

# *The English School*

## *Engs*

*Grades 1-6 Handbook*

*2023 – 2024*



[www.Engs.fi](http://www.Engs.fi)

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## CALENDAR 2023-2024 Grades 1-6

The English School Calendar can be found on our [www.EngS.fi](http://www.EngS.fi) -page.

**Fall Semester Wednesday, August 9th, 2023 – Thursday, December 21st, 2023**  
**Spring Semester Monday, January 8th, 2024 – Saturday, June 1st, 2024**

### Holidays

Fall Holiday: Monday, October 16th- Friday, October 20st, 2022 (Week 42)  
Christmas Holiday: Friday, December 22nd, 2023 - Friday, January 5th, 2024  
Ski Holiday: Monday, February 19th – Friday, February 23th, 2024 (Week 8)  
All Public Holidays\*

### Compulsory Make-up Days

Sports Day Classes 1-9 on Saturday, September 9th, 2023

### School days and Vacations 2023-2024

Fall Term, syyslukukausi	92 school days
Fall Term begins (Wednesday)	9.8.2023
Sports day (Saturday)	9.9.2023
Fall break (syysloma), week 42	16.-20.10.2023
Fall Term ends (Wednesday)	21.12.2023
Spring Term, kevätlukukausi	96 school days
Spring Term begins (Monday)	8.1.2024
Spring break (hiihtoloma), week 8	19.-23.2.2024
Easter (Friday-Monday)	29.3.-1.4.2024
May Day (Wednesday)	1.5.2024
Ascension Day (Thursday)	9.5.2024
Holiday (Friday)	10.5.2024
Spring Term ends (Saturday)	1.6.2024

## CONTACT INFORMATION

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**Tel** 010 321 7920

**e-mail** [english.school@engs.fi](mailto:english.school@engs.fi)

**webpage** [www.engs.fi](http://www.engs.fi)

### Board of Trustees

Jorma Turunen, Chairman  
Father Marco Pasinato, Acting Chairman  
Anne Fraser-Vatto  
Lea Mecklin  
Tarja Mäki  
Kirsi Nystén  
Javier Salazar

Participating in the meetings:  
Petri Vuorinen, Director-Representative of the Board of Trustees  
Suvi Erlund, Chairman of the Board of Directors  
Seija Nyholm, Principal

### Board of Directors

Suvi Erlund, Chairman  
Heidi Vähänikkilä, Parents' representative  
Camilla Bonden, Parents' representative  
Inari Rauhalahhti, Teachers' representative  
Kaisu Möller, Teachers' representative  
Petri Vuorinen, Director-Representative of the Board of Trustees  
Kaarina Winter, Principal  
Seija Nyholm, Principal  
Minna Akkanen, Administrative Manager

<b>Director</b>	Petri Vuorinen
<b>Principal, Preschool and Grades 1–6</b>	Kaarina Winter
<b>Principal, Grades 7–9 and High School</b>	Seija Nyholm

## FACULTY 2023-2024

Petri Vuorinen, Director  
Kaarina Winter, Principal, Preschool, Grades 1 – 6 & Afternoon Care

Anton Emil	Catholic Religion
Aro Sophie	Homeroom 6B
Bhat Anuradha	School Assistant
Calonius Lauri	Ethics 5-6
Cantell Merituuli	Music 5-6
Cox Callum	Preschool 1
Duffy Jonna	Homeroom 4B (until 21.12.)
Felt Hanna	Swedish, German
Fosse Sven	School Assistant
Harjula Essi	Finnish as a Second Language
Huhtinen Päivi	Art and Design 4-6
Ikonen Elina	Homeroom 1A
Jacob Stephen	Homeroom 4A
Kaine Genevieve	Homeroom 3B (until 8.9.)
Kokko Marja	Homeroom 6A
Kontio Lisa	Homeroom 3B (from 7.9.)
Kontto Mikko	Homeroom 5B
Kurki Katriina	French
Law Hanna	Homeroom 1B
Liimatainen Leena	French (from 29.9.)
Liukkonen Lotta	Homeroom 3A
Manninen Tiina	Homeroom 2A
Martikainen Tiina	French (until 28.9.)
Mattila Hanna	Preschool 1
Mikkilä-Huttunen Leena	Orthodox Religion
Möller Kaisu	Homeroom 5A
Nyholm Jutta	Physical Education
Oakley David	Preschool Assistant
Paton Scott	Preschool 2
Saukkonen Susanna	Homeroom 4B (from 8.1.)
Savimäki Sanna	School Assistant
Toole Amy	Homeroom 2B
Tudor Alan	Technical Work

Virkki Tanja  
Williams Jordon  
Witter Karolina  
Åkerlund Terhi

School Assistant  
Preschool 2  
Special Education  
Physical Education

## OFFICE AND SERVICES

<b>Administrative director</b>	Minna Akkanen	<a href="mailto:minna.akkanen@engs.fi">minna.akkanen@engs.fi</a> 050 303 0031
<b>Secretaries</b>	Maija Akkanen Ira Furneaux	<a href="mailto:english.school@engs.fi">english.school@engs.fi</a> 010 321 7920 050 303 0103
<b>Librarian</b>	Kehlo	<a href="mailto:m.kehlo@engs.fi">m.kehlo@engs.fi</a>
<b>School Social Worker</b>	Johanna Ek	<a href="mailto:johanna.ek@engs.fi">johanna.ek@engs.fi</a> 040 660 8696
<b>School Psychologist</b>	Lizeth Ortiz	<a href="mailto:lizeth.ortiz@engs.fi">lizeth.ortiz@engs.fi</a> 040 664 0745
<b>Special Education</b>	Karolina Witter	<a href="mailto:karolina.witter@engs.fi">karolina.witter@engs.fi</a> 050 324 4565
<b>School Nurse</b>	Tuire Suvanén	<a href="mailto:tuire.suvanén@engs.fi">tuire.suvanén@engs.fi</a> 050 310 5562
<b>Afternoon care</b>	Susanna Tunturi-Anttila Irina Malyukova	045 112 4822 050 303 0405
<b>Food Service</b>	Compass Group	<a href="mailto:marjo.raivio@compass-group.fi">marjo.raivio@compass-group.fi</a>
<b>Friends of the English School</b>		<a href="mailto:friends@engs.fi">friends@engs.fi</a>

## **Vision**

The English School provides an excellent learning environment rich with opportunity and innovation. We inspire a passion for learning and compassion for the world.

## **Values**

At the English School we embrace the following values in our everyday work.

### **Integrity**

We want to do the right thing. We respect others, ourselves and the environment. Our honesty and moral principles are manifested in our behavior. We use our knowledge and understanding wisely.

### **Compassion**

We understand others and care for them. We are kind and willing to help. We accept and respect diversity.

### **Excellence**

We strive to achieve the best we can in all we do. We aim for excellence through intellectual curiosity and creativity. We want to fulfill our potential across academic, social and personal areas.

## **The school's mission**

The English School is a pioneer in bilingual education providing education from preschool to high school. We are a close-knit community of students, teachers and families. At the heart of our work is mutual respect and joy of learning. We strive for excellence and foster a passion for learning and compassion for the world. Our students become open, respectful and responsible global citizens, ready for the world. Our work is based on respecting our school's tradition of Christian values.

## **Theme of the school year 2023-2024**

This year our school wide themes are *Truly Bilingual - Language Path from Preschool to Highschool and Physical activity.*



## **PRINCIPLES OF EDUCATION AT THE ENGLISH SCHOOL**

The basic values of our school are grounded in Christian values that guide us to examine humanity and the human being. Human beings have been given the ability think and to aim for good. We honour the relationship with God. We find great value in Christian life respectful of other outlooks. We find that it is important to grow, develop, and follow one's conscience regardless of philosophical views. Love for one's neighbour, compassion, and an accepting and loving attitude to oneself and to others enable the growth as a human being. This includes the growth into a responsible member of society, the development of society, and action in accordance with the rights and responsibilities commonly agreed upon. An individual grows as a human being and member of society through the membership of their family. The family with its values provides the foundations for growth. Having knowledge of one's own history, culture, and the guiding values builds the individual's value awareness and foundation of identity, and gives rise to self-knowledge and self-esteem.

The school environment broadens and increases the opportunities for growth. The amount of diversity increases in a larger community, and there is a greater need for more tolerance, respect, and acceptance and appreciation of difference. The promotion of fairness and good treatment of oneself and others is a natural way to combat bullying. Other people and their belongings are respected. We build respect through knowledge and understanding of other cultures and by embracing various cultures as natural parts of our daily lives and celebrations at the school. As the world opens up and societies become more globalized, the definitions of citizenship and nationality are changing. A world citizen thinks broadly and is involved in the challenges concerning the whole world. Global humanity consists of an understanding of how society and societies operate, what the common resources are and where they come from, and the respect and appreciation of nature and the environment. Students learn to value what society offers and have a willingness to work for a better society. Economic efficiency and moderation are intricate parts of our practices. Ecological sustainability and other sustainable values are emphasized.

The international faculty and multicultural student body of The English School provide a concrete framework for intercultural cooperation and growth. Multiculturalism and the acculturation strategies of various individuals and families are acknowledged as parts of the formation of our community. Tolerance and the ability to work with others require broadmindedness and openness.

Studying in the school's two language cultures and building an understanding of the world on their basis provides starting points for the interpretation of and view on how different societies are formed and developed and how an individual can participate in the handling of common matters in society. Our daily behaviour reflects our respect for others. We place high value of the social skills of self-control, emotional intelligence, and good manners that lay the foundation for zero-tolerance on bullying. We take care of public

property, and this also reflects in the tidiness of our environment. Our community skills include the ability to take turns and share. At its finest, our sense of community is manifested in the encouragement we give to one another with the aim to support their flourishing. In our school community, we work with a positive attitude, take responsibility for our own actions, and share responsibility.

In our school, education means respect for diversity, different outlooks, opinions, and philosophies. It consists of openheartedness, humanness, and finding meaning in life through matters important to us. It also includes ecosocial education and global systems thinking with respect to the principles of sustainable development. Our education also consists of the fostering of our common environment. We work as equals and promote equality through our working habits. The starting point for equality in our work is the perception that all cultures, outlooks, ages, genders, and areas are equal.

## **KOULUN ARVOPERUSTA**

Koulumme arvoperusta pohjautuu kristillisiin arvoihin, jotka ohjaavat meitä tarkastelemaan ihmisyyttä ja ihmistä. Ihmiselle on annettu taito ajatella ja taito pyrkiä hyvään. Kunnioitamme suhdetta Jumalaan. Kristittynä oleminen ja eläminen muita näkemyksiä arvostaen on arvokasta. Katsomuksesta riippumatta omantunnon kehittäminen ja kasvattaminen sekä sen mukaan eläminen on tärkeää. Lähimmäisen rakkaus, myötätunto ja hyväksyvä, rakastava asenne itseä ja kanssaihmissä kohtaan toimivat kasvun aineksina kohti hyvää ihmisyyttä. Hyvä ihmisuus sisältää vastuulliseksi yhteiskunnan jäseneksi kasvamisen, yhteiskunnan kehittämisen ja yhteisesti sovittujen oikeuksien ja velvollisuuksien mukaan toimimisen. Ihmisyyteen ja yhteiskunnan jäsenyyteen kasvetaan perheen jäsenyyden kautta. Perhe ja perheen arvot antavat pohjan kasvulle. Oman historian, kulttuurin ja niiden toimintaa ohjaavien arvojen tunteminen luovat yksilön arvotietoisuuden ja identiteetin pohjan ja antavat ainekset itsetuntemukselle ja itsetunnolle.

Kouluympäristö laajentaa ja lisää kasvun mahdollisuuksia. Suuremmassa yhteisössä erilaisuuden määrä lisääntyy ja tarvitaan suurempaa määrää suvaitsevaisuutta ja erilaisuuden hyväksyntää, kunnioittamista, arvostamista. Oikeudenmukaisuuden puolustaminen ja itsensä ja toisten hyvä kohtelu toimivat luonnollisena kiusaamisen vastaisena työnä. Kunnioitetaan toista ja hänelle kuuluvaa. Kunnioitusta rakennamme tiedolla ja ymmärryksellä muista kulttuureista ja sillä, että eri kulttuurit ovat luonnollinen osa arkeamme ja juhlakulttuuriamme. Kun maailma avautuu ja yhteiskunnat kansainvälistyvät muuttuvat kansalaisuuden ja kansallisuuden merkitykset. Maailman kansalainen ajattelee laajasti ja tulee osalliseksi koko maailmaa koskettavista haasteista. Ymmärrys siitä, miten yhteiskunta ja yhteiskunnat toimivat, mitä yhteiset varat ovat ja mistä ne tulevat, ympäristön ja luonnon kunnioitus ja arvostus ovat osa globaalia ihmisyyttä. Opitaan arvostamaan sitä, mitä yhteiskunta tarjoaa, ja halutaan tehdä työtä paremman yhteiskunnan hyväksi. Taloudellisuus ja kohtuullisuus ovat osa toimintaamme, jossa ekologisuus ja kestävät arvot korostuvat.

Englantilaisessa koulussa kansainvälinen henkilökunta ja monikulttuurinen oppilaskunta

antavat konkreettiset puitteet kulttuurien väliselle yhteistyölle ja kasvulle. Monikulttuurisuus ja eri yksilöiden ja perheiden kultturaatiostrategiat tiedostetaan osaksi yhteisömme rakentumista. Suvaitsevaisuus ja kyky toimia toisten kanssa edellyttää avarakatseisuutta ja avoimuutta. Koulumme kahdessa kielikulttuurissa opiskelu ja niiden mukaisten maailman ymmärryksen rakentaminen antavat lähtökohdat tulkinnalle ja näkemykselle siitä, miten erilaiset yhteiskunnat muodostuvat ja kehittyvät ja miten niiden kautta yksilö voi osallistua yhteisten asioiden hoitamiseen. Toisten kunnioittaminen välittyy arjen käyttäytymisestä. Meille on tärkeää sosiaaliset taidot, joihin sisältyy itsesäätely, tunneälykyys, hyvät ja kohteliaat käytöstavat, jotka kaikki luovat pohjan kiusaamisen nollatoleranssille. Pidämme huolta yhteisestä omaisuudesta. Tämä näkyy myös ympäristön siisteytenä. Yhteisöllisyystaitojamme ovat kyky vuorotella ja jakaa. Parhaimmillaan yhteisöllisyys ilmenee toisen kannustamisena, joka tähtää toisen kukoistuksen tukemiseen. Koulu yhteisössämme tehdään työtä positiivisella asenteella, kannetaan vastuu omasta toiminnasta ja jaetaan vastuuta.

Sivistys koulussamme on erilaisuuden, erilaisten näkemysten, mielipiteiden ja elämäntapojen kunnioittamista. Sivistyneisyyttä on sydämen sivistys, inhimillisyys ja elämän merkitysten löytäminen itselle tärkeistä asioista. Sivistykseen kuuluvat ekososiaalinen sivistys ja globaali systeemiajattelu kestävän kehityksen periaattein. Sivistys on myös yhteisen ympäristön vaalimista. Työskentelemme tasa-arvoisesti ja edistämme työskentelyllämme tasa-arvoa. Lähtökohtana tasa-arvoiselle työskentelylle on kulttuurien, näkemysten, ikä- ja sukupuolten välinen sekä alueellinen tasa-arvoisuus.



# **PARENTS (and Pupils)**

## **Communication**

Communication is vital for the good of the pupils and the smooth functioning of the school. The school fosters close communication between parents and teachers. Parents are encouraged to contact teachers when they feel the need to do so. Teachers may contact parents when they believe it will help a student.

The main means of communication is Wilma. Parents can send messages through Wilma at <https://yvkoulut.inschool.fi>. The school provides parents with a username and password to sign into Wilma. The password may be changed once signed in. In addition to communicating with the school, Wilma allows parents to keep track of their child's schedule and absences. It is the duty of parents to clear possible absences.

The teachers are happy to return telephone requests left to the school office. You may also contact teachers by email. If you wish to speak with a teacher during school time, please make an appointment in advance.

You are welcome to contact the principals regarding any matter of concern, preferably by Wilma, e-mail or by making an appointment in advance.

In addition to this Handbook, there are periodic letters from the principal or teachers related to all pupils or those of a particular class or classes.

## **Parents' Evenings**

Our school seeks to maintain and promote close collaboration between the guardians, parents and the teachers. Parents' evenings are organized at different grade levels. At the Parents' Evenings guardians have the chance to meet their child's teachers and other faculty members, get information on issues related to school work, and discuss matters related to studying and learning. Through grades 1–7, the class or homeroom teacher arranges annual 15-minute parent-teacher conferences, which are attended by the student, their guardians, the class or homeroom teacher, and the subject teacher when needed or requested. The conferences offer an opportunity to follow up individual progress. Parents are also welcome to participate in our Sports' Days and Divine Services.

## **The Friends of The English School**

The Friends is a parents' association for the families of The English School.

Since The English School is a private school, the support in all forms (paying yearly membership fee, voluntary work etc.) by the active parents is crucial for the school functions.

The Friends' activities include, for example, the traditional Christmas and Spring bazaars either online or at school, pre-Bazaar bees (= fun organising events), movie nights, Vappu Balloon Sale, as well as assistance during the School's Sports Day and parents' evenings. They also organise Friends' Evenings with interesting visiting lecturers.

Their main aim is to create a feeling of a community. The funds collected by the Friends are directed entirely to benefit the students and their wellbeing. In past years they have donated money for e.g., library books, musical instruments, sports and playground equipment, scholarships, and IT equipment. The Friends also organize various school clubs.

All parents are welcome to join the Friends and provide time, expertise, and ideas to support the school activities. Parents can participate in the way that best suits them. Everyone's help is much appreciated!

The parents of each grade are responsible for organising the annual fundraising events with the help of The Friends Board. Each class is responsible for nominating a contact person amongst themselves to ensure effective communication and co-operation between The Friends Board and the class.

## Dental Care

Those pupils who are residents of Helsinki have a dentist's appointment at the age of 7, 10, and 15 years. Between these times the pupils will be called for dental check-ups with a dental hygienist according to their individually estimated programs. Dentist's appointments will be made according to need.

The dental care of non-Helsinki pupils is with their own municipal health centers or, by option, they can also have dental care through the City of Helsinki Health Centre.

Enquiries, bookings and cancellations of appointments can be made at by calling (09) 310 51 400 (*hammashuollon keskitetty ajanvaraus*).

## Health Care

The school has a continuous health program staffed by a nurse and a doctor from the City of Helsinki Health Centre for pupils in **grades** 1 – 6. School health care collaborates closely with parents and families. Preschool pupils' health care is with the child's own child welfare clinic (*neuvola*).

The school nurse provides **general health care** and health guidance. She directs patients to statutory and necessary specialist examinations, supervises the health-related

conditions in schools and promotes the wellbeing, health and safety of the school community as a whole. Please note that you are to contact your local health station for other **medical care** for your child.

Pupils of **grades 1 and 5** will have an appointment with the school doctor. Pupils are referred for further examinations and treatment by the school health care staff when necessary.

If your child becomes sick, the secretary or school nurse will contact you before the child is sent home. First aid during the school days is provided by the school assistants/teachers, school nurse or the secretary. In case of a serious accident, your child will be taken immediately to the nearest Health Care Centre or Lastenlinikka Hospital and you will be informed.

If your child has medications to be taken during school time, kindly notify your child's homeroom teacher.

### **Student Accident Insurance**

All pupils (**with a Finnish social security number and an address in Finland**) at the English School have accident insurance. This insurance covers accidents that may occur in school and on the way to or from school. In case of an accident, we recommend visiting the health care center (terveyskeskus) in the first place.

Student accident insurance does not cover expenses of a student falling ill at school or on a trip; nor does it cover traveling expenses if the pupil, due to illness, may need to return home from a trip earlier than planned. For the latter, travel insurance is needed.

### **Lost and Found Articles**

The school can take no responsibility for articles lost outdoors, in the playground, in the corridors, classrooms, or anywhere else in the building, or at school events outside the school building. Pupils need to take good care of their personal belongings and leave valuables home. **We ask you to label your child's clothing with their name for easy identification.**

Items left behind are placed in a Lost and found container where the child may easily find the lost article of clothing.

If it is money or other valuables that are lost, please contact the Office.

### **Office Hours**

The School Office is open from 8.00 – 15.00.

Messages to teachers are delivered only during breaks in order to avoid interrupting classes.

## School Fees

The school fee is 673 € per academic year for students resident in Finland. The fee can be paid in two parts in the beginning of Fall and Spring Semester.

## School Lunch

The school's food service is provided by Compass Group. A healthy and balanced school lunch is served every day.

If your child has dietary restrictions, please submit **a doctor's certificate stating these** to the homeroom teacher at the beginning of each school year. The lunch program has substitute foods for pupils with dietary restrictions. No special lunch program is provided for reasons other than medical. The alternative vegetarian menu is only for pupils who have notified their homeroom teacher in advance.

It is appreciated if students with special diets inform the kitchen **at least two weeks before** of absences they know in advance so that food is not wasted.

Good manners and the instructions of the supervising teacher are to be followed in the cafeteria.

Lunch menus in English and Finnish can be seen in the cafeteria and on the school's website.

The afternoon recess after 5<sup>th</sup> or 6<sup>th</sup> period is longer for pupils to have time for a snack. Pupils may bring their own snack, or buy one from the cafeteria.

Please note that pupils are not allowed to bring candy, soft drinks or energy drinks to school as **The English School has declared itself a candy-free school** according to the sugar-free school campaign launched by the Finnish Institute for Health and Welfare in 2011. The participating schools declared a sugar-free policy allowing no candy or soft drinks to be consumed at school. In their appeal, the Institute stated that children eat 2-3 times more sugar than recommended in dietary guidelines. Sugary diets, added sugar and grazing on snacks cause tooth decay, affect blood lipid levels, increase cardiovascular disease, and have been linked to type 2 diabetes, as well as to metabolic syndrome. Teaching children to eat sugar in moderation is an adult responsibility. We believe that in addition to potential health benefits, participating in this campaign can have positive effects in our pupil's studying and learning.

## Student Welfare

The goal of student welfare is to ensure favorable circumstances for successful learning and to advance both the psychological and physical health of the student. Student welfare is an important part of the school's educational and teaching task where the young person is the focus. Students have the right to the services of student welfare in order to participate in education to their full potential.



Student welfare is primarily preventive in nature, and its goal is to support and advance the entire school community's welfare. The objective of student welfare is the early recognition and prevention, amelioration and elimination of obstacles to learning, learning difficulties and other problems connected with schoolwork.

Student welfare is divided into communal and individual. The welfare group's composition varies according to the needs of the student. Communal welfare—the well-being of the student and the whole school community—is advanced by the entire staff. Individual student welfare comprises the services of the social worker, school psychologist, school nurse, doctor and a multidisciplinary expert group.

### **School social worker and school psychologist**

Every comprehensive school of the City of Helsinki and some private schools employ a school social worker and a school psychologist of the City. They aim to support the wellbeing, positive development, learning and schoolwork of pupils together with the other school staff. The work may focus on an individual pupil or a group of pupils.

The school social worker is a trained social services specialist. The school social worker can be contacted when a child or adolescent is facing problems with school or peers, or when changes in their life affect the schoolwork.

The school psychologist helps pupils with learning difficulties, attention issues, emotional problems and personal crises. The school psychologist provides guidance and consultation and carries out psychological evaluations, when necessary.

The pupil's affairs are always handled confidentially in a manner agreed with the pupil and their parents. The contact information of the school social workers and the school psychologists can be found on school webpages.

### **Special education teacher**

The special education teacher supports pupils studying and learning in cooperation with the guardians, the class teachers and subject teachers. The support may be given in different levels and in multiple ways. The core elements in the support process are to recognize and assess the needs for support, plan and implement the support. The professionals participating in the cooperation will be considered case-specifically.

### **Vacation Policy**

In general, the vacation calendar of The English School follows that of the Finnish public schools. School attendance and full participation is expected from all pupils starting from preschool. **We kindly ask you to respect the school calendar, plan your activities and time your holidays in a way that your child's school attendance is not affected.**

Occasionally, there are reasons that warrant a pupil's absence from school.

In such cases, please

1. Use the form in Wilma to **apply** for a permission to be absent (Applications and decisions > **New application**). This should be done as soon as it becomes clear that absence from school will be necessary.
2. **Application of absence** should be submitted to the homeroom teacher for absences of one to three (1–3) days. The principal makes the decision for absences of four (4) days and more.
3. In case of an elite level competition/performance, a paper copy of the coach’s statement should be **brought or sent by email to the homeroom teacher or principal**.

Please note that it is the student’s responsibility to find out and take care of the schoolwork they miss because of the extra vacation or leave of absence. The teacher is under no obligation to provide the student with extra instruction or study material, or to arrange extra tests for the student. Missed class participation and schoolwork can affect the grade.

## **PUPILS (and Parents):**

### **A. Studies**

#### **Class Schedule**

School doors open at 8:00 for grades 1–2 and 8:15 for grades 3–6.

Please note that there is no supervised waiting before the beginning of the school days.

When entering school pupils are to use the door assigned to their class.

**The main door should only be used with an exception.**

Attendance is taken each period. Tardiness and absences are recorded.

Because classes are staggered, pupils need to enter the school and leave the classroom or the building **QUIETLY** so as not to disturb classes in session.

For safety reasons, pupils are not allowed to spend time inside the school building before or after their scheduled school day.

Extra curricular Clubs are scheduled before or after regular class hours.

**If there is a skip hour in between, please note that waiting is allowed outside the school building only.**

## **Homeroom**

Each pupil has their own homeroom and a homeroom teacher. The homeroom teacher guides the pupils in their growth and development and supervises class activities. The homeroom teacher coordinates student related documents and paperwork. Parents and pupils should feel free to contact them if they have any concerns related to homeroom matters.

## **Personal Space**

Pupils in Classes 1–6 have a designated desk in the homeroom for storing material needed in class. Unfortunately, no space is available for long term storing of rain gear, gym clothes or sports equipment at school.

## **Personal Possessions**

Valuables or large amounts of money should not be brought to school. Should there be an exceptional situation where it is necessary to bring something of value or a large amount of money to school it should be left in the school office.

**Mobile phones must be out of sight and silent during school days!**

## **Homework**

Pupils ordinarily have homework. The assignments and due dates may vary. The purpose of homework is to reinforce the studying skills and learning. The time devoted to homework will vary according to the nature of the assignment and the development level and ability of each pupil. On average 30 minutes for homework is considered enough on a daily basis with the youngest pupils.

Please note that pupils are not exempt from homework while studying for a test. Tests are usually scheduled in advance thus giving time to study before the eve of the test. Research papers and reports are also assigned several weeks before they are due.

## **Library**

The school library promotes learning the English and Finnish languages and culture. It enhances reading engagement and helps pupils learn to find and use the information they need. It nurtures pupils' imaginations, fosters love for stories, and encourages an interest in the world at large through diverse fiction and nonfiction reading material.

All pupils are given a school library card. In order to get one an application needs to be filled in and returned to the school librarian with a signature of a parent or a guardian. The card allows students to check out and return books by using the lending machine in the library. The English School library card has been designed (2012) by middle school student Irisilona Segerstam and was technically realized by high school student Joakim

Isoaho. When the card is activated in the library, the student will be given a personal code number that enables them to use the lending machine.

The loan period for library books is 14 days for preschool and elementary school. Lost or damaged books need to be compensated for. The pupil can either provide a new copy of the book or pay for its replacement. The standard compensation fee is 10 euros. For titles that are new, popular or essential to the collection, a full price of a new copy needs to be paid.

The fee for a replacement library card is 5 euros if the original one is lost. Broken library cards are replaced free of charge.

## **Report Cards and Promotion**

Assessment of school work is formative and summative in nature. Pupils are evaluated continuously (formative assessment). Also self-evaluation is used. Summative assessment takes place at the end of the fall and spring terms. Pupils in classes 1-2 receive a report card at the end of the school year in the spring. Pupils in classes 3–6 receive an intermediate report card at the end of the fall semester and a school-year report card at the end of the spring semester. In addition, evaluation discussions (Parent-Teacher conferences) where the guardians, pupils and homeroom teachers meet to discuss the progress of the pupil are held in January in classes 1-6.

Verbal grading is used in class 1-3 report cards. The scale is *excellent, very good, good, satisfactory, moderate, adequate, fail*. Verbal behavior grading is given in an attachment to the school year or intermediate report.

The grading scale for classes 4-6 is numeric from 4 to 10; *10 – excellent, 9 – very good, 8 – good, 7 – satisfactory, 6 – moderate, 5 – adequate, 4 – failing*. Numeric behavior grading is marked in the school year or intermediate report.

Pupils are promoted to the next grade if they have acceptably completed all studies in the subjects included in the syllabus for the grade in question. More information on the evaluation and assessment practises will be provided by the teachers.

## **Make-up Test Day —*Ehtojen suorittaminen***

Make-up examinations day is **Tuesday, June 4th, 2024**.

## **Scholarships and Awards**

The Friends of The English School sponsor scholarships given to the pupils of the school. The teachers choose the recipients. Motivation, attitude towards learning, skills in academic and non-academic subjects as well as in social areas are taken into consideration.

## Student of the Year Award

In grades 5 and 6 a Student of the Year Award is given to a pupil who has shown friendship, cheerfulness and politeness throughout the year. Each class selects the pupil to be awarded. A pupil can receive this award only once.

## School Supplies and Books

Pupils receive textbooks, workbooks and other materials from the school for their use. Pupils are responsible for their material. Books used for more than one year are handed in at the end of the school year. Should a pupil damage or lose a book, school equipment or other school property, they will be required to pay the replacement cost of the damaged or lost item. A bill for the appropriate amount will be sent to the guardians.

## School's Historical Publication (matrikkeli)

Parents may inform the school if they do not want their child's photo and name to be included in the school's publications.

## B. School Rules

### Attendance and Absence

Each pupil is expected to attend school regularly. Attendance on scheduled school days, as well as Sports Days, field trips, and other special days is compulsory.

**All absences must be cleared through Wilma <https://yvkoulut.inschool.fi>**

If a student is absent (due to illness) from school for a longer period, parents should inform the homeroom teacher about the reason for the absence within **three days** after the start of the absence.

If pupils become sick during school hours, parents are contacted. Students must notify the homeroom teacher, the subject teacher or the school office before leaving school.

Teachers mark all absences in Wilma and absences should be cleared by the parent as soon as possible. Parents are asked to regularly check the status of their child's attendance at school by checking Wilma. If unauthorized absences appear guardians are contacted by the homeroom teacher.

### Work Missed

After each absence it is the **responsibility of the guardian or pupil** to contact each teacher to find out what work or tests have been missed and to make arrangements for catching up.

## Recesses

Recess is the time in the school day reserved for outdoor and mostly unstructured play. Classes 1–6 go out to the yard for 15 - 25 minute recesses during each school day. It is important to be dressed according to the weather. Shorter recesses are for changing classrooms and getting fresh air into the classrooms. Classrooms are locked during recesses. Pupils are not allowed to stay in the classrooms without a teacher present.

## Leaving School Grounds

Pupils may not leave the schoolyard without the explicit permission of the homeroom teacher or another faculty member or the principal. Occasions when such permission can be granted are, for example, dental or doctor appointments that cannot be scheduled after school hours. In such cases, parents are to inform the homeroom teachers about the appointment in advance.

When gym classes are held outside school or pupils go on field trips or other school activities away from the school grounds, pupils are expected to stay with their group.

Trespassing the surrounding properties is strictly forbidden.

## School Attire

**Pupils need to be appropriately dressed for school. Shoes worn outside are removed when entering the building.** Outdoor shoes or boots are not allowed indoors. All pupils need to have a pair of indoor shoes labelled with their name. Special clothing is needed for Physical Education classes. The gym teachers will indicate the clothing proper for each activity.

## Dress-up Days

On special occasions, such as Divine Services, Independence Day, Christmas celebrations, end-of-the school term or school year celebrations pupils are asked to dress up. Blue jeans, shorts, T-shirts, ripped clothing or sweatshirts are not appropriate attire on these days.

## Strategy for Handling Bullying

**In line with our values, The English School does not accept bullying in any form.** Prevention includes introducing pupils with the behavior expectations set for all students. See Mäntytie guidelines and rules. In addition, development of communication skills, training of empathy, group dynamics, each homeroom class developing rules to which its members are committed, and creating an open environment.

All school staff take part in preventive work. The school follows the KiVa-school antibullying program. Lessons on KiVa are emphasized in grades 1, 3 and 5.

## **School Rules / Behavior**

The school guidelines and school specific rules set the expectations for appropriate behavior at school. **The guidelines** have been set to promote the values of The English School and the National Core Curriculum and are to be followed at both school campuses and at all school levels. In addition to the guidelines, the Mäntytie campus and Valimotie campus have their own **school specific rules** that help maintain a safe and peaceful learning environment for all. Breaking the rules have consequences specified in the Basic Education Act.

In cases not specified in the rules, Finnish law is followed, including the laws governing Basic Education and High School Education.

### **Guidelines**

#### **1 Be safe.**

Positive learning outcomes are only possible in a safe environment. Following these guidelines and the school rules will help you and others feel and stay safe.

#### **2 Be respectful.**

Everyone is valuable. Treating others with respect and empathy creates a positive learning environment where kindness is expected and bullying is not accepted.

#### **3 Be cooperative.**

Listen to others and be an active group member and be attentive during school time. Follow staff members' instructions.

#### **4 Be present and on time.**

Attendance is required on all school days. Being in the right place at the right time promotes an atmosphere conducive to study.

#### **5 Be prepared.**

Being ready for class, with a mindset for studying and having all the equipment needed for the day ahead, maximises the learning potential.

#### **6 Be industrious.**

Putting in your best effort maximises the learning outcome.

#### **7 Be responsible.**

Treat personal and school property with care and keep the school tidy. Make sustainable and fair choices about resources, and value nature and the environment.

**8 Be considerate.**

Be thoughtful and maintain a peaceful atmosphere during the school day.

**9 Be honest.**

Speak the truth and act truthfully.

**10 Be an ambassador.**

Remember the values of The English School - integrity, compassion and excellence - and choose to act accordingly.

**Specific rules at Mäntytie:**

1. Keep phones in backpacks and silent while on school property. Phones may only be used with an adult's permission.
2. Spend the recess time in the school yard and use only school equipment for playing games. Personal recreation equipment is not allowed.
3. Dress according to the weather for outdoor activities.
4. Snowball throwing is not allowed.
5. Do not leave the school premises during the school day unless you have permission from a teacher or principal.
6. Be mindful of others while having lunch: line up quietly and walk quietly to the lunch room. Take a balanced portion of food and only as much as you can eat.
7. Chewing gum is not allowed. Students may take a xylitol pastille after lunch and snack.
8. When your school day is over leave the school premises promptly and go straight home unless you are attending Afternoon Club.
9. Bullying and racism are forbidden.



In case of cheating on tests, the grade on the test in question will be a 4. Also, the principal and parents will be informed.

By law, smoking is not allowed in the school, in the yard or in the immediate vicinity of the school (*Tupakkalaki*). The law came into effect October 1<sup>st</sup>, 2010 and forbids the possession and use of tobacco products under the age of 18. If a student is discovered smoking or in possession of tobacco products, the school will inform the parents and a detention will be issued.

For the same infraction, the pupil will receive the same punishment only once. If the infraction is repeated, the more drastic measures in accordance with the Basic Education Act will be taken.

## **Classroom Behaviour**

Pupils are expected to participate in basic education, to conscientiously complete their assignments, and to behave in a proper way (Basic Education Act 35§). When inappropriate behavior occurs, the school is obliged to enforce the school rules.

When a pupil's threatening or violent behavior endangers the safety of other pupils, or when a pupil's disruptive behavior makes normal teaching impossible, the pupil's right to attend school may be revoked for the remainder of the school day. A disruptive pupil that refuses to leave the classroom or the school premises may be forcibly removed by the principal and a teacher, together or separately, as long as the means of removal take into consideration the pupil's age and the seriousness of the situation.

Truancy and serious misbehavior are signs that a pupil is in need of support. The school's student welfare group is in place to provide support to pupils, parents, and teachers, and to guide pupils and their families to valuable sources of support that exist outside the school. In cases of serious misconduct or criminal behavior a written warning or suspension from school up to three months can be considered by the principal and the Board of Directors.

## **Use of laptops and iPads**

When using laptops and iPads pupils need to follow the teachers' instructions and those given by the ICT department. Pupils are to handle laptops and iPads with care, keep their workspace food and drink-free and to access only appropriate sites. Furthermore, they are to keep a respectful tone of voice even when communicating online and not to change the settings of the laptops or iPads.

## **Tardiness**

Pupils must be on time for each class. Repeated tardiness without a reasonable excuse will result in detention and the homeroom teacher will contact the parents. Tardiness of 15 minutes or more is considered an absence from that lesson.

If the teacher has not arrived within 10 minutes after class should begin, two pupils report this to the principal, or the school office, or to any teacher available. The rest of the class waits for further instructions without disturbing other classes.

## **Visitors**

We welcome visitors in our school but since the school is a place of work and learning, certain limits are set for such visits. To better assist you and allow classes to progress without disruption and to ensure that only authorized persons have contact with our pupils, you are asked to get a permission from the principal in advance for the visit. When coming to school, please report to the school office and receive a Visitor's Badge. Thank-you for helping us to keep our children safe and secure!

## **C. Activities**

### **Afternoon Care**

The afternoon care program in Finnish and English is available for Grade 1 and 2 pupils who have applied for a place and have been granted one the previous spring.

Afternoon activities will be provided from **August 9th, 2023 to May 31st, 2024**, excluding the school holidays and Saturday school days. The afternoon activities begin after the pupil's school day and care is available until 5 pm. The children are given an opportunity for free play, arts and crafts, indoor and outdoor sports and time to do their homework.

### **Clubs**

Pupils have the opportunity to participate in various clubs organized by The Friends of The English School. The clubs meet before or after regular school hours. Specific information about clubs will be given in September. The clubs may vary and may not necessarily run throughout the entire year.

### **Field Trips**

In order to enrich the pupils' learning experiences field trips such as a visit to a museum, theater, special exhibits and so on may take place. In addition to short field trips, once during a year a longer day trip may be organized for each class.

### **Camp Schools**

Studying at a camp school may be included in the curriculum.

The teacher appointed to the position is responsible for planning and organizing the camp school in cooperation with the guardians. The English school does not participate in the financing of camp schools. Guardians can jointly collect funds to implement camp schools, but participation in collecting funds is voluntary for guardians. Funds collected by guardians and possible donations must be used equally for the benefit of all students.

## **Special Events**

Annual events such as Divine services, the Fall and Winter Sports Days and Unicef-walk are held. There are also special programs for Finnish Independence Day, Advent and Christmas as well as End-of-Year Celebrations and Ceremonies. Please refer to the School Calendar for further information.

# DAILY SCHEDULES 2023-2024

CLASSES 1-2	CLASSES 3-4	CLASSES 5 - 6	PRESCHOOL
<p>8.00</p> <p>LESSON 1</p> <p>8.50</p>	<p>8.15</p> <p>LESSON 1</p> <p>9.05</p>	<p>8.15</p> <p>LESSON 1</p> <p>9.05</p>	<p>8.00</p>
<p>OUTSIDE RECESS 15 min.</p>	<p>OUTSIDE RECESS 20 min.</p>		
<p>9.05</p> <p>LESSON 2</p> <p>9.50</p>	<p>9.25</p> <p>LESSON 2</p> <p>10.10</p>	<p>9.10</p> <p>LESSON 2</p> <p>9.55</p>	<p>PRESCHOOL 2</p> <p>LUNCH 10.15-11.00</p>
<p>OUTSIDE RECESS 15 min.</p>		<p>OUTSIDE RECESS 15 min.</p>	
<p>9.55</p> <p>LESSON 3</p> <p>10.40</p>	<p>10.15</p> <p>LESSON 3</p> <p>11.00</p>	<p>10.10</p> <p>LESSON 3</p> <p>10.55</p>	
<p>LUNCH 45 min.</p>	<p>LUNCH 45 min.</p>		
<p>11.25</p> <p>LESSON 4</p> <p>12.10</p>	<p>11.45</p> <p>LESSON 4</p> <p>12.30</p>	<p>11.00</p> <p>LESSON 4</p> <p>11.45</p>	
<p>LUNCH 45 min.</p>		<p>LUNCH 45 min.</p>	
<p>12.15</p> <p>LESSON 5</p> <p>13.00</p>	<p>12.35</p> <p>LESSON 5</p> <p>13.20</p>	<p>12.30</p> <p>LESSON 5</p> <p>13.15</p>	<p>12.00</p> <p>12.00</p>
<p>SNACK 15 min.</p>			

13.15  
  
LESSON 6  
  
14.00

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SNACK  
10 min.

13.30  
  
LESSON 6  
  
14.15

14.20  
  
LESSON 7  
  
15.05

15.10  
  
LESSON 8  
  
15.55

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13.20  
  
LESSON 6  
  
14.05  
  
SNACK  
15 min.

14.20  
  
LESSON 7  
  
15.05

15.10  
  
LESSON 8  
  
15.55

PRESCHOOL 1  
LUNCH 12.30-13.15

16.00