

Sigtuna  
kommun



**Together**  
at home and  
at preschool

## Introduction

At our preschools, we strive to establish a trusting collaboration with each and every parent or guardian, where we see each other as partners in securing the best interests of the child. Successful cooperation demands a clear division of responsibilities from day one, as well as agreement on what we are collaborating on and what forms collaboration should take. We have prepared this document to ensure the best possible cooperation between the home and preschool. This document applies to all municipal preschools in Sigtuna Municipality. It clarifies the expectations and requirements we should be able to place on each other – both at home and in preschool.

### Children and pupils as competent collaborators

Our preschools and schools must have believe that all children want to and can succeed. We involve children and pupils in their own learning by taking full advantage of their natural curiosity, interests, abilities and questions. We encourage creativity and the courage to try new things and learn from and with one another.

### The educator's role as facilitator

Teaching in our preschools and schools is based on research and proven practical experience. We are the cocreators of knowledge, both collegially and together with children and pupils, so that we can meet the demands of an ever-changing world. We create security by working hard to establish relationships and being unambiguous educational leaders.

### A learning environment that creates favourable conditions

Children and pupils develop and learn through interaction: with one another, with their teachers, with society and with the digital world. When we create accessible learning environments, we do so from educational, social and physical perspectives, so that teaching stimulates the learning, curiosity and creativity of all children and pupils.

**"Everyone  
must feel safe  
and secure and  
enjoy attending  
preschool"**



## Cooperation between home and school

The Swedish Education Act (SFS 2010:800) and the national curriculum regulates the responsibilities of preschools. The headteacher is tasked with leading and distributing work at their preschool. It is the headteacher who decides how their preschool should be organised, how its resources are to be allocated and how the preschool is to achieve its goals. Preschool teachers are responsible for teaching. Together with their team, preschool teachers plan, implement and follow up lessons.

The preschool must cooperate with the child's parents or guardians to ensure that the child has every opportunity to develop given their own circumstances. The preschool must clarify the aims of preschool education to both the child and their parents or guardians. This is a prerequisite for the parent or guardian's ability to influence and understand the preschool's tasks.

### What you can expect from us at preschool

- We treat everyone involved with the organisation with consideration, kindness and respect both inside and outside the preschool and on social media.
- We will ensure that you and your child receive a good introduction to the preschool and maintain an ongoing dialogue with you regarding your child's development.
- We plan teaching activities based on the applicable policies and the professional judgement of the teaching staff.
- We will strive to ensure that every child, regardless of their circumstances, has a sense of satisfaction at making progress and overcoming difficulties, as well as a sense of being an asset to the group.
- We are acutely aware of the key role of play in a child's learning and development and in stimulating imagination, empathy and communication and their ability to collaborate and deal with problems.
- We work with projects based on the children's interests. Our projects are followed up and developed with the support of pedagogical documentation.
- We will work to create a sense of community in the group and a safe, secure and pleasant environment for your child. We work to prevent bullying and discrimination and always act if such behaviour is suspected; we help children to handle conflict or other problems.
- If we suspect that a child is being harmed, we have a duty to notify social services.
- We will ensure that you receive information about events at the preschool via our communication channels.
- We will invite you to attend progress meetings and events for parents.
- We will listen to your opinions about the preschool's operations in dialogue, at meetings and via our annual survey for parents and guardians.

### What we expect from parents and guardians

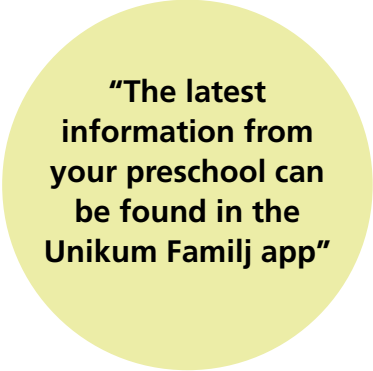
- You treat everyone involved with the organisation with consideration, kindness and respect both inside and outside the preschool and on social media.
- You will support and respect the preschool's tasks and core values and work together with the preschool in your child's best interests.
- Your child will be influenced by how you speak about the preschool. By taking a positive attitude to preschool and education, you instill your child with confidence in the staff and ensure that they feel safe and secure when attending preschool.
- If your child is sick, you report their absence in the morning according to the preschool's procedures. Allow your child to remain at home until they are well enough to return to preschool.
- You always contact a member of staff before leaving your child at preschool or collecting them, and inform staff of anything that may have an impact on your child's day at preschool.
- You stick to your child's attendance schedule and notify the preschool of any changes as soon as you become aware of them. You also notify the preschool if someone else will be collecting your child.
- You remain informed about the preschool's activities and prioritise attendance at parents' meetings and progress meetings.
- As far as possible, you will participate in evaluations of the preschool's operations by responding to the annual survey.

# Communication and cooperation forums and channels

We use various forms of information and dialogue in our cooperation with a child's home. By doing so, the preschool and parents and guardians can take joint responsibility for cooperating in the best interests of the child.

## Unikum

All information about children in preschool and school is available to parents and guardians on the app Unikum Familj. This provides you with insight into the preschool's activities in general, and informs you about upcoming events and changes.



**“The latest information from your preschool can be found in the Unikum Familj app”**

## Tempus

Parents and guardians can enter their child's preschool schedule in our app, Tempus Hemma. You can also do so on our website.

## Consultative forum

Every preschool has a consultative forum that gives parents and guardians the opportunity to collaborate with us on educational issues. The forum consists of parents and guardians, staff representatives and preschool management. The preschool's consultative forum meets at least once each term to deal with matters such as operational and organisational issues, systematic quality assurance and the preschool's plan to combat bullying, victimisation and discrimination. The forum is intended to provide the preschool with the opportunity to gather opinions from parents and guardians to assist us in making decisions. However, the consultative forum is not a decision-making body nor a suitable forum for discussing matters related to individual or specific groups of staff or children. The preschool is responsible for preparing an agenda and minutes for these meetings.

## Parents' meetings

The preschool will invite you and your family to a parents' meeting a couple of times a year. These meetings will address the preschool's tasks and goals, ongoing projects and the quality and development of the preschool's operations. Meetings may also be held as part of other family activities arranged by the preschool.

## Progress meetings

At least once each academic year, the preschool will invite you to a meeting to discuss your child's progress. These meetings are intended to offer you an insight into your child's learning development and ongoing projects.

## **Meetings**

You are welcome to bring up any general questions or concerns with staff on a day-to-day basis when collecting your child from or leaving them at preschool. If you or the staff feel that a more in-depth discussion is in order, you can book an individual meeting. Individual meetings or contacts take place during staff working hours.

## **Procedures for visiting preschool**

You are welcome to spend a day at the preschool with your child. If you want to eat lunch at the preschool, you will have to pay for it. There may be children and staff at the preschool whose identity is protected. For their safety it is important that you do not film or photograph children or members of staff on site, and respect the duty of confidentiality.

## **Telephone hours**

You can call the preschool during opening hours. If we fail to answer, it is because we are busy with the children, so please try again later.

## **Comments and concerns**

If you have any questions or concerns about your child's situation at preschool, you should first contact the staff who work in your child's section, as they will know your child best. If you still have concerns after talking to the staff, or if you have any comments regarding assessments, surveys and operational and organisational matters, please contact the preschool's headteacher.

If you are still worried or feel you have not received an adequate response to your feedback after having discussed them with the headteacher, please contact the Education and Childcare Department via the municipality's website by following the link *Tjcek till*.

As a parent or guardian, you can also contact the Sigtuna Municipality Child and School Student Representative (BEO). The BEO deals with issues related to special support, bullying and victimisation, shortcomings with safety and equal opportunities. The BEO always starts with child and pupil's rights and best interests. If, as a parent or guardian, you feel that you are unable to communicate satisfactorily with the school, the BEO can take action to ensure that everyone's opinion is heard. You can also contact the BEO anonymously to discuss bullying, victimisation and discrimination in preschools and schools. Contact details for the BEO are available by calling Sigtuna Municipality's Contact Centre on +46 (0) 8 591 260 00.

## **Feedback and response**

If you send an email to the preschool, you can expect to receive a response within three working days. If you use the *Tjcek till* link on the municipality's website to contact the Education and Childcare Department, we will respond to your message within five working days.

## Common guidelines for a safe and good work environment

Our common guidelines apply to all of our municipal preschools. The laws that apply to the rest of society also apply in preschool. The school will report crimes to the police.

### **We have a zero-tolerance policy on bullying and victimisation**

Preschool staff will always take action in the event of victimisation or bullying. Each incident will be dealt with and followed up.

### **Unauthorised visits to the preschool are not permitted**

Unauthorised persons are not permitted on preschool premises. If we become aware of the presence of someone with no valid reason to be on preschool premises, they will be asked to leave or be removed.

“Please join us for a day at preschool”



## **Monitoring preschools**

Sigtuna Municipality conducts systematic quality assurance of all municipal preschools. This means that all preschools, as well as the organiser of education (the municipality), continuously evaluate and develop their operations in a common process. Safety, wellbeing and good working environments at preschools are monitored as follows:

### **Survey for parents and guardians**

Each spring, parents and guardians are asked to complete a survey to evaluate the quality of the organisation. The survey includes questions about participation, communication and cooperation. The results of all surveys are compiled and analysed for each preschool and at municipal level. Based on these analyses, preschools will develop activities and measures for inclusion in work plans and the preschool's plan to combat bullying, victimisation and discrimination.

### **Plan against discrimination, bullying and victimisation**

Preschools revise their plans for combating discrimination, bullying and victimisation on an annual basis to see whether they need to be amended or improved. The aim of the safeguarding work conducted by preschools is targeted to prevent and combat bullying, victimisation, harassment and discrimination in the preschool. The plan covers all of the preschool's operations and is a tool available to all of its staff. Each preschool's plan is based on a situational analysis and review of the preschool's safeguarding work, in order to develop improvement measures.

### **Scanning tool**

Each team reviews their activities based on the aims of the national curriculum and makes an assessment of how well the organisation is achieving those aims. In conjunction with this, the preschool identifies areas for development at both section and preschool-wide level. These development areas and associated activities are then included in the preschool's work plan.

### **Feedback for parents and guardians**

Parents and guardians are informed about the preschool's safeguarding work and the results of surveys at the autumn parents' meeting. The organiser of education (the municipality) compiles the results of its systematic quality assurance work in all of its schools. An annual quality report is then published on the municipality's website.

### **Thank you for your engagement**

Together, we can help to create preschools, primary schools and secondary schools in which both adults and children have a sense of security and wellbeing and enjoy a good learning environment.

“Trusting  
collaboration in  
the best interests  
of the child”



**Sigtuna  
kommun**



**Sigtuna Municipality**

Södergatan 20, 191 85 Märsta  
Telephone: +46 (08) 591 260 00  
[www.sigtuna.se](http://www.sigtuna.se)

This brochure is also available in the following languages: Arabic, English, Finnish, Somali and Urdu. These versions can be downloaded from our website, [www.sigtuna.se](http://www.sigtuna.se).