as possible.

To ensure individual care of your child, please complete the health questionnaire and update it in case of any health changes. Please be sure to keep the main secretariat informed of your current contact information so that you can be contacted in case of an emergency.

<b>Office of the School nurses:</b> C018 ground floor Main building  <b>Email:</b> <a href="mailto:LIST-FRF-NURSES@eursc.eu">LIST-FRF-NURSES@eursc.eu</a>	Mon+Tue	7:30 – 17:00 Uhr
	Wed+Thu	7:30 – 16:30 Uhr
	Fri	7:30 – 15:00 Uhr

## 14 School Psychologist

The school psychologist is responsible to care for the whole school. She offers support and counselling to all pupils from Nursery to Secondary, parents, teachers, educators, school management and administration. You will find detailed information on our website.

**Office of the Psychologist:** C039, Secondary School, Ground Floor

**Contact:** [rosa.tetradi-mairi@eursc.eu](mailto:rosa.tetradi-mairi@eursc.eu)

Appointments with the school psychologist during school opening hours can be arranged by e-mail.

## 15 School Certificates

School certificates are issued by the main secretariat. To request a certificate, email [list-frf-main-secretariat@eursc.eu](mailto:list-frf-main-secretariat@eursc.eu). The certificate will be issued as soon as possible and can be picked up at the main secretariat or sent as a pdf file.

## 16 School Fees

School fees are set each year by the Board of Governors of the European Schools. The currently valid school fees are published on the website.

In addition, mandatory administrative costs, e.g. for copies, insurance etc. are invoiced via e-mail for all pupils of all categories.

**Link:** [Europäische Schule Frankfurt am Main-School Fees \(esffm.org\)](http://esffm.org)

## 17 Book Lists and Materials

Before the beginning of the school year, book lists and teaching materials for the respective school cycle can be found on the website and are available for download. Parents are requested to purchase the necessary books and materials before the start of the school year. If you have any further questions, please contact the respective school secretariats (Nursery/Primary School or Secondary School).

## 18 School Libraries

There are two libraries at the ESF, one in the Primary School and one in the Secondary School. Pupils can borrow novels, non-fiction books, magazines, DVDs and tablets in the respective library, and work there at tables or computer workstations in a quiet environment.

The libraries regularly organise readings and projects in cooperation with the teachers. You will find detailed information on our website under the individual school levels.

**Contact:** [LIST-FRF-LIBRARY@eursc.eu](mailto:LIST-FRF-LIBRARY@eursc.eu)

## 19 Extracurricular Activities

Art, theatre and music projects take place regularly in cooperation with pupils and teaching staff. Whenever possible, a choir and school orchestra or ensembles are offered for the Primary and Secondary Schools.

## 20 ESF Projects and School Trips

There are various projects, most of which take place every two years in all European Schools. These include EUROSPOORT; the Science Symposium of the European Schools (ESSS), Model European Council (MEC) or the Festival of Arts and Music of the European Schools (FAMES). These events are hosted by a European School on a rotating basis.

The following obligatory class trips are planned for the individual school levels, but they can only be carried out if the necessary circumstances are met:

P2 – Green Days  
P5 – Green Week  
S2 – Ski trip  
S4 – Sports trips  
S6 – Art / music / cultural trips

## 21 Use of Parking Area / Parking Permits

The car-park may only be used by Nursery or P1/P2 parents for dropping off or picking up children. Only cars displaying a valid and visible permit will be allowed to enter the car park. Please see our security staff if you would like to purchase a permit for € 3.

In the afternoons, the main gate (gate C) will remain closed and the car park is only accessible through gate A (parking area Primary School).

Please do not park your car in front of the entrance to the car-park, neither when the gates are open nor when they are closed.

**Contact:** [frf-security@partner.eursec.eu](mailto:frf-security@partner.eursec.eu)

## 22 Valuables

The school declines all responsibility/liability for loss or damage to valuables or objects brought into the school by pupils. This also applies to bicycles and skateboards.

**Contact:** [frf-security@partner.eursec.eu](mailto:frf-security@partner.eursec.eu)

## 23 Lockers

In Secondary School, each pupil is assigned a personal locker. AstraDirect is responsible for the administration of this locker system and the costs incurred are settled exclusively between ESF and AstraDirect. **Contact:** [list-frf-secretariat-secondary-cycle@eursec.eu](mailto:list-frf-secretariat-secondary-cycle@eursec.eu)

## 24 Canteen

Please find the registration forms and contact details on our website:

<https://www.esffm.org/en/links/canteen>.

The kiosk in the canteen of the Secondary School may be used only by Secondary pupils, employees of the school and special guests/visitors involved in activities at the school.

## 25 Childminding and Afternoon Activities

For information regarding childminding and afternoon activities, please contact the Parents' Association on their website [www.esfparents.org](http://www.esfparents.org).

The Parents' Association of the European School Frankfurt is the formal voice of parents with children at the school and works for the interest of all ESF pupils. The prime aim is to secure a happy and



healthy learning environment in which all children can thrive, and realise their full academic potential.

EuroKids is a not-for-profit limited liability company offering extra-curricular activities, child care, holiday camps and transport services.

**Contact:** [office@eurokids.gmbh](mailto:office@eurokids.gmbh)

## **26 Transportation Service**

The transportation service is organized by the Parents' Association. You will find detailed information at the following link: [www.esfparents.org](http://www.esfparents.org).

## **27 Emergency Plan**

The ESF has an Emergency Plan which sets out procedures and rules of conduct for different situations and is known to all teachers, staff and the ESF Parents' Association. Individual procedures, such as evacuation of the buildings, are regularly exercised with the pupils.

## **28 Hygiene Plan**

The ESF has drawn up hygiene plans in accordance with the regulations of the Central Office the State of Hesse and the City of Frankfurt which are updated regularly. The school community is regularly informed of any updates. All information and the currently valid Hygiene Plan can be found on our website under the following link: [Hygiene Plan](#)

## **29 Meetings, Councils, Committees and Documents**

Regular meetings are held at the ESF with representatives of pupils, parents, teachers and staff, including the Administrative Board, School Advisory Council (SAC), Education Councils, Canteen Committee and Library Committee. Detailed information and documents can be found on our website.

## **30 Further Information**

Detailed information of the individual school levels will be sent to parents by the school secretariats before the summer holidays. The calendar concerning the individual school levels is published on our website and regularly updated. Parents will be informed by the secretariats per email via SMS.