



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



# General Information for Pupils and Parents

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Effective March 2021

## Table of Contents

1	Mission Statement .....	3
2	Contact Information.....	3
3	Teaching Times .....	3
4	Opening/Closing Hours .....	4
5	General Rules of the European Schools.....	4
6	Language Policy .....	4
7	Data Protection (DSGVO – 2016).....	5
8	Holidays/Days off School .....	5
9	Start of the School Year .....	5
10	Absences for Personal Reasons.....	5
11	Notification of change to the school .....	5
12	Enrolment, Withdrawal and School Cycle Transition .....	5
13	Health Service & School Nurses.....	6
14	School Psychologist.....	6
15	School Certificates .....	6
16	School Fees.....	7
17	Book Lists – Materials.....	7
18	School Libraries .....	7
19	Extra-curricula Activities.....	7
20	ESF Projects and School Trips .....	7
21	Use of Parking Area / Parking Permits.....	8
22	Valuables .....	8
23	Lockers .....	8
24	Canteen .....	8
25	Childminding, Afternoon Activities.....	8
26	Transportation Service.....	9
27	Emergency Plan.....	9
28	COVID-19 and Hygiene Plan .....	9
29	Meetings, Councils, Committees and Documents.....	9
30	Detailed information on Nursery, Primary, Secondary School .....	9

## 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.”*

European School Frankfurt feels 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	069/92 88 74-0
Secretariat/Primary School – Modular Building (N, P1, P2)	069/92 88 74 – 38
Secretariat Primary School (P3-P5)	069/92 88 74 – 18
Secretariat Secondary School (Main Building)	069/92 88 74 – 13 / 43
Health Services / Nurse	069/92 88 74 – 33
Psychologist	069/92 88 74 – 44
Security Main Building	069/92 88 74 – 888
Website Contacts for Secretaries: <a href="mailto:list-frf-secretariat@eursc.eu">list-frf-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 about enrolment and withdrawal; key documents; the holiday calendar; book lists; teacher contacts; information about school projects; and 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 email 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

Entrances School Buildings	Morning	Lunch Time/Afternoon
Gate A (Primary School)	08:05-08:45	Mon- Thu: 15:05-15:30 Fri: 12:50 – 13:30
Gate B	closed	
Gate C (Secondary School / Main Secretariat) Entrance to parking opens at 07:00 for teachers and staff	08:05 onwards	Open until 19:00
Gate M (Nursery, P1, P2)	08:05– 8:45	Mon, Tue, Wed: 15:00 - 19:00 Thu: /Fri 12:50 – 19:00

## 5 General Rules of the European Schools

Document no. 2014-03-DE-14-en-8 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:

<https://www.eursc.eu/BasicTexts/2014-03-D-14-en-10.pdf>

## 6 Language Policy

A fundamental principle of the European Schools is the teaching of mother tongue as first language (L1), therefore the European Schools provide teaching in the official languages of the European Union. However, not all of the schools are able to provide the full study cycle in all of these languages.

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:

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 schools where the section corresponding to a pupil's mother tongue does not exist, he/she will generally be enrolled in one of the vehicular language sections. 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 the dominant language is the responsibility of the Director of the School and parents are not free to choose it. It must correspond to either the child's mother tongue or his or her dominant language.

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 after period 3 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 after period 3 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) Primary School (P1) Primary School (P2-P5) Secondary School	2nd working day in September* 1 day after school starts* 2nd working day in September* 2nd working day in September*
<b>*in general</b>		
<b>Lessons Start (1st period)</b>	Nursery/N and P1 Primary School (P2-P5) Secondary School	8.25 hrs 8.25 hrs 8.25 hrs

## 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 for your child(ren) –either Nursery, Primary or Secondary.

## 11 Notification of change to the school

Please inform the main secretariat ([list-frf-secretariat@eursc.eu](mailto:list-frf-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 are enrolled by using the enrolment form available on the website. Children already attending ESF Nursery School do not need to re-apply for Primary School. The same applies to Primary School pupils transitioning to Secondary School.

If you want to withdraw your child from the school, please inform the school in writing at least two weeks in advance using the withdrawal form found at [https://www.esffm.org/fileadmin/pdf/an-abmeldung/Abmeldeformular\\_DE-EN\\_2018.pdf](https://www.esffm.org/fileadmin/pdf/an-abmeldung/Abmeldeformular_DE-EN_2018.pdf).

Please send hard copy signed by both legal representatives of the enrolment or withdrawal form by post addressed 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 at [list-frf-nurses@eursc.eu](mailto:list-frf-nurses@eursc.eu). In the event of illness, pupils report to the Office of Health Services, room C 018 on the ground floor of the Secondary School building. 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.

**Office of the Health Service:** Room C 018, Secondary School, Ground Floor

#### Opening Hours

Mon + Tue 7:30 – 17:00

Wed + Thu 7:30 – 16:30

Fri 7:30 – 15:00

**Contact:** [List-frf-nurses@eursc.eu](mailto:List-frf-nurses@eursc.eu)

### 14 School Psychologist

The school psychologist is available for the whole school. She offers support and advice to all pupils from Nursery to Secondary, their parents, teachers, educators, school management and administration. Appointments with the school psychologist can be arranged by e-mail during school opening hours.

**Office of the Psychologist:** C 039, – Secondary School, Ground Floor

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

### 15 School Certificates

School certificates are issued by the main secretariat. To request a certificate, e-mail [list-frf-secretariat@eursc.eu](mailto:list-frf-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

The level of school fees payable is established each year by the Board of Governors of the European Schools. In addition, mandatory administrative costs, e.g. for copies, insurance etc. are set up and invoiced by e-mail for all pupils of all categories. These invoices are sent via e-mail.

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

## 17 Book Lists – Materials

Book lists and lists of necessary materials can be found on the website under the respective school as pdf documents. Parents are requested to purchase the necessary books and materials before the start of the school year.

## 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 Extra-curricula 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 in both school cycles.

## 20 ESF Projects and School Trips

There are various projects, most of which take place every two years in all European Schools. These include EUROSPORT; the Science Symposium of the European Schools (ESSS), Model European Council (MEC) or the Art and Music Festival 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 given:

P2 + P4 – Green Week

P5 – White Week (Ski trip)

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 parents of pupils in Nursery and Primary 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:** [List-frf-security@eursc.eu](mailto:List-frf-security@eursc.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:** [List-frf-security@eursc.eu](mailto:List-frf-security@eursc.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@eursc.eu](mailto:List-frf-secretariat-secondary-cycle@eursc.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 can be used only by Secondary pupils, employees of the school and special guests/visitors involved in activities at the school.

## 25 Childminding, Afternoon Activities

With regard to Childminding/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. 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 charitable 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 via 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 COVID-19 and 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. The school community is regularly informed of any updates and the plans are published on our website under the following link: [COVID-19](#).

## **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, SAC (School Advisory Council), Education Councils, Canteen Committee and Library Committee. Detailed information and documents can be found on our website.

## **30 Detailed information on Nursery, Primary, Secondary School**

Detailed information of the individual school levels will be sent to parents by the individual 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 via announcements.