

Sigtuna
kommun



8:30 Välkomna!
Idrott
9:15 Rast
9:45 Sv - Trollkarlen
10:50 Lunch + rast
11:45 Sv - Trollkarlen
12:45 Rast
13:00 So - Istiden
14:10 Slut!

Together
at home and
in school

Introduction

At our schools we strive to establish a trusting collaboration with each and every parent or guardian, so that we view one another as partners acting in the best interests of the child. Successful collaboration 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. To this end we have prepared this document, which applies to all municipal schools in Sigtuna Municipality. The document clarifies what we expect and ask of each other – both at home and in school.

Children and pupils as competent stakeholders

Our preschools and schools shall have a high level of confidence that 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 co-creators of knowledge, both amongst colleagues 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 create relationships and being unambiguous pedagogical 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 pedagogical, social and physical perspectives, so that teaching stimulates the learning, curiosity and creativity of all children and pupils.

“Everyone should have a feeling of security and well-being during the school day”



Photo: Rosie Alm

Cooperation between home and school

Sweden's Education Act (SFS 2010:800) and national curriculum specify the responsibilities of schools. It is the rector or principal who decides how the school should be organised, how its resources should be allocated and how the school should go about achieving its goals.

In turn, teachers are responsible for planning lessons, implementing and following up on lessons, grading and assessing students. School is compulsory in Sweden. Ensuring that pupils complete their schooling is the joint responsibility of the municipality where they live, the educational organiser, and the parent/guardian.

What you can expect from us at schools and recreation centres

- We treat everyone involved with the organisation in a considerate, friendly and respectful way, both inside and outside the school and on social media.
- We plan teaching based on the school's governance documents and the professional judgement of the teaching staff.
- We will work with those of you at home in the best interests of the pupils.
- We will work to create a feeling of community in the group and a safe, secure and pleasant environment for your child. We will work preventively and always take appropriate action when we suspect abusive behaviour or discrimination.
- We will provide pupils with the necessary conditions to take responsibility for and influence their own learning, given their level of maturity.
- We will continuously evaluate and develop our organisation and teaching in the best interests of pupils and the school.
- If we have concerns about whether your child will achieve the knowledge goals, we will inform you as their parent/guardian about our concerns and the measures that we intend to take.
- We revise the school's code of conduct annually and offer children the opportunity to participate in the design. We work actively to ensure that everyone at the school complies with the code of conduct.
- If we suspect that a pupil is in harm's way, we have a duty to issue a report of concern.
- We will ensure that you are kept informed about events at the school via the school's communication channels, and should something arise that concerns your child, we will of course contact you as their parent/guardian.
- Our school will listen to your opinions about its operations at meetings and in dialogue, and in annual surveys conducted when your child is in years 3, 5, and 8.

What we expect from you as a parent/guardian

- You should treat everyone involved with the organisation in a considerate, friendly and respectful way both inside and outside the school and on social media.
- You should support and respect the school's mission, regulations and core values, and work together with the school in the children's best interests.
- Your child will be influenced by how you speak about the school. By taking a positive attitude to school and education, you should show that school is important.
- You should familiarise yourself with information about the goals your child is expected to achieve, and should support them in taking responsibility for their schoolwork. You should also familiarise yourself with any other information from the school and the recreation centre, and should prioritise attendance at parent/teacher meetings and performance appraisals.
- The school is a workplace for both staff and pupils, and as such you should show consideration for the staff's working hours and pupils' lesson times. When visiting during school hours, you should always follow our procedure for parental visits.
- You should support the school's code of conduct and, just like staff and pupils, you should contribute to ensuring compliance.
- You should help your child arrive at school with the correct materials for the school day, dressed appropriately for the weather, well rested and having eaten breakfast.
- If your child is sick, you should report their absence in the morning in accordance with the school's procedures. Keep your child at home until they are well.
- Your child has an obligation and a right to attend school. If you need to take them out of school and it is not during a school holiday, you must complete an application for a leave of absence in advance and receive approval from the school.
- You should contact a staff member if you have any questions or concerns about your child or school operations. As far as possible, you should participate in evaluations of the school's operations, e.g. by responding to the annual survey.

Forums and channels for communication and collaboration

We use various forms of information and dialogue in our collaboration with those in a child's home. They help the school and those at home share responsibility for collaboration in the best interests of the pupils.

Unikum

Information on all children in preschool and school can be viewed by parents and guardians on the Unikum Familj app.

Communication

We communicate with parents and guardians via messages in Unikum. You can keep abreast of your child's everyday life at school and receive information from the head and teachers.

Information from the rector or principal

The rector or principal regularly sends information to parents/guardians via Unikum. This will provide you with insight into the school's calendar and annual schedule, as well as information on current events or changes.

Knowledge development

In Unikum you can also find documentation of your child's educational development and any additional adjustments to support your child's education.

Performance appraisals

Once a term parents/guardians will be invited to the school for a performance appraisal. One of the aims of the performance appraisal is to inform you about your child's learning and development, and their goals for the forthcoming period. A further aim is to discuss how we at school and at home can in different ways support individual pupils in achieving their goals.

SchoolSoft

Information on your child's attendance and timetable is available on the SchoolSoft app.

Recreation centre

As parents/guardians of children attending an after-school recreation centre, you should enter their attendance times in the SchoolSoft app.

Unauthorised absence/truancy

If a pupil fails to attend lessons without permission, as the parent/guardian you will be informed that same day.

Procedure for parental visits

We can consult on a suitable time so that the visit does not coincide with examinations or revision periods. Also, there may be students sensitive to having new adults in the classroom and the teacher will need time to prepare them for this change. In addition,

the classroom teacher will need to give prior notification of the visit to the rector or principal. There may also be pupils and staff with a protected identity, and for their safety, it is important that, as an adult on school premises, you respect your duty of confidentiality and do not video or photograph pupils or members of staff

Telephone

If you would like to speak to a member of staff by phone, please send an email first and we will ring you when the opportunity arises. Telephone contact is limited to staff working hours.

Comments and concerns

If as a parent/guardian you have any questions or concerns about your child's situation at the school, your initial point of contact is the child's class teacher/mentor, as they will know your child best. If your question concerns a specific subject, you can contact the subject teacher directly. If your concerns are not allayed, please contact the school's principal or rector.

If despite talking to the principal or rector you are still worried or feel you have not received an adequate response, please contact the Education and Childcare Department via the municipality's website by following the link "Tyck till".

As a parent/guardian, you can also contact the Child and School Student Representative (BEO) at Sigtuna Municipality. The BEO deals with issues related to special support, abusive behaviour, poor security and equal treatment. Children's and pupils' rights and best interests are always the point of departure for the BEO. If as a parent or guardian you feel unable to communicate satisfactorily with the school, the BEO can take action to ensure that everyone's point of view is heard. You can also contact the BEO anonymously to discuss abusive behaviour and discrimination in preschools and schools. You can obtain contact details for the BEO by calling Sigtuna Municipality's Contact Centre on **+46 (0)8 591 260 00**.

Feedback and response

If you email a teacher or the rector, you can expect to receive a response within three working days unless the person in question is on leave or sick leave. If you use the *Tyck till* link on the municipality's website to contact the Education and Childcare Department's staff, you will receive a response within five working days.



Photo: Mostphotos

"Individual meetings with staff are booked and take place during staff working hours"

Code of conduct

All staff and pupils at the school shall work together to ensure a good work environment and, pursuant to the Education Act, agreement shall be reached on a code of conduct for the school. If everyone is to comply with the rules, it is important for everyone at the school, pupils and adults alike, to be familiar with the code of conduct and the consequences of breaching it.

Every school has its own code of conduct. The code of conduct is revised by pupils, staff and parents/guardians annually in conjunction with updating the plan for combatting discrimination and abusive behaviour. At the start of each school year, parents and guardians are required to go over the code of conduct with their child and sign it. The idea is for this to be an opportunity for you as a parent/guardian to discuss the code of conduct with your child. Your signature is a symbolic act showing that you have agreed to abide by it.

Disciplinary measures pursuant to the Education Act

The rector and staff will create a feeling of safety and a calm study environment for pupils, and may intervene if a pupil creates a disturbance. The rector or teachers may then take the necessary immediate and temporary measures to ensure pupils feel safe and have a calm study environment or to deal with a pupil's disruptive behaviour. The disciplinary measures regulated in the Education Act are: **confiscation of objects, expulsion, detention, transfer and a brief suspension.**

Every school has a description of the procedures for when someone breaks the school's rules.

Common guidelines on safety and a calm study environment

Our common guidelines apply to all schools irrespective of their code of conduct. The laws that apply to the rest of society also apply in school. You should be aware that any breaches of the law may lead to the school having to report the matter to the police.

Discrimination and abusive behaviour

All discrimination and abusive behaviour will result in a reaction by the school's staff. Each incident will followed up and dealt with.

Computers/iPads

We have common IT rules that pupils sign whenever a computer or iPad is provided by the school.

Private mobile phones

All schools include a section on the use of mobile phones in their code of conduct. It describes how pupils may use their private mobile phones while on school premises.

Unauthorised absence/truancy

If a pupil fails to attend lessons without permission, as the parent/guardian you will be informed that same day.

Drug prohibition

We prohibit drugs at all of our schools. This prohibition covers all tobacco products, alcohol and drugs, including nonprescription pharmaceuticals. If the school suspects or becomes aware that your child has been in contact with some form of drug, we will contact you as their parent/guardian. Each incident will followed up and dealt with.

Disruptive objects

School staff have the legal right to confiscate objects that are used in a manner that disrupts lessons or that may pose a danger. Any object that poses a danger will be handed over to the police. Any object that has been confiscated but does not pose a danger shall be returned to the pupil at the end of the school day.

Vandalism

Vandalism of school property may be reported to the police. As a parent or guardian, you should be aware that a claim for damages may be made against a pupil who has caused damage to school property. If a pupil breaks something or takes something from another pupil, the responsible pupil will be liable for damages.

Unauthorised persons may not visit the school

Unauthorised visitors are not permitted on school premises during school or leisure hours. If we become aware of the presence of someone with no valid reason to be on school premises, they will be asked to leave.



Photo: Rosie Alm

Follow-up on operational procedures

Sigtuna Municipality conducts joint systematic quality assurance of all its schools. This means that all schools are continuously evaluated and their operations developed in a common process. This is how the educational organiser follows up on safety, well-being and a calm study environment as follows:

Surveys

We conduct two surveys during the academic year in order to follow up on safety and a calm study environment:

Security, well-being and a calm study environment

A survey is conducted at the end of the autumn to assess pupils' sense of security and well-being, and whether they feel they have a calm study environment. All pupils from Years 1 to 9 are asked to respond to the survey. The survey tells us what measures we need to take and highlights areas where, for example, pupils feel unsafe.

Parent and pupil survey

Each spring we conduct a survey of parents and pupils in Years 3, 5 and 8 to evaluate the individual quality of each organisation. The survey covers issues such as participation, communication and collaboration. The results of all surveys are compiled and analysed at school and municipal level. Based on these surveys, measures and activities are developed in order to enhance the quality of the organisation. It is therefore important that as many parents/guardians as possible take the time to complete the survey.

Plan for combatting discrimination and abusive behaviour

Every year schools revise their plans for combatting discrimination and abusive behaviour. This work is intended to combat and prevent abusive behaviour, discrimination and harassment in school. Each school's plan is based on a situational analysis and review of all documentation related to security at the school, which is then compiled. The plan also contains activities and measures to be included in the school's local work plan and the organiser's (municipality's) operational plans. School staff work on the plan with pupils.

Feedback to parents/guardians

Parents and guardians are informed about the school's safety work and the results of surveys at the autumn parents' meeting. The educational organiser (the municipality) also compiles all the administration's quality results in an annual quality report, which is published on the municipality's website.

Thank you for your engagement

Together, we can help to create schools in which both adults and children have a sense of security and well-being and enjoy a calm study environment.

**“Trusting
collaboration in
the best interests
of the child”**

**Sigtuna
kommun**



Sigtuna Municipality

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www.sigtuna.se

This brochure is also available in the following languages: Arabic, English, Finnish, Somali and Urdu. The language versions can be downloaded from our website, www.sigtuna.se.