

THE
ENGLISH
SCHOOL



The English School

Grades 7–9

Student Handbook

2026–2027



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CONTACT INFORMATION

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Assistant Principal, Grades 7–9 & High School

Seija Kiiskinen
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Homeroom Teachers

Class 7a	Iina Uusitalo V11
Class 7b	Rebecca Wessels V8

Class 8a	Hanna Felt V2
Class 8b	Leena Liimatainen V1

Class 9a	Rodrigo Bleyer V3
Class 9b	Noora Okkonen V7

FACULTY 2026-2027

Bleyer Rodrigo	Mathematics
Calonius Lauri	Ethics
Cantell Merituuli	Music, Choir
Clement Lissy	Debate
Eronen Simo	Geography, Chemistry
Felt Hanna	Swedish, German
Gul Samreen	Religion, Islamic
Halmekoski Anna	Mathematics, Physics
Huhtinen Päivi	Art and Design
Hunneman Carolien	Physical Education
Kiiskinen Seija	Guidance, Assistant Principal
Kuivanto Nanne	Religion, Lutheran
Lepistö Sanni	Guidance (grades 8-9)
Liimatainen Leena	French, Learning support
Majuri Riikka	Special Education
Malyukova Irina	Crafts (soft materials)
Mikkilä-Huttunen Leena	Religion, Orthodox
Nyholm Jutta	Physical Education
O'Brien Jonathan	Religion, Lutheran (on leave)
Okkonen Noora	Finnish as a Second Language, Finnish
Pajuniemi Riitta	Biology, Health Education
Robinson Laura	English
Rusting-Morey Matthew	History
Sadesuo Elli-Noora	Guidance Counselor (on leave)
Tikka Johanna	Social Studies, History
Tudor Alan	Crafts (hard materials)
Uusitalo Iina	Finnish
Villacampa Natividad	Religion, Catholic
Wessels Rebecca	English, Drama

OFFICE & SERVICES

The School Office at Valimotie is open on weekdays from 9.00–14.00

Chief Financial Officer	Marjo Pekkinen	marjo.pekkinen@engs.fi 040 558 9847
Secretaries	Ira Furneaux (Valimotie)	ira.furneaux@engs.fi 050 303 0103
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Pedagogical ICT – Specialist	Juha Kyllönen	juha.kyllonen@engs.fi
ICT Support	Erik Bell	helpdesk@engs.fi 040 626 5954
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School Psychologist	Lizeth Ortiz	lizeth.ortiz@hel.fi 040 664 0745
School Social Worker	Johanna Ek	johanna.ek@hel.fi 040 660 8696
Guidance Counselors	Sanni Lepistö Seija Kiiskinen (Elli-Noora Suokas)	sanni.lepisto@engs.fi seija.kiiskinen@engs.fi elli-noora.sadesuo@engs.fi)
Special Education	Riikka Majuri	riikka.majuri@engs.fi 040 670 9594
School Nurse	Tuire Suvanen	tuire.suvanen@engs.fi 050 310 5562
School Coach	Antti Mäkinen	antti.makinen@engs.fi

Food Service	Compass Group	lasihelmi@compass-group.fi
Friends of The English School	Anton Chernenko	friends@engs.fi
School Wellbeing Group	Johanna Ek Seija Kiiskinen Sanni Lepistö, Riikka Majuri Lizeth Ortiz Tuire Suvanén	
Crisis Group	Petri Vuorinen Seija Nyholm Seija Kiiskinen Lauri Calenius Johanna Ek Antti Mäkinen Lizeth Ortiz Tuire Suvanén	
Fire and Emergency	Petri Vuorinen Seija Nyholm Ira Furneaux	

VISION - VALUES - MISSION

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 2026-2027

This year our school-wide themes are

- Pedagogical guidelines
- Daily routines and rules
- School wellbeing - Student community wellbeing and Staff community wellbeing

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 to think and to aim for good. 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 neighbor, 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 on 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 open heartedness, humanness, and finding meaning in life through matters important to us. It also includes eco-social 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 kanssaihmiä kohtaan toimivat kasvun aineksina kohti hyvää ihmisyyttä. Hyvä ihmisyyys 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 kasville. 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 juhla-kulttuuriamme. 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 kasvuille. 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. Kouluyhteisössämme tehdään työtä positiivisella asenteella, kannetaan vastuuta omasta toiminnasta ja jaetaan vastuuta.

Sivistys koulussamme on erilaisuuden, erilaisten näkemysten, mielipiteiden ja elämäntavojen kunnioittamista. Sivistyneisyyttä on sydämen sivistys, inhimillisyys ja elämän merkitysten löytäminen itselle tärkeistä asioista. Sivistykseen kuuluvat ekososiaalinen sivistys ja globaali systeemiajattelu kestävä 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.

CALENDAR 2026-2027

The English School Calendar can be found on our **www.engs.fi** -page.

Fall Semester (90 days)

12.8. – 19.12.2026

Spring Semester (99 days)

7.1.2027 – 5.6.2027

Holidays

Fall Holiday

12.10. – 16.10.2026 (Week 42)

Christmas Holiday

20.12.2026 – 6.1.2027

Ski Holiday

22.2. – 26.2.2027 (Week 8)

Independence Day Holiday (Sunday)

6.12.2026

Easter

26.3.-29.3.2027

May Day (Saturday)

1.5.2027

Ascension Day (Thursday)

6.5.2027

Extra Holiday (Friday)

7.5.2027

Terms

Term I: Wednesday, August 12 – Wednesday, September 30

Term II: Thursday, October 1 – Thursday, November 26

Term III: Friday, November 27 – Wednesday, February 3

Term IV: Thursday, February 4 – Wednesday, April 7

Term V: Thursday, April 8 – Saturday, June 5

MS & HS Homeroom & Group Advisor Lessons at 13.00-13.40 on the following dates:

Tuesday, August 18

Tuesday, September 8

Tuesday, October 6

Tuesday, November 3

Tuesday, December 1

Tuesday, January 19

Tuesday, February 9

Tuesday, March 9

Tuesday, April 20

Tuesday, May 11

Assemblies (Auditorium)

Wednesday, August 12, at 9.00 (Term I)

Thursday, October 1, at 13.00 (Term II)

Monday, January 11, at 13.00 (Spring semester/Term III)

Friday, February 5, at 13.00 (Term IV)

Wednesday, April 14, at 13.00 (Term V)

Grade 7 Orientation (at Valimotie)

Tuesday, August 18, at 13.00-14.15.

Parents' Evenings

Middle School Wednesday, September 2 at 18.00

Grade 9 Yhteishaku Tuesday, January 19 at 17.00

Divine Services and Alternative Programs - Families welcome

Tuesday, September 1 at 9.30 at Meilahti Church (rehearsals 8.00)

Saturday, December 19 at 9.30 at Meilahti Church (rehearsals 8.00)

Friday, May 28 at 9.30 at Meilahti Church (rehearsals 8.00)

Valimotie Morning Coffees for Guardians

Thursday, September 17, at 8.10-9.00

Thursday, November 12, at 8.10-9.00

Friday, January 29, at 8.10-9.00 (online)

Thursday, March 11, at 8.10-9.00

Thursday, May 13, at 8.10-9.00 (online)

Class Photos at Valimotie

Monday-Tuesday, September 7-8, from 8.15 onwards

Saturday School Days

Sports Day (Grades 1-9) on Saturday, September 12

Last Day of Fall Semester on Saturday, December 20

Grade 9 TET (Work Practice)

Monday - Friday, September 14 - 25

Move! Physical Performance Monitoring Scheme (Grade 8)

Wednesday, September 23, at 9.00-15.00

Early Dismissals

Friday, October 9, at 13.00

Saturday, December 19, TBA

Friday, February 19, at 13.00

Friday, April 30, at 13.00

Grade 8 Taidetestaajat

Tuesday, October 27, Will Funk For Food: A Fistful of Funk (Kulttuuritalo Martinus) at 13.00 (8A)

Thursday, October 29, Will Funk For Food: A Fistful of Funk (Kulttuuritalo Martinus) at 13.00 (8B)

Thursday, April 1, Sinfonia Lahti & Red Nose Company: Soivan Suomen historia at 13.00 (8A and 8B)

ENGs Grade 6 Visit

Grade 6 visiting MS at Valimotie on Friday, November 27

Independence Day Celebration

Friday, December 4 at 13.30-14.30

Dress-up Day

ENGs Grade 9 Breakfast: Applying to our High School

Wednesday, December 15, at 9.00-10.00

HS Open Houses

Wednesday, January 20 at 17.00-19.30

Tuesday, February 2 at 17.00-18.00 (Online!)

Penkkarit & Abi Show

Thursday, February 11

Olds' Dances

Thursday, February 18

Winter Sports Day

TBA

MS Entrance Exam

Tuesday, February 16, at 9.00-12.00

Joint Application Process / Yhteishaku

February 16 - March 16, 2027

Grade 8 TET (Work Practice)

Monday - Friday, March 15 - 19

Grade 9 Ring Day

Friday, April 16

Valimotie Clean-up Days

Friday, May 28, after the Divine Service and Alternative Program

Tuesday, June 1

MS Field Trip Day

Wednesday, June 2

MS Field Day at Meilahti

Friday, June 4

Dress Rehearsals at Mäntytie

Friday, June 4, TBA

Grade 9 Graduation & MS Spring Ceremonies

Saturday, June 5, at 9.00

INFORMATION FOR GUARDIANS

Office Hours

The Office at Valimotie is open from 09.00–14.00.

Communication

Communication is vital for the good of the students and the smooth functioning of the school. The school fosters close communication between guardians and teachers.

Ways to contact a teacher:

- Wilma message
- Email (firstname.lastname@engs.fi)
- Telephone (leave a request at the Office - 050 303 0103)

If you wish to meet with a teacher during school time, please make an appointment in advance.

Wilma is a convenient way to communicate. It also allows guardians to keep track of their child's schedule, absences and studies. It is the duty of guardians to inform the school of any absences via Wilma and to clear them.

Guardians must *not* share their Wilma account password with their children.

Middle School students are given their own Wilma account and therefore are able to correspond with teachers and check their homework

and test calendar as well as course grades.

New guardians: Once your child has been added to our administrative system, you will be emailed instructions on how to make your own Wilma account under yvkoulut.inschool.fi (*yksityiset ja valtion koulut*). The password may be changed once signed in.

Important information is published as announcements or sent as messages.

You are welcome to contact the principal regarding any matter of concern, preferably by making an appointment in advance, or by email or phone.

Parents' Evenings and Morning Coffees

One of the most important tasks of The English School is to keep guardians and guardians well informed about what happens in school and how their child is making progress both with their studies and socially.

There will be parent-teacher evenings arranged at the school as well as morning coffees. Guardians are offered the possibility of meeting their child's homeroom teacher and other teachers. Families are also welcome to participate in our Sports' Days and Divine Services.

The Friends of The English School

The Friends of The English School, or just the Friends, is the parents' association for The English School families.

Since The English School is an independent school, the voluntary work by the active parents is crucial for the school to function well. The Friends' activities include, for example, the traditional Christmas and Easter bazaars, pre-bazaar bees as well as the May Day Balloon Sale and assistance during the school's Sports Days. The Friends also organize Open Parents' Evenings and the Friends' Evenings.

The funds collected by the Friends are directed entirely to the school to benefit the students in various ways. In past years they have donated money for library books, musical instruments, sports and play ground equipment, stipends, video projectors, computers, mini-iPads, extra courses and club activities among other things. These donations have contributed to the wellbeing and learning of the children.

All parents are welcome to join the Friends and provide time, skills and ideas to support the school activities or voluntary work. Everybody can participate in the way that best suits them. It is also possible to donate money for the school via the Friends. Everybody's help is appreciated!

Dental Care

Those students who are residents of Helsinki have a dentist's appointment at the age of 7, 10, and 15 years. Between these times the students 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 students 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 (suunterveydenhuollon ajanvaraus).

Health Care

The school has a continuous health program staffed by a nurse and a doctor from the City of Helsinki Health Center for students in Grades1-9.

School healthcare promotes health through counseling, identifies and supports factors that promote health, and aims at early intervention if problems develop. Students in Grade 8 will have an appointment with the school doctor, and the goal is that the school nurse meets every student once during every school year. Students are referred for further examinations and treatment by the school healthcare staff when necessary. School healthcare collaborates closely with guardians and families. Should your child need medical care, he/she may visit the nurse as needed. You will be informed on which days the nurse is available at Valimotie.

If your child becomes sick, the nurse, principal or the secretary will contact you before the child is allowed to go home.

In case of a serious accident, your child will be taken immediately to the Lastenklintikka Hospital, and you will be informed.

Please note: If your child has medications to be taken during school

time, kindly notify your child's homeroom teacher and the school nurse.

Insurance

All students with a Finnish social security number (henkilötunnus) have accident insurance through the school. This insurance covers accidents that may occur in school and on the way to or from school.

In case of an accident (to and from school and during the school day) which incurs expenses, the guardians pay the expenses first and then bring all the receipts to the School Office. The school then sends them to the insurance company.

Students without a Finnish social security number must provide their own insurance.

Lost and Found Articles

The school can take no responsibility for articles lost anywhere in the building, or during school events outside the school building.

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

We encourage students to write their names on any personal items, especially black coats, which often get mixed up. There is a lost and found corner in the Tivoli lounge.

School Fees

The fee is 673 euros per academic year for students residing in Finland. The fee is paid in two installments, one at the beginning of fall and one at the beginning of spring.

Travel to and from school is not covered by the school.

School's Historical Publications (*Matrikkeli*)

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

School Lunch

The school's food service at Valimotie is provided by the CompassGroup. A healthy and balanced lunch is served every day from 11.00 to 11.55. Snack recess is at 14.15-14.30. Students may buy snacks at other times as well.

If your child has dietary restrictions, please submit to the homeroom

teacher at the beginning of each school year a doctor's certificate stating these. A form is available from the homeroom teacher or the Office and can also be found on the school's homepages under FAQ.

The lunch program has substitute foods for students with dietary restrictions so that they will always be served food they can eat. No special lunch program is provided for reasons other than medical. The alternative vegetarian menu is only for those students 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 found on the school's website. An asterisk on the menu indicates that the meat served is pork.

Please note that students are not supposed to have energy drinks at school.

School Wellbeing Group

The School Wellbeing Group consists of the student welfare group, teachers, students and guardians. The goal is to ensure favorable circumstances for good learning and to advance both the psychological and physical health of the whole school.

School wellbeing is an important part of the school's educational and teaching task where the whole school is the focus. School wellbeing is primarily preventive in nature, and its goal is to support and advance the entire school community's welfare.

The student welfare group's composition varies according to the needs of the student. The objective of student welfare is the early recognition and prevention, amelioration and finally elimination of obstacles to learning, learning difficulties and other problems connected with school-work. Students have the right to the services of student welfare in order to participate in education to their full potential.

Individual student welfare comprises the services of the school nurse, doctor, psychologist, social worker and a multidisciplinary expert

group. The composition of this group varies, but may include principals, teachers, parents, the school nurse, the school psychologist, the school social worker and even other experts—all depending on the needs of the student.

School Social Worker

The school social worker is at either Mäntytie or Valimotie every day. The social worker's goal is to promote the wellbeing of the student. Students can turn to the social worker in matters relating to studying, relationships and any other problems that crop up in daily life. When appropriate, the school social worker works with guardians, other members of the school staff, and with organizations outside the school to help students.

Vacation Policy

In general, our vacation time is similar to that of Finnish schools.

School attendance and full participation are the student's work. From the beginning, we wish to educate our students in the attitude of a responsible citizen toward their work.

Therefore, we kindly ask that you respect the school calendar and plan your activities in a way that does not affect school attendance.

On rare occasions, there may be serious reasons that warrant a student's absence from attending school: special family events, for example, or a competition/performance/camp in a serious hobby, which the student is able to carry out without it interfering with their work.

In such cases (always an EXCEPTION), please do the following:

1. Use the form in Wilma to apply for 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, who decides for absences of 1–3 days. The principal decides for absences of 4 days or more.
3. In the case of a single lesson (e.g. dentist or doctor's appointment), please notify the subject teacher of the missed lesson with a Wilma message.

The school will follow the amount of extra vacation time granted to a student. It is the student's responsibility to find out and take care of the schoolwork they have missed because of the extra vacation. The teacher is under no obligation to provide the student with extra instruction or study material, or to arrange extra tests for the student. Please understand that missed class participation and schoolwork can affect a student's grade.

INFORMATION FOR STUDENTS

The purpose of this booklet is to give you an orientation for planning your studies and guidance for your everyday work. Of course, no booklet can cover all possible events or options. Please ask your homeroom teacher, the guidance counselor, your teachers, or the office if something is unclear or you are uncertain of the principles of the school in some respect.

VALIMOTIE GUIDELINES AND RULES

At The English School, we share the core values of COMPASSION, INTEGRITY and EXCELLENCE. By behaving well and taking others into consideration, we are helping to promote peace in our school and a successful learning and working atmosphere. The school rules – and the values underlying them – are important guidelines for interacting with your fellow students, teachers and other staff.

We observe the following values every day:

- Mutual respect
- Joy of learning
- A high work ethic
- Honesty
- Responsibility
- Loyalty
- Forgiveness
- Spirit of service

The English School student understands right from wrong, knows the school guidelines, rules and policies and is committed to following them. The student learns and understands ways to promote and maintain the kind of Engs-atmosphere that the school is known for. The guidelines have been set to pro-

mote 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.

Studying at The English School means a commitment to follow its rules, regulations, and guidelines. In addition to the guidelines, the Mäntytie campus and Valimotie campus each have their own school-specific rules that help maintain a safe and peaceful learning environment for all.

Breaking these 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.

Students are expected to take responsibility for their own actions and to assume the consequences of misbehavior. These consequences will vary depending on the seriousness of the infraction.

Disciplinary actions include the following:

1. Disciplinary educational discussion (kasvatuskeskustelu)
2. Detention
3. An oral warning by the principal
4. A written warning by the principal
5. The Board of Directors can suspend a student from school for a limited period of time

Before a written warning is issued, the student has the right to be heard, and before any specified suspension or warning from the Board, the student and the guardian have the right to be heard by the Board. The reason for the suspension or warning is to be explained clearly to the student and guardian.

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 dur-

ing 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 equipment needed for the day ahead, maximizes the learning potential.

6 • Be industrious.

Putting in your best effort maximizes 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.

Rules of Conduct at Valimotie

In accordance with Section 29 of the Basic Education Act and Section 40 of the Upper Secondary School Act, the purpose of the rules of conduct is to promote internal order within the school, ensure the smooth progress of studies, and support the safety and comfort of the school community.

1. School hours include the school day as per the timetable, school meals, recesses, and school-organized trips, camps, sports days, celebrations, and other events. The school area includes Valimotie 17–19 and Mäntytie 14.
2. Every student in middle or high school has the right to participate in education safely and to be treated equally and fairly.
3. Every student is obligated to attend lessons according to the timetable and complete assignments given by the teacher diligently during

school hours and homework during free time.

4. Every student must be considerate of others, use appropriate language, follow good manners, and respect others' right to study and work in peace.
5. Cheating, plagiarism, and using quotations without sources are prohibited. The use of AI is allowed according to the teacher's instructions.
6. Students must dress in a way that allows them to participate safely in education without offending anyone. Teachers will provide specific guidance on appropriate attire for different learning situations.
7. Eating, drinking, or chewing gum is not allowed during lessons; these are reserved for recess.
8. In middle school, students may not leave the school premises during the school day without permission from a teacher or other school staff. Transitions between campuses listed in the timetable are allowed. In high school, students may leave the school premises between lessons.
9. Mobile phones or other devices may not be used during lessons unless permitted by the teacher for learning purposes or by the principal/teacher for personal health reasons or as an aid.
10. In middle school, phones and other mobile devices must be stored in the student's locker or bag during the school day and may not be used during recess or lunch.
11. In high school, phones and other mobile devices must be stored in the student's locker or bag and may not be used during recess or lunch.
12. During transitions (Valimotie – Mäntytie – sports facilities), students may use phones and other digital devices.
13. With teacher permission, students may use phones during lessons to contact guardians in urgent situations, such as illness. Students always have the right to call emergency services in an emergency without staff permission.
14. Phones or other devices may not be used to photograph or video others without the permission of both the teacher and the person being recorded.
15. Possession and use of tobacco products, e-cigarettes, alcohol, and drugs are prohibited.
16. Weapons, fire-starting tools, or other dangerous items or items intended to harm others or property are not allowed at school.

17. A student who disrupts teaching, otherwise violates school order, or acts dishonestly may be assigned to a disciplinary discussion or detention for up to two hours in middle school. A student who disrupts teaching, violates school order, or acts dishonestly may also receive a written warning. If the violation is serious or if the student continues inappropriate behavior, the student may be suspended for up to three months.
18. If a student disrupts a lesson or school event, they may be asked to leave the premises. If the disruption is excessive or the student threatens the safety of others, they may be denied instruction for the rest of the day and the following school day.
19. Prohibited items or substances, or items that disrupt teaching or learning, may be confiscated. A student's belongings, locker, and outer clothing may be inspected to confiscate such items if possession is evident and the student refuses to hand them over or cannot reliably prove they do not have them.

Classroom Behavior

Students are expected to participate in basic education, to conscientiously complete their assignments, and to behave in a proper way (Basic Education Act 35§). The school must guarantee a safe and sound environment for everybody. This involves planning a curriculum that discourages violence, bullying, and misbehavior. When inappropriate behavior occurs, the school is obliged to enforce the school rules.

Truancy and serious misbehavior are signs that a student is in need of support. The school's Student Welfare group is in place to provide support to students, guardians, and teachers, and to guide students and their families to valuable sources of support that exist outside the school. In cases of serious misconduct or criminal behavior, the matter is taken to the school's Board of Directors, which decides whether a student should receive a written warning or be suspended from school for up to three months.

Strategy for Handling Bullying

In line with our values, The English School does not accept bullying in any form. Prevention includes the development of communication skills, training of empathy, group dynamics, and each homeroom class developing its own set of rules to which its members are committed in creating a safe and open environment.

All school staff members take part in preventive work. A central role is played by the teachers (especially homeroom teachers), the special ed-

ucation teacher, the nurse, the psychologist, the guidance counselors and the peer counselors.

The Criteria for Bullying

The criteria for bullying includes: duration and frequency, intentionality, subjective experience, the position or helplessness of the victim, awareness, and the desire on part of the instigator to hurt, threaten or scare.

The Early Action Stages

1. Perception
2. Careful assessment and documentation of the case
3. Contact and cooperation with the homes involved
4. Discussing the problem in the Student Welfare Group
 - What to do and how to help the children involved
 - Who is in charge, work division
 - Agreement on follow-up and evaluation

The aim of disciplinary measures is to intervene in the bullying and make it stop. The school also works hard to create a culture that prevents bullying.

School Policy on Drugs

The policy is of zero tolerance. The following actions are taken when drugs are discovered at school:

Since the possession of drugs and using drugs is illegal in Finland, the police are informed immediately and called to the school. The police then decide how best to proceed in the matter. The school also contacts immediately, without hesitation and without prior warning, the child protection authorities (Lastensuojeluviranomaiset) and informs the student's parents or guardian. The police and child protection authorities decide their actions, and, in all cases, the school cooperates and provides them with information they need.

The school's Board of Directors is the first instance (after immediate acts by the principal) in taking decisions. That is, the Board can give a strict written warning or from one to three months' suspension. The Board is the first and last instance for decision making in matters of this. The process that ensues after the crime is discovered depends on whether the student is less than 15 years of age. When a student is 15 years or older, criminal law is followed and the court decides on the punishment. However, when a student is under 15 years of age, and the police cannot take further action, the school's Board will.

Informing guardians about illegal acts is the principal's responsibility, but the principal follows police orders. This may affect how soon and what information can be shared. The families directly involved are kept informed during the process.

Attendance & Absence

Each student 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.

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

If a student becomes sick during school hours, he/she must notify the homeroom teacher, the subject teacher, or the Office before leaving school.

Teachers mark all absences in Wilma and absences should be cleared by the guardian as soon as possible. Guardians are asked to regularly check the status of their child's attendance at school by checking Wilma. New guardians will be given information on how to open a Wilma account.

Work Missed

After each absence it is the **responsibility of the student** to contact teachers to find out what work/tests have been missed and to make arrangements for catching up. Unauthorized absences – whether from class or school – are considered unacceptable behavior and result in losing the privilege of making up the work or test missed.

Tardiness

Students must be on time for each class. Repeated tardiness without a reasonable excuse will result in detention and the homeroom teacher will contact the guardians. Tardiness of thirty (30) minutes or more is considered an absence from that lesson.

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

Recesses

Recesses are meant for relaxation, using the toilet, and for going to your lockers to get what you need for the next lesson. Thanks to donations from the Friends, students have sports equipment they can use outdoors in the small courtyard. Students may also spend time in the Game Room or the Library at specified times. The outdoor yard is open for Middle School students during lunchtime and afternoon recess.

Students are not allowed to stay in the classroom without a teacher present. Classrooms are locked during recess.

Transferring Between Valimotie and Mäntytiie

Some Middle School lessons, such as Physical Education and Crafts, are offered at Mäntytiie. Special arrangements have been made in the schedule to allow students enough time to transfer by public bus or train between the schools.

Leaving School Grounds

Middle School students may not leave the school grounds without the explicit permission of the homeroom teacher, another teacher, or the principal. Transferring between Mäntytiie and Valimotie lessons is, of course, an exception. Occasions when such permission can be granted are, for example, medical appointments that cannot be scheduled after school hours. In such cases, guardians are to request this permission by a Wilma message to the homeroom or subject teacher.

When P.E. lessons are held outside school or students go on field trips or other class activities away from the school grounds, students are expected to stay with their group.

The school is not responsible for students who leave the grounds or their groups without permission.

Trespassing on the surrounding properties is strictly forbidden.

School Attire

Attire is not only a reflection of the individual student, but also of the general learning environment. Students and staff are asked to wear appropriate, comfortable and safe clothing that is neat, clean and in good taste. For physical education lessons, the teacher will guide students as to what is safe and appropriate clothing for each sport.

In class and in the cafeteria, students should remove sunglasses, hoods,

hats, beanies and caps. Students do have the right to wear religious attire in school, including turbans, yarmulkes, and head scarves. Indecent, sexually or violently explicit, or drug-related statements and graphics on clothing are not permitted.

Dress-up Days

On special occasions, such as Independence Day, Divine Services, and Graduation, students should dress appropriately, keeping in mind that this is an academic institution where we want to honor our performers, speakers and graduates on these special occasions.

Blue jeans, sweatpants, shorts, T-shirts, torn or ripped clothing, hoodies and sweatshirts are not appropriate on these days.

Computer Policy

The school is introducing a policy of personal laptops in Middle School. Students in Grade 7 are loaned a school laptop to be used in lessons and at home to do homework. Two desktop computers are also available for student use during recesses. They are **not for personal entertainment**. Because computers are in constant use, access is limited to meaningful work only. Downloading programs from the Internet and playing videos and games is strictly prohibited. Such actions increase the risk of viruses and the corruption of the operation systems. Misuse of the computer facilities will result in loss of computer privileges. No eating or drinking is allowed while using a school computer. Google Educational Applications are widely used. Teachers will introduce the use of them to the students.

Visitors

For safety reasons NO OUTSIDERS are allowed on school premises, whether it be at Mäntytiie or Valimotie.

At Valimotie, all guests must first report to the front desk on the 1st floor of Valimotie and wear a visitor's pass while they are in the building. The visitor should then report to the school's Office on the 2nd floor.

At Mäntytiie, guests report to the Office on the 2nd floor.

Students may not ask their friends to visit the school or classes without prior permission from the principal.

STUDIES

Class Schedule

At Valimotie, school doors open at 7.45 and lock at 16.00.

At Mäntytie, school doors open at 8.00 and lock at 16.00. The main door should only be used when the back door facing Paciuksenkatu is locked.

Attendance is taken each lesson. Tardiness and absences are recorded at that time. The school day begins according to each student's schedule.

Clubs are scheduled before or after regular class hours.

Homeroom

Each student has his/her own homeroom and a homeroom teacher. The homeroom teacher distributes and collects information, provides the necessary forms, and organizes activities. Homeroom teachers are also there to guide the students in their growth and development and supervise class activities. Guardians and students should feel free to contact him/her if they have any concerns related to school.

Personal Space

Each student in Middle School has an individual locker.

New lockers have been installed August 2024 and students will receive instructions on how to use the combination locks (no keys needed). The lockers are school property; if any damage is done to them, students have to cover the costs. As the lockers are school property, school staff can inspect the content of the lockers.

Cabinet space is available for special projects—whether completed or still in progress. It is the students' responsibility to see that work is safely stored before leaving the classroom.

Personal Possessions

Please avoid bringing valuables or large amounts of money to school. Should you be in an exceptional situation where it is necessary to bring to school something of value or a large amount of money, please leave it at the Office.

Homework

Students usually have homework. The time devoted to homework will

vary according to the nature of the assignment and the ability of each student to concentrate on his/her work. Students are expected to learn how to manage their study time in order to meet the requirements of their daily schedule. They are not exempt from other homework while studying for a test. Tests are usually scheduled in advance thus giving time to study before the eve of the test. Longer research papers and reports are also assigned several weeks before they are due. Students are expected to arrange their time in such a way as not to have to crowd the assignment into the last couple of days before the report is due. A test and major project calendar can be found in Wilma.

Note to guardians: There are many kinds of assignments given by teachers. Usually there is homework every day. If your son/daughter repeatedly answers he/she has no homework, it would be good to verify what he/she understands by homework. Sometimes it may be thinking, studying from notes taken in class, reading, etc. It is not always a written, workbook type of assignment.

Library

You are welcome to the library to borrow, to sojourn, to study, to read magazines and books during the opening hours. The library offers you free of charge versatile collections, modern equipment and information retrieval methods, library facilities and the expertise of the staff members. It is important to learn how to use the library. For quiet study, you may also use the Reading Room. Despite the many regulations, the librarian is there to help you. Just ask!

Report Cards and Promotion

Report cards are given in Grades 7–9 at the end of each semester, an intermediate report (*välitodistus*) at the end of the fall semester and a school-year report (*lukuvuositodistus*) at the end of the spring semester.

For Grades 7–9, the standard Finnish grading system of numbers 4–10 is used;

- 10 – excellent
- 9 – very good
- 8 – good
- 7 – satisfactory
- 6 – moderate
- 5 – adequate
- 4 – failing

The student is promoted to the next grade if he/she has acceptably

completed all studies in the subjects included in the syllabus for the grade in question. However, it is possible to retain a student in a grade even without failing performances if this is considered necessary for the student's general success in school. In this case the student's guardian/guardian will be heard before the decision is made.

When giving grades, test and quiz scores are combined with the subject teacher's evaluation of the student's work in class as well as homework assignments.

A behavior grade is also given. A grade of 6 or below indicates that serious misconduct has occurred.

Participation in the Student Council, clubs, and other activities is noted on the report card in the space provided for comments or on the appendix to the basic education certificate.

At the end of Class 9, the Basic Education Certificate (päättötodistus) is issued with only one number grade for each subject studied during Grades 1-9. The final grade is formed by assessing the student's performance according to the national criteria for the final assessment. The student's performance is assessed on the basis of diverse evidence and the assessment of work skills is incorporated into the grade for the subject.

Make-up Test Day —Ehdot

Make-up Examinations for students in Classes 7 – 9 will be given on Friday, June 11, 2027.

Scholarships and Awards

The Friends of The English School provide money for scholarships to be given out to the students in the Spring Closing Ceremonies. The teachers together select the students who receive the scholarships. Talents and special skills in academic and non-academic subjects as well as in social areas are taken into consideration.

The Sisters of the Most Precious Blood Award

The school honors those Grade 9 students, who throughout their years at The English School have exemplified in an outstanding way a spirit of joy, a sense of gratitude and a concern for and cooperation with students, staff and others.

School Supplies and Books

Students receive textbooks, workbooks, and other materials from the school for their use. Each student is personally responsible for the material he/she receives. Books used for more than one year are to be covered and students are expected to take special care of them. These books are handed back to the teacher at the end of the year.

Should a student damage or lose a book, school equipment or other school property, he/she will be required to pay a fine or the replacement cost of the damaged or lost item. A bill for the appropriate amount will be sent to the guardians.

Students are expected to have paper, pencils, gym clothes, textbooks, and other supplies needed for each class.

ACTIVITIES

Field Trips

Field trips such as a visit to a museum, theater, newspaper, special exhibits and so on may be planned in order to enrich the students' learning experience.

In addition to such field trips, once during a year an all-day trip may be organized for each class. These are day trips only. The teachers, guardians and students will select the destination together. The cost of these trips will be through students' fundraising with some support from the school.

Final approval of all trips rests with the principal.

Special Events

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

Student Council

The Student Council consists of the President, the Vice-President, Secretary, Treasurer and the Sergeant-at-Arms. The President and the Vice-President are elected from Class 9. The Secretary, Treasurer and the Sergeant-at-Arms may be from either Class 7, 8 or 9. From each of

the Classes 7–9, two representatives are elected. These representatives attend all meetings and are responsible for informing their homeroom class about the business of the Council. They also provide feedback from the class to the Council. The representatives and the Council carry out activities planned by the Council.

After approval by the Head of the Student Council, all final decisions and arrangements must be cleared with the principal. A copy of the minutes of Student Council meetings is also given to the principal.

The Middle School Student Council has its own meeting room at Valimotie, which it shares with the High School Student Council.

Announcement to the Guardians of Classes 7–9 About Hazardous Work

Following the national core curriculum for basic education as approved by the National Board of Education, in Classes 7–9 the syllabi of Technical Work, Physics and Chemistry, possibly also of Biology, Art and Home Economics include work where students use tools and substances listed in the Government Decree 475/2006 on hazardous work for young workers.

According to the Government Decree the students in basic education from Class 7 onward can, regardless of their age, carry out hazardous work meant in the decree under teacher's instructions and immediate supervision, if this is considered necessary in order to meet the requirements of the syllabus and if this can be done safely. Special attention must be paid on the safe use of the tools and safety equipment and their suitability to students. Examples listed in the decree are categorized under mechanical, chemical, physical, electric, and biological hazards, as well as excessive physical stress.

The decree requires that the guardians of students in Classes 7–9 are informed beforehand about hazardous work and the reasons for this. In the above-mentioned subjects, students will use, for example, band saw(s), table saw(s), surface planer(s), gas welding equipment as well as chemicals like mild acids, and electric tools.

In Classes 1–6 the use of substances, machines, and tools mentioned in the decree is not allowed.

For further information, please contact the principal or the teachers of the above mentioned subjects.

VALIMOTIE DAILY SCHEDULE

STUDENTS ALLOWED IN THE COURTYARD

Middle School 10.55–11.55; 14.15–14.30

High School 12.00–14.30
(unsupervised until 14:15)

8.10

LESSON 1

9.25

RECESS 10 min.

LUNCH SCHEDULE

Grades 7 & 8

Lunch 11.00–11.35 (incl. recess)

Lesson 3 11.35–12.50

Grade 9

Lunch 11.25–11.55

Lesson 3 11.05–11.25; 11.55–12.50

9.35 MORNING OPENING

9.40

LESSON 2

10.55

RECESS 10 min.

HS Group 1

Lunch 11.35–12.05

Lesson 3 11.05–11.35; 12.05–12.50

11.05

LESSON 3

12.50

RECESS 10 min.

HS Group 2

Lunch 11.50–12.20

Lesson 3 11.05–11.50; 12.20–12.50

13.00

LESSON 4

14.15

HS Group 3

Lunch 12.20–12.50

Lesson 3 11.05–12.20

SNACK & TRANSFER RECESS 15 min.

14.30

LESSON 5

15.45



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