

# *The English School*

## *Engs*

*Grades 1-6 Handbook*

*2019 – 2020*



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

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## CALENDAR 2019-2020 Grades 1-6

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

**Fall Semester Thursday, August 8th, 2019 – Thursday, December 19th, 2019**

**Spring Semester Tuesday, January 7th, 2020 – Saturday, May 30th, 2020**

### Holidays

Fall Holiday: Monday, October 14th- Friday, October 18th, 2019 (Week 42)

Christmas Holiday: Thursday, December 20th, 2019 - Monday, January 6th, 2020

Ski Holiday: Monday, February 17th – Friday, February 21st, 2020 (Week 8)

All Public Holidays\*

### Compulsory Make-up Days

Sports Day Classes 1-9 on Saturday, September 7th, 2019

### School days and Vacations 2019-2020

Fall Term, syyslukukausi	91 school days
Fall Term Begins (Thursday)	8.8.2019
1-9 Sports day (Saturday)	7.9.2019
Fall break, week 42	14.-18.10.2019
Independence Day* (Friday)	6.12.2019
Fall Term ends (Thursday)	19.12.2019
Spring term, kevätlukukausi	96 school days
Spring Term begins (Tuesday)	7.1.2020
Spring break (hiihtoloma), week 8	17.-21.2.2020
Easter* (Friday-Monday)	10.-13.4.2020
May Day* (Friday)	1.5.2020
Ascension Day* (Thursday)	21.5.2020
Spring Term ends (Saturday)	30.5.2020

## CONTACT INFORMATION

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

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

### Board of Trustees

Mikael Paul, Chairman  
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Seija Kiiskinen, Principal  
Minna Akkanen, Administrative Director

<b>Director</b>	Petri Vuorinen
<b>Principal, Preschool and Grades 1–6</b>	Päivi Lucander
<b>Principal, Grades 7–9 and High School</b>	Seija Kiiskinen

## FACULTY 2019-2020

**Petri Vuorinen**, Director

**Päivi Lucander**, Principal, Preschool, Grades 1 – 6 & Afternoon Care

Aro Sophie, Spring term	Homeroom 3a
Calonius Lauri	Ethics
Cantell Merituuli	Music 4-6
Cox Callum	Preschool 1
Felt Hanna	Swedish, German
Fosse Sven	School Assistant
Huhtinen Päivi	Art and Design 4-6
Hyvönen Naomy	Preschool Assistant
Hämäläinen Leija	Homeroom 2b
Ikonen Elina	Homeroom 2a
Jacob Stephen	Homeroom 6a
Kaufmann Saarinen Andrea	Preschool 2
Kokko Marja	Homeroom 3b
Kontto Mikko	Homeroom 5b
Korpi Saarah	Islamic Religion
Kurki Katriina	French
Laitinen Sanna	Homeroom 6b
Law Hanna	Homeroom 1b
Majuri Riikka	Special Education, Textile Work 7
Mattila Hanna	Preschool 1
Mikkilä-Huttunen Leena	Orthodox Religion
Möller Kaisu	Homeroom 5a
Nyholm Jutta	Physical Education
Oakley David	Preschool Assistant
Peura Sarolta	Catholic Religion
Saukkonen Susanna	Homeroom 4a
Slögs Angelica	School Assistant
Stern Jenna, Fall term	Homeroom 3a
Söderqvist Esa	Physical Education
Tudor Alan	Technical Work
Wales Emma	Homeroom 4b
Witter Karolina	Preschool 2
Winter Kaarina	Homeroom 1a

## 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 3030103
<b>Librarian</b>	Klaus Kiljunen	<a href="mailto:klaus.kiljunen@engs.fi">klaus.kiljunen@engs.fi</a>
<b>School Social Worker</b>	Hanna Illikainen	<a href="mailto:hanna.illikainen@hel.fi">hanna.illikainen@hel.fi</a> 040 660 8696
<b>School Psychologist</b>	Hanna Martikainen	<a href="mailto:hanna.martikainen@hel.fi">hanna.martikainen@hel.fi</a> 050 401 3350
<b>Special Education</b>	Riikka Majuri	<a href="mailto:riikka.majuri@engs.fi">riikka.majuri@engs.fi</a> 050 3244565
<b>School Nurse</b>	Tuire Suvanen	<a href="mailto:tuire.suvanen@hel.fi">tuire.suvanen@hel.fi</a> 050 310 5611
<b>Afternoon care</b>	Susanna Tunturi-Anttila Sven Fosse Irina Malyukova	045 112 4822 050 303 0405
<b>Food Service</b>	Fazer-Amica	<a href="mailto:englantilainenkoulu@amica.fi">englantilainenkoulu@amica.fi</a>
<b>Friends of the English School</b>		<a href="mailto:friends.englishschool@gmail.com">friends.englishschool@gmail.com</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.

## **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 kanssaihmiä kohtaan toimivat kasvun aineksina kohti hyvää ihmisyyttä. Hyvä ihmisyyttä 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 juhla-kulttuuriamme. Kun maailma avautuu ja yhteiskunnat kansainvälistyvät muuttuvat kansalaisuuden ja kansallisuuden merkitykset. Maailman kansalainen ajattelee laajasti ja tulee osalliseksi koko maailmaa koskevista 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 kestävä 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. Kouluyhteisössämme tehdään työtä positiivisella asenteella, kannetaan vastuu omasta toiminnasta ja jaetaan vastuuta.

Sivistys koulussamme on erilaisuuden, erilaisten näkemysten, mielipiteiden ja elämänkatsomusten 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. A teacher may contact parents whenever he/she believes it will help a student. Parents are also encouraged to contact teachers when they feel the need to do so. The teachers are happy to return telephone requests left to the school office, and e-mail addresses are also available. If you wish to speak with a teacher during school time, please make an appointment in advance.

In addition, 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 explain possible absences.

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

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.

## **Elementary School**

One of the most important tasks of The English School is to keep the parents 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. The parents are offered the possibility of meeting their child's homeroom teacher and other teachers and to discuss the progress of their child in different subjects. Parents are also welcome to participate in our Sports' Days and Divine Services.

The teachers would also like to simplify and facilitate communication with parents by using e-mail, Wilma, phone or letter, or by meeting in person.

Both teachers and parents are encouraged to contact one another whenever the need arises!

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

The Friends of The English School, "the Friends", is the parents' association for The English School families. Since The English School is a private school, the voluntary

work by the active parents is crucial for the school functions. The Friends' activities include, for example, the traditional Christmas and Easter bazaars, pre-Bazaar bees as well as Vappu Balloon Sale and assistance during the School's Sports Day. 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 playground equipment, scholarships, video projectors, computers, mini iPads and club activities among other things. These donations have contributed to the well-being 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!

NEW!

The Parents of each grade are responsible of the Events with the help of the Board of The Friends of The English School as follows:

Grade 1: Theatre ticket project, fall and spring and Bees on Saturday/Christmas Bazaar

Grade 2: Lottery, Christmas Bazaar and Bees on Saturday

Grade 3: Lottery, Easter Bazaar and Bees on Saturday

Grade 5: Flea market, Christmas Bazaar

Grade 4 is raising funds for Camp School by organizing Iltamat and grade 6 by organizing Fall Bazaar.

## **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 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 of grades 1 – 6. Preschool pupils' health care is with the child's own child welfare clinic (*neuvola*).

School health care promotes health through health counseling, identifies and supports factors that promote health, and aims at early intervention if problems develop. 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. School health care collaborates closely with parents 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.

If your child becomes sick, the nurse or the secretary will contact you before the child is sent home.

In case of a serious accident, your child will be taken immediately to the 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.

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. We recommend going to a health care center (*terveyskeskus*) in the first place.

Moreover, this insurance does not cover illness—whether 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, either in the cloakroom, the corridors or in the classrooms, or anywhere else in the building, or in school events outside the school building. **We ask you to mark your child's clothing with his/her 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 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 Fazer-Amica. 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 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 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 on the classroom's bulletin board and on the school's website. An asterisk on the menu indicates that the meat served is pork.

The afternoon recess after 5<sup>th</sup> or 6<sup>th</sup> period is longer so that pupils have time for a snack. They can bring their own snack, or buy one from the cafeteria. Please note that pupils are not allowed to bring candy or soft drinks or energy drinks to school.

## Student Welfare

The goal of student welfare is to ensure favorable circumstances for good 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 finally 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 school nurse, doctor, psychologist, social worker and a multidisciplinary expert group. The composition of this group varies, but may include principals, teachers, parents, school nurse, psychologist, social worker and even other experts—all depending on the needs of the student.

### **School Social Worker**

The social worker's goal is to promote the wellbeing of the student. Students can turn to the social worker in matters relating to school work, relationships and any other problems that crop up in daily life. When appropriate, the school social worker works with parents, other members of the school staff and with organizations outside the school to help students feel better.

### **Vacation Policy**

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

School attendance and full participation are the pupil's work. From the beginning we wish to educate our pupils in the attitude of a responsible citizen toward his/her work. Such an education cannot begin too early. A preschool child can already be expected to assume responsibility toward his/her work. **Therefore, we kindly ask you also to 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 pupil's absence from school: special family events; a competition/performance in a serious hobby which the pupil is able to carry out without its interfering with his/her 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) In case of a competition/performance, a paper copy of the hobby director's statement should be brought or sent by email to Homeroom teacher or Principal.
- 3) 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.



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 he/she has 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 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. **The main door should only be used when the other doors are closed.**

Attendance is taken each period. Tardiness and absences are recorded at that time.

The school day begins according to each pupil's schedule. Pupils are not allowed to spend time inside the school building before or after their scheduled school day.

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

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 his/her own homeroom and a homeroom teacher. The homeroom teacher distributes and collects information, records lateness, provides the necessary forms, etc. Homeroom teachers are also there to guide the pupils in their growth and development and supervise class activities. Parents and pupils should feel free to contact him/her if they have any concerns related to homeroom matters.

#### **Personal Space**

Each pupil in Classes 1–6 has a designated desk in the homeroom where he/she can keep the material needed for classes. Bookshelves or cabinets are also available for storing textbooks. Notebooks, papers and other loose items are better stored in the desks. At the end of each school day, all books should be back in the

cabinets/shelves or taken home.

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

### **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, please leave it at the Office. **Mobile phones must be out of sight and silent during school days!**

### **Homework**

Pupils ordinarily have homework. The purpose of homework may be to reinforce the material covered during class time, to study for a quiz or a test, to do outside reading, etc. The time devoted to homework will vary according to the nature of the assignment and the ability of each pupil to concentrate on his/her work. Pupils 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. Pupils 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.

**NOTE TO PARENTS:** 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 use appliances, 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. When you start from scratch and visit the library for the very first time you should be accompanied by somebody who is experienced at using libraries. The library staff will help you as well.

It is important to behave yourself at the library. Why is that? Because when you take into consideration other people, everyone will enjoy themselves.

Despite the many regulations, the librarian is there to help you. Just ask!

## **Report Cards and Promotion**

### **Classes 1–6**

Report cards are given at the end of each semester, fall and spring. Classes 1–4 receive written evaluations. Classes 1–2 receive a school-year report in the spring. Evaluation discussions between the class teacher and parents take place in January to evaluate the pupil's progress during the fall semester. Report cards are given to Classes 3–6 at the end of each semester, an intermediate report at the end of the fall semester and a school-year report at the end of the spring semester. For Classes 5–6 the standard Finnish grading system is used: numbers 4–10; 10 – excellent, 9 – very good, 8 – good, 7 – satisfactory, 6 – moderate, 5 – adequate, 4 – failing.

The pupil 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 pupil in a grade even without failing performances if this is considered necessary for the pupil's general success in school. In this case the pupil's parent/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 pupil'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, a basic education certificate is issued with only one number grade for each subject studied during the Lower and Middle School years. The final grade is formed by assessing the pupil's performance according to the national criteria for the final assessment. The pupil'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 pupils Classes 5–6 will be given on Friday, June 5<sup>th</sup>, 2020.

### **Scholarships and Awards**

The Friends of The English School provide money for scholarships to be given out to

the pupils of the school in the Spring Closing Ceremonies. The teachers together select the pupils who receive the scholarships. Talents and special skills in academic and non-academic subjects as well as in social areas are taken into consideration.

### **Smiling Boy and Smiling Girl, Student of the Year**

The Smiling Boy and Smiling Girl awards are given to pupils from grades 1–4 and the Student of the Year Award to pupils from grades 5 and 6 who have shown friendship, cheerfulness and politeness throughout the year. Each class selects the pupils to be awarded. A pupil can receive these awards only once.

### **School Supplies and Books**

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

Should a pupil 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. The school also includes desks, chairs, windows, walls, etc. A bill for the appropriate amount will be sent to the parents.

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

### **School's Historical Publications (matrikkeli)**

Parents may inform the school if they do not want their child's photo and name 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 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 parent as soon as possible. Parents are asked to regularly check the status of their child's attendance at school by checking Wilma. New parents will be given keycodes for Wilma during August.

### Work Missed

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

Unauthorized absences—whether from class or school—is considered unacceptable behavior and results in losing the privilege of making up the work or test missed.

### Recesses

Classes 1–6 go out to the yard under a teacher's supervision for the outside recesses. Shorter recesses are for changing classrooms and getting fresh air into the classrooms.

Pupils are not allowed to stay in the classrooms without a teacher present.

Classrooms are locked during recesses.

### 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 request this permission by **written** note to be handed to the homeroom teacher early in the

morning.

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**

**Since the school is the pupil's work place, we request that the pupils be appropriately dressed for school. Shoes worn outside are removed when entering the building.** Every pupil should have a pair of indoor shoes, which he/she can wear instead of outdoor shoes or boots. This applies to all pupils/students (including the High School) as well as to the staff. Special clothing is needed for Physical Education classes and the gym teachers will indicate the clothing proper for each activity.

### **Dress-up Days**

On special occasions, when there are presentations, such as on Independence Day, or when there are celebrations, parties, Divine Services or the like, pupils should dress appropriately. Blue jeans, shorts, T-shirts, ripped clothing or sweatshirts are **not** appropriate attire on those days.

### **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, each homeroom class developing rules to which its members are committed, and creating an open environment.

All school staff takes part in preventive work. A central role is played by the teachers (especially homeroom teachers), the Special Education Teacher, the School Nurse, the School Psychologist, the School Social worker and the KiVa-school program.

### **The Criteria for Bullying**

Duration and frequency, intentionality, subjective experience, the position or helplessness of the victim, awareness, and the desire to hurt, threaten or scare.

#### **The Early Action Stages**

- Perception
- Careful assessment and documentation of the case
- Contact and cooperation with the homes
- Discussing the problem in the Student Welfare Group
  - What to do, how to help children involved
  - Who is in charge, work division

- Agree on follow-up and evaluation

## **Disciplinary measures according to the Basic Education Act**

### **School Rules / Behavior**

Pupils are expected to live up to the behavior code of the school, to carry the responsibility for their own actions and assume all the consequences. Please read the first section of the handbook, “Principles of Education at The English School” in order to understand what the school expects of you. If you do not live up to these expectations you will need to bear the consequences. These will vary depending on the seriousness of the infraction.

Each teacher will deal with minor infractions at his/her discretion. Usually a detention is issued if the infraction is repeated.

Throwing snowballs or stones is not allowed because of accidents that can and **have** occurred, seriously harming other pupils. A detention is issued in each instance.

If misbehavior demands a detention, the parents will be informed through Wilma about the reason for and the time of the detention. The sitting will be done immediately on the same day.

Examples of more serious infractions:

- harassing other pupils
- disrespect
- disregarding the indications of a teacher
- use of improper language
- cutting class of school
- defacing or otherwise damaging school or other property

In case of cheating on tests, the grade on the test in question will be a 4 and the behavior grade for that term will be no higher than 6. Needless to say, the Principal and parents will be informed.

In cases of forging a parent’s signature, smoking, theft or other unlawful acts (such as possession or use of dangerous or unlawful objects) the following measures will be taken: the Principal and parents informed; the behavior grade lowered to 6 or less; and the pupil is also subject to the legal penalties attached to such actions.

By law, smoking is not allowed in the school, in the yard or in the immediate vicinity of the school (*Tupakkalaki*). The new 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§). 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.

Basic Education Act 36§ in short: When a pupil misbehaves, the teacher 1. asks the pupil to stop misbehaving and disrupting the lesson, 2. orders the pupil to leave the classroom, 3. hands out up to two hours of detention (parents informed), and 4. if misbehavior continues, a meeting is arranged with the pupil, parents, homeroom teacher, and the student welfare group, including the principal when necessary.

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, the principal decides if a pupil should receive a written warning, or the Board of Directors decides if the pupil should be suspended from school for up to three months.

### **Use of the Computers**

The purpose of the computer room is to give pupils the possibility to conduct research and create projects for various courses. It is not a place for personal entertainment. Because computers are in constant use, access is limited to meaningful work. Trying out downloaded programs from the Internet, playing of video files and playing of games is absolutely prohibited. Such actions increase the risk of viruses and the corruption of the operation systems. No eating or drinking is allowed in the computer room. Misuse of the computer facilities will mean the indefinite loss of computer privileges.

### **Tardiness**

Pupils must be in time for each class. Repeated tardiness without a reasonable excuse will result in detention and the homeroom teacher will contact the parents. Tardiness of fifteen (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 Office, or to any teacher available. The rest of the class waits for further instructions without disturbing other classes.

## **Visitors**

Pupils may not ask their friends to visit the school or the classes without previous permission from the Principal. All visitors are asked to wear a “VISITOR” badge, which can be obtained from the Office.

## **C. Activities**

### **Afternoon Care**

The afternoon care program in Finnish and English is available for those 1<sup>st</sup> and 2<sup>nd</sup> graders who have applied for and have been given the place the previous spring.

Afternoon activities will be provided from August 8th, 2019 to May 29th, 2020, excluding the school holidays and Saturday school days. The afternoon activities begin after the pupil’s school day and care is available until 5 p.m.

In the afternoons the children are given an opportunity to do their homework, play together, do arts and crafts, play games, play sports and also play outdoors from 1 to 2 hours a day.

### **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 early in September. The clubs may vary and may not necessarily extend throughout the entire year.

### **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 pupils’ learning experience. Each pupil pays the cost of these trips (transportation and entrance fee). These trips usually take one or two hours.

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, parents and pupils will select the destination together. The cost of these trips will be paid by the students themselves and/or through fundraising.

A field-trip permission form completed and signed by the parents is required of everyone participating in an all-day trip.

Final approval of all trips rests with the Principal.

## **Camp Schools**

### **Finland**

Traditionally, Class 4 has a 3-day camp school held at Vivamo, Lohja. Money for the trip is raised by the fourth-class parents and pupils through various fundraising projects, e.g. Iltamat. The Class 4 homeroom teacher is in charge of organizing the trip.

### **England**

The planning and organizing is by the parents, one teacher named for the project and the Principal.

Class 6 spends a week in England. The pupils begin preparing for the trip early in the year through research projects of the historic places, personalities and events they will be experiencing while in England.

Class 6 parents and pupils raise funds for the trip through various projects, e.g. Fall Bazaar.

## **Special Events**

Annual events such as Divine services, the Fall and Winter Sports Days, Unicef-walk etc. 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.

The goal of the English School is to offer an environment that supports a genuine growth of a student as a human being. The essential elements of this environment are a mutual respect that, instead of mere toleration means true valuing, belief, responsibility and good will towards others. A commitment to truth, justice, self-discipline, high work ethics, percistency and willingness to serve are values that correspond with the principles of the school and are in accordance with the development of a student's spiritual, moral, intellectual, aesthetic, social and physical assets. Parents are seen as the primary agents in the nurturing of a student. They have an essential role in the up-bringing of a student and without their support and co-operation the goals of the school can not be fully achieved.(Curriculum of the English School, 1.1 Values)

These rules have been set to promote the values of the curriculum.

1. Adhere to the school work days. Your presence is required on all school days (including Sports Day, class trips and other special days).
2. After each absence it is the duty of the student to contact each teacher to negotiate how missed work and tests are to be carried out.
3. Be in class on time. Be polite and tell the reason why you are late to the teacher.
4. Give others a chance to work in peace. Move quietly inside the school, do not disturb the classes in session.
5. During a school day you will only need equipment for studying. Mobile phones are switched to silent or shut down and out of sight for the whole day. Avoid bringing money to school if it is not needed.
6. The school is a student's place of work, where appropriate dress is expected. All students must have indoor shoes. For school celebrations and other festive occasions students must dress accordingly.
7. Enter the school yard at the earliest 15 minutes before the first lesson.
8. Recesses are spent in the school yard. Skate boards, other such equipment and all electronic gadgets are not to be used during the school day.
9. Leaving the school yard during a school day is only allowed with permission from the class teacher or principal.
10. After the school day is over you are to leave the premises immediately. Those attending afternoon care will be picked up at an agreed spot.
11. Follow directions and orders given by all adults at the school.
12. Bullying is not accepted in any form.
13. Be polite and greet when you meet someone.
14. All students must take good care of school property, equipment and also maintain the building and the cleanliness of the school yard.

A student is expected to follow the rules of the school, to carry the responsibility of their own behavior and accept the consequences of their actions. If a student does not adhere to the expectations set for their behavior, he or she must face the consequences, which vary according to the infraction.

Disciplinary actions will follow the Basic Education Act, 36§. (Chapter 7, Compulsory education

Englantilaisen koulun tavoitteena on tarjota oppilaan todellista inhimillistä kasvua tukeva ympäristö. Sen olennaisia elementtejä ovat keskinäinen kunnioitus, joka pelkän suvaitsemisen sijaan merkitsee toisen todellista arvostamista, uskoa, vastuullisuutta ja hyvää tahtoa toisia kohtaan. Sitoutuminen totuuteen, oikeudenmukaisuus, itsekuri, korkea työmoraali, sitkeys ja palvelualltius ovat koulun periaatteiden mukaisia arvoja ja sopuoinnussa oppilaan hengellisten, moraalisten, älyllisten, esteettisten, sosiaalisten ja fyysisten vahvuuksien kehittymisen kanssa. Vanhempia pidetään oppilaan ensisijaisina kasvattajina. Heillä on olennainen tehtävä kokonaisvaltaisessa kasvatustyössä ja ilman heidän tukeaan ja heidän kanssaan tehtävää yhteistyötä koulun tavoitteita ei voida täydellisesti toteuttaa. (Englantilaisen koulun Opetussuunnitelma, 1.1 Arvoperusta)

Englantilaisen koulun järjestyssäännöt on laaditty edistämään opetussuunnitelman mukaisia arvoja.

1. Noudata koulun työaikoja. Läsnäolo kaikkina koulupäivinä (sisältäen urheilu-, luokkaretki- ja muut erityispäivät) on pakollista.
2. Jokaisen poissaolon jälkeen oppilaalla on velvollisuus ottaa yhteys kuhunkin opettajaan neuvotellakseen poissaolon takia tekemättä jääneistä töistä tai mahdollisista kokeista ja sopia, miten ne voi suorittaa.
3. Tule ajoissa oppitunneille. Ole kohtelias ja kerro syy myöhästymiseen kyseisen oppiaineen opettajalle.
4. Anna työrauha. Liiku koulun sisätiloissa rauhallisesti ja hiljaa häiritsemättä meneillään olevia oppitunteja.
5. Koulupäivän aikana tarvitset vain koulu- ja opiskeluvälineitä. Kännykät pidetään äänettömällä tai suljettuna ja poissa näkyvistä koko koulupäivän ajan. Vältä myös tarpeetonta rahan tuomista kouluun.
6. Koulu on oppilaan työpaikka, joten hänen edellytetään pukeutuvan tarkoituksenmukaisesti. Jokaisella oppilaalla tulee olla sisäkengät. Koulun juhlissa ja muissa juhlavissa tilaisuuksissa oppilaiden tulee pukeutua tilanteenmukaisesti.
7. Tule koulun pihalle aikaisintaan 15 minuuttia ennen ensimmäisen oppitunnin alkua.
8. Välitunnit vietetään koulun piha-alueella. Rullalautojen tai muiden vastaavien välineiden sekä elektronisten laitteiden käyttö on kielletty koulupäivän aikana.
9. Koulualueelta poistuminen koulupäivän aikana on sallittu vain luokanopettajan tai rehtorin myöntämällä luvalla.
10. Koulupäivän päätyttyä lähde viivyttelämästä kotiin. Iltapäivätoimintaan osallistuvat oppilaat haetaan yhteisesti sovitusta paikasta.
11. Noudata kaikkien koulun aikuisten antamia ohjeita ja määräyksiä.
12. Koulun arvojen mukaisesti kiusaamista ei hyväksytä missään muodossa.
13. Ole kohtelias ja ystävällinen ja tervehdi aina tavattaessa.
14. Jokaisen oppilaan tulee huolehtia omalta osaltaan koulun omaisuudesta, tarvikkeista sekä koulun ja koulun piha-alueen kunnosta ja siisteydestä.

Oppilaan edellytetään noudattavan koulun käyttäytymissääntöjä, kantavan vastuun omasta käyttäytymisestään ja hyväksyvän toimintansa seuraukset. Mikäli oppilas ei noudata käyttäytymiselle asetettuja odotuksia, hänen täytyy hyväksyä seuraukset. Ne vaihtelevat sääntöjen rikkomusten vakavuuden mukaan.

Kurinpitoimenpiteinä noudatetaan Perusopetuslain mukaisia säännöksiä, 36§. (7 Luku. Oppivelvollisuus sekä oppilaan oikeudet ja velvollisuudet)

# DAILY SCHEDULES 2019-2020

## CLASSES 1-2

8.00  
LESSON 1  
8.50

OUTSIDE RECESS 15 min.

9.05  
LESSON 2  
9.50

9.55  
LESSON 3  
10.40

LUNCH  
45 min.

11.25  
LESSON 4  
12.10

12.15  
LESSON 5  
13.00

SNACK  
15 min.

## CLASSES 3-4

8.15  
LESSON 1  
9.05

OUTSIDE RECESS  
20 min.

9.25  
LESSON 2  
10.10

10.15  
LESSON 3  
11.00

LUNCH  
45 min.

11.45  
LESSON 4  
12.30

12.35  
LESSON 5  
13.20

SNACK

## CLASSES 5 - 6

8.15  
LESSON 1  
9.05

9.10  
LESSON 2  
9.55

OUTSIDE RECESS  
15 min

10.10  
LESSON 3  
10.55

11.00  
LESSON 4  
11.45

LUNCH  
45 min.

12.30  
LESSON 5  
13.15

## PRESCHOOL

8.00

PRESCHOOL 2

LUNCH 10.15-11.00

12.00

12.00

PRESCHOOL 1  
LUNCH 12.30-13.15

13.15  
  
LESSON 6  
  
14.00

10 min.

13.30  
  
LESSON 6  
  
14.15

13.20  
  
LESSON 6  
  
14.05

SNACK  
15 min.

14.20  
  
LESSON 7  
  
15.05

14.20  
  
LESSON 7  
  
15.05

15.10  
  
LESSON 8  
  
15.55

15.10  
  
LESSON 8  
  
15.55

16.00