

The English School Engs

Preschool 1 Handbook



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CALENDAR FOR ACADEMIC YEAR 2018–2019

August

Thursday 9 th	First day of school (12-3pm)
Monday 13 th - Friday 17 th	Shortened schedule (12-3pm)
Monday 20 th	Normal schedule begins (12-4pm)
Thursday 21 st	Parents' evening
Friday 31 st	Class photo

September

October

Tuesday 9 th	Raatikko Theatre
Monday 15 th -Friday 19 th	Fall Holiday
Wednesday 31 st	Halloween party

November

Monday 5 th - Friday 16 th	Parent-teacher conferences
Friday 9 th	Father's Day Coffee

December

Wednesday 5 th	Independence Day party
Thursday 6 th	Independence Day (no school)
Wednesday 19 th	Christmas concert
Thursday 20 th	Christmas Party (children only)
Friday 21 st - Friday 4 th Jan	Christmas holiday

January 2019

Monday 7th

Spring semester begins

February

Thursday 14th

Valentine's Day Party

Monday 18th - Friday 22nd

Ski Holiday

March

April

Monday 1st - Friday 12th

Parent-Teacher Conferences

Thursday 18th

Easter Party

Friday 19th - Monday 22nd

Easter Holiday

Tuesday 30th

May Day Party

May

Wednesday 1st

May Day holiday

Friday 10th

Mother's Day Coffee

Tuesday 21st

Spring Concert

Thursday 30th

Ascension Thursday - no school

Friday 31st

Last School Day

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 value.

PRINCIPLES OF EDUCATION IN PRESCHOOL 1

The English School Preschool 1 is an English Immersion programme for children between the ages 5 and 6. The core curriculum is based on the Finnish national curriculum and it functions as a preparation for the bilingual Elementary program of the English School. Children are offered various classroom activities, games and educational tasks, which all aim to increase the children's understanding of the English language and support them in becoming comfortable using English when interacting with the teachers and other children. In addition we have the aim to prepare them for school life.

In Preschool 1 we also emphasize the active role of children in the learning process; we encourage them to participate in various activities with enthusiasm and an open mind, and help them see that learning can be a lot of fun. Our main responsibility as teachers is to provide the children with a secure, caring and inspiring learning environment, and help them develop their confidence and sense of self-worth.

We are fully committed to trying our very best to make the children feel happy and loved at school, and we believe that mutual respect and appreciation of individual differences create a solid foundation for all the teaching and interaction in the preschool.

CURRICULUM AND EDUCATIONAL OBJECTIVES

The core contents of the preschool curriculum include:

- Individual, social and scholastic development
- Language skills (comprehension and production)

- Logical reasoning and early mathematical skills
- Understanding of the physical world
- Physical development
- Creative and artistic development
- Development of pre-reading skills

One of the main objectives of Preschool 1 is to help children adopt a positive attitude towards English language as well as learning in general. Children are exposed to the English language in a variety of ways, which support them in becoming more acquainted with the language and more comfortable in interacting and communicating in English language environment. In addition, children will participate in a wide range of activities, which aim to develop their social skills, self-discipline and independence, adopt appropriate study habits, and acquire an appreciation of knowledge.

PARENT – TEACHER COMMUNICATION

Parents are considered an important part of a preschooler's overall learning process, which is why parent involvement and support given at home is imperative. Together parents and teachers cooperate to ensure that children will enjoy learning, and that they can reach their highest potential academically, socially and emotionally.

The primary method for monthly communication between the teachers and parents is with WILMA, the school's student administration program. You will receive your user ID for this program in the first couple of weeks. You can also contact us via email or phone and upon parents' or teachers' request personal meetings can be arranged at the school.

ADDITIONAL COSTS

A few times, later in the school year, we will be exploring and learning through a few field trips. We will try our utmost to keep the costs down when organizing these events, but there will be small additional costs caused by these events.

PRESCHOOL 1 DAILY SCHEDULE

12.00pm	School starts!
12-12.20pm	Circle time
12.30-1.15pm	Lunch
1.20-1.30pm	Quiet time
1.30-2.00pm	Activity time
2.00-2.30pm	Free play
2.30-2.50pm	Snack
2.50-3.00pm	Story time
3.00-3.15pm	Getting ready for park
3.15-4.00pm	Outside play
4.00pm	School ends!

PRESCHOOL 1 GUIDELINES

Please find below some guidelines to help ease yourself and your child into the routines of Preschool 1. Our intention is to provide a caring, safe and creative environment, which offers children a chance to develop at their own level, as well as learn to complete daily tasks independently. One main point to remember is that we are not a daycare, but a preschool, which is why our concept differs in many ways from a 'normal' daycare.

Outdoor policy and clothing

Preschool 1 will be spending some time each day (weather permitting) in a nearby park. In case of storm, torrential rain or extreme cold etc we will stay inside.

Please dress your child according to the weather i.e. during the autumn and spring trainers/sneakers are the best footwear. Rubber rain gear is also essential on wet days.

During the winter all children **MUST** wear a hat, gloves and outdoor trousers! Unfortunately due to lack of space we are unable to store extra clothing or rain gear. In case of an accident, it may be useful to have your child carry an extra pair of socks and underwear in their bag.

Please take time **to label all your child's outdoor clothes** as often clothes get left behind or mixed up with someone else's.

Indoor clothing

There are no set 'school clothes', apart from slippers (e.g. no flip flops). All children should bring along a pair of slippers that they will leave at the school. **Please label your child's slippers.** Apart from these few rules, please dress your child in comfortable indoor clothing. To prevent unnecessary distractions we ask your child not to wear jewelry to school.

Class rules and expectations

We have a very strict policy on any kind of physical or verbal bullying. If problems arise, teachers will deal with them on a case-by-case basis. Small problems will be dealt with at school, but recurring or serious matters will result in contact with guardians at home. If your child comes home with any specific worries, feel free to contact the teachers.

Lunch time

Lunch will be served in the cafeteria each day. When your child starts Preschool 1, he/she will be expected to be able to eat without adult assistance. Basic table manners will be taught, including the use of a fork and knife. Our policy is that children are encouraged to taste the food before they can take their plate away and to practise to take responsibility for how much they take.

Snack time

Towards the end of the day we have snack time. This snack comes from home. Please ensure that it is a healthy option, for example fruit, vegetable pieces, crackers or a sandwich. For example, the snack shouldn't include sweet cookies, potato chips or chocolate pudding. Kids can also bring along a drink such as a bottle of water. It is important to note that we are not able to store any food in a refrigerator, so please pack a snack option which can last in the backpack throughout day.

Independent Children

In Preschool 1 we are teaching children to be independent (of course keeping safety in mind), and we hope that you also support this at home. We expect that prior to commencing the year in Preschool 1 your child is able to use the toilet facilities and eat their lunch without assistance. We encourage them to take responsibility for their surroundings when needed they are expected to clean up after themselves. We hope to create a culture of respect for each other and our environment.

Punctuality

P1 starts at 12pm and finishes at 4pm. These times apply unless otherwise advised.

Preschool has its own door on the left side of the school building. At the start of the day children are expected to line up by the door, so that when we open the doors at 12pm, they are ready to walk in and greet the teachers. We ask all parents to say 'goodbye' to their child before the doors are opened. This is also an important step towards the child's independence. We have a doorbell at our preschool door which you can use if you are running late. If you are more than 15 minutes late, you will need to use the front door of the school and escort your child to the class.

As the days in Preschool 1 are short and have a very tight schedule, we kindly ask you to be on time when bringing and picking up your child! Being late can result in missing essential parts of the day and disturbing the rest of the class. It is also very important that you pick up your child promptly, as teachers need the time for organizing the classroom for the following day's groups.

Attendance

The Preschool 1 curriculum is full of fun and important learning, therefore everyday is an important day and regular attendance is expected. As mentioned earlier, we are a school, rather than a daycare, which is why we expect that your child attends Preschool 1 on a daily basis. We request that your child is not away from school unless there is an occasional important family matter, emergency or illness. In case of absence, please call or send a text message to the appropriate Preschool 1 phone number. Text messages are preferred during school hours.

Holidays

Holidays should be taken when your child has his/her school holidays. In Preschool we learn a lot every single day and some of this learning is impossible to be done in any other environment than our own classroom.

If regardless of this you have already booked a holiday that will take place during a school term, you will need to fill in a holiday request form. The teacher is authorized to approve of leave of up to 3 school days, where as anything exceeding that, will need to be approved by the Principal. This form is available to be printed directly from our school website, or can be picked up from the office. It should be dropped off to our office administrator for approval by the Principal. It is important to stress that **the application should be handed in two weeks prior to the holiday.**

Gym

Preschool 1 has Gym Day once a week. During the autumn and spring time we will spend gym outdoors, weather permitting. During the winter we will mostly use the indoor hall of the main school. We may also go skating or sledding, which you will be informed of in advance. Due to time restrictions we are unable to spend time changing into gym clothes. Therefore it is advised that your child wears suitable clothing on gym days i.e. loose trousers/leggings and a t-shirt. Tights are difficult for the children to run in and can lead to injury, so socks are better on gym days.

Dictionary

We will be working through a preschool level dictionary throughout the year. This dictionary contains vocabulary that will be learned at home with the parents, and incorporated into the daily activities at school. It is important for your child's confidence and development that she/he has practised the vocabulary well. As we are an immersion program and expect no previous knowledge of English, the level of the vocabulary is aimed at beginners to intermediate, although we will do our best to challenge each child at their own level.

Own toys in school

In order to prevent distractions and conflicts children are not allowed to bring any of their own toys to school, apart from on designated 'Toy Days'. Our toy days are our party days (e.g. Halloween, Valentine's Day, Easter and Mayday).

If however your child is carrying a toy in their bag for other purposes e.g. due to a toy day in their daycare, they will need to understand that the toy needs to stay in their bag when in P1. We have many exciting and fun toys and games here for everyone to share!

Birthdays

We will keep note of everyone's birthday and have a special moment for each child on their special day. If you wish for your child to bring cookies (enough for every child to get one), they are free to do so. Please remember that there are many vegetarians and so candies with animal derived gelatin cannot be eaten by them. Please make sure that any sweets are vegetarian friendly. Also, due to allergies, we are unable to offer any home baked items. Lastly, to avoid upsetting anyone, we request that any birthday invitations are given out discreetly outside of school hours (unless everyone is invited). If in doubt, please ask your child's teacher.

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 kanssaihmisistä kohtaan toimivat kasvun aineksina kohti hyvää ihmisyyttä.

Hyvä ihmisuus sisältää vastuulliseksi yhteiskunnan jäseneksi kasvamisen, yhteiskunnan kehittämisen ja yhteisesti sovittujen oikeuksien ja velvollisuuksien mukaan toimimisen. Ihmisyyteen ja yhteiskunnan jäsenyyteen kasvetaan perheen jäsenyyden kautta. Perhe ja perheen arvot antavat pohjan kasvulle. Oman historian, kulttuurin ja niiden toimintaa ohjaavien arvojen tunteminen luovat yksilön arvotietoisuuden ja identiteetin pohjan ja antavat ainekset itsetuntemukselle ja itsetunnolle.

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

Englantilaisessa koulussa kansainvälinen henkilökunta ja monikulttuurinen oppilaskunta antavat konkreettiset puitteet kulttuurien väliselle yhteistyölle ja kasvulle. Monikulttuurisuus ja eri yksilöiden ja perheiden kultturaatiostrategiat tiedostetaan osaksi yhteisömme rakentumista. Suvaitsevaisuus ja kyky toimia toisten kanssa edellyttää avarakatseisuutta ja avoimuutta.

Koulumme kahdessa kielikulttuurissa opiskelu ja niiden mukaisten maailman ymmärryksen rakentaminen antavat lähtökohdat tulkinnalle ja näkemykselle siitä, miten erilaiset yhteiskunnat muodostuvat ja kehittyvät ja miten niiden kautta yksilö voi osallistua yhteisten asioiden hoitamiseen. Toisten kunnioittaminen välittyy arjen käyttäytymisestä. Meille on tärkeää sosiaaliset taidot, joihin sisältyy itsesäätely, tunneälykyys, hyvät ja kohteliaat käytöstavat, jotka kaikki luovat pohjan kiusaamisen nollatoleranssille. Pidämme huolta yhteisestä omaisuudesta. Tämä näkyy myös ympäristön siisteytenä. Yhteisöllisyystaitojamme ovat kyky vuorotella ja jakaa. Parhaimmillaan yhteisöllisyys ilmenee toisen kannustamisena, joka tähtää toisen kukoistuksen tukemiseen. Koulu yhteisössämme tehdään työtä positiivisella asenteella, kannetaan vastuu omasta toiminnasta ja jaetaan vastuuta.

Sivistys koulussamme on erilaisuuden, erilaisten näkemysten, mielipiteiden ja elämäntavojen 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.