

# THE ENGLISH CLASSES OF HYVINKÄÄ

SCHOOL YEAR 2019-20

Dear Parents,

This information booklet contains a lot of basic information about our classes. We ask you to read it through and also keep it for the future reference: During the school year as questions arise you might find some answers here.





## 1. OUR CLASSES

**The English Classes of Hyvinkää are part of Asema School and follow the main parts of the Curriculum of Hyvinkää basic education. The curriculum can be found on Hyvinkää web pages.**

**The main working language of the English Classes is English.** Pupils study Finnish either as the mother tongue (äidinkieli) or as a second language (S2). Finnish as a second language is taught to students whose Finnish language skills are not at native speaker level in one or more areas. The school evaluates the pupil's Finnish skills and the need for Finnish as a second language.

For pupils whose mother tongue is other than Finnish or English it is recommended to study it for two hours per week if the instruction is available in Hyvinkää schools. The lessons are organised centrally.

As the pupils study most of the school subjects through English, it means that the pupils are learning content and language at the same time. In many cases, English is not the pupil's mother tongue. **Learning through a language other than the mother tongue is very challenging.** The teaching groups can also be very heterogeneous in their linguistic backgrounds. Patience is required from all parties – the pupil, teachers and home. Support can be given for the child by both the parents and the teachers. Parents are encouraged to be involved in their child's homework activities and the use of English. However, the importance of the mother tongue is absolute.

Although the primary language used is English, teachers exercise contextual sensitivity. It means that in case of problematic situations (challenging exercises, learning difficulties etc.) the pupil's strongest language is used for communication (if possible).

## 2. CONTACT INFORMATION

### Postal Address

**The English Classes of Hyvinkää**  
Asema School  
Kauppalankatu 8  
05800 Hyvinkää  
Finland



### Phone numbers and e-mails

Class Teacher 1D	Eriika Nummenranta	040 652 7814	firstname.lastname@ edu.hyvinkaa.fi
Class Teacher 2D	Anu Uussaari	040 652 7814	
Class Teacher 3D	Veera Kallioranta	040 652 7814	
Class Teacher 4D	Maria Alikoski	040 652 7814	
Class Teacher 5D	Anne Piippo	040 652 7814	
Class Teacher 6D	Mark Velthausz	040 652 7814	
Principle	Jari Laukkanen	040 674 8707	
School Secretary	Satu Raunio	019 459 2350 or 040-155 6308	<a href="mailto:satu.raunio@hyvinkaa.fi">satu.raunio@hyvinkaa.fi</a>
School Nurse	Liisi Korhonen	040 652 8665	<a href="mailto:liisi.korhonen@keusote.fi">liisi.korhonen@keusote.fi</a>
Caretaker	Juha Olkkonen	040 571 8298	<a href="mailto:juha.olkkonen@hyvinkaa.fi">juha.olkkonen@hyvinkaa.fi</a>
	Joni Mendolin	040-825 9272	<a href="mailto:joni.mendolin@hyvinkaa.fi">joni.mendolin@hyvinkaa.fi</a>

## **School calendar 2019-2020**

### **Terms**

Autumn Term                    8.8. – 20.12.2019

Spring Term                    7.1. – 30.5.2020

### **Holidays**

Autumn holiday                14.10. – 20.10.2019 (week 42)

Independence Day            6.-7.12.2018

Christmas holiday            21.12.2019 – 6.1.2020

Winter holiday                17. – 23.2.2020 (week 8)

Easter holiday                10. – 13.4.2020

First of May                    1.5.2020

Ascension Day                21.5.2020



**NB! School Day Saturday 30.11. (= day off on May 22nd)**

### **School Day Timetable**

Time	Time	
8.15	9.00	1. lesson
9.00	9.45	2. lesson
9.45	10.15	<i>recess</i>
10.15	11.00/11.15	3. lesson + lunch
11.00/11.15	12.00	4. lesson +lunch
12.00	12.30	<i>recess</i>
12.30	13.15	5. lesson
13.15	14.00	6. lesson
14.00	14.15	<i>recess</i>
14.15	15.00	7. lesson

**A class timetable is issued by the teachers at the beginning of the term.** There will be occasional **exceptions to the regular school hours** every now and then in the form of teachers' in-service training etc. Parents will be notified of these through Wilma (administration program) in good time in advance.

Please note that **pupils can't enter the school building before 8.15 in the mornings** (except for the morning club). After school, pupils are expected to go either to afternoon care, an organised club activity, or home. They are not allowed to stay unsupervised in the school premises.



## Lesson distribution

<b><u>SUBJECT</u></b>	<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>	<b>6.</b>
<b>Mother tongue and literature</b>	4	4	4	5	4	4
<b>English (A1)</b>	3	3	4	3	4	3
<b>Swedish (B1)</b>						2
<b>Mathematics</b>	4	4	4	4	4	3
<b>Environmental and natural studies</b>	2	2	2	2	3	3
<b>Religion and ethics</b>	1	1	2	1	1	1
<b>History and social studies</b>				1	2	2
<b>Music</b>	1	1	2	2	1	1
<b>Visual arts</b>	1	1	1	2	2	1
<b>Crafts</b>	2	2	2	2	2	2
<b>Physical education</b>	2	2	2	2	2	3
<b>German (A2)</b>				2	2	2
<b>The amount of pupil's lessons</b>	<b>20</b>	<b>20</b>	<b>23</b>	<b>24/26</b>	<b>25/27</b>	<b>25/27</b>

From the 4<sup>th</sup> grade onward the pupils can study German as an A2-language in case there are 12 pupils in the English 3<sup>rd</sup> grade who choose that option when asked in the spring term.

There might be changes to the amounts of language lessons during the spring semester due to the general earlier start of language learning (varhennettu kielenopetus). The first grade parents will be informed about this later on.

### **PE lessons**

Teachers inform homes in advance about the week's PE lessons and what equipment is needed. Sometimes pupils will have a wash after the PE lessons. A little towel is needed on those days.

### **School Clubs**

Information will be given later through Wilma.

## **3. TRANSPORTATION TO AND FROM SCHOOL**



**The guardian takes responsibility for the pupil's expenses to and from school.** The guardians are asked to be extra careful for the safety in the school yard when dropping their child off by car. Naturally, pupils are to follow the traffic rules when walking to and from school.

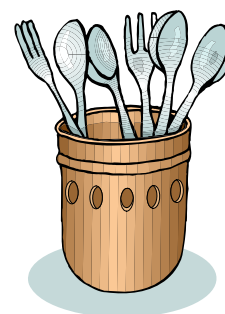
## **4. SCHOOL LUNCH**

A warm lunch is provided by school every day for free of charge. The school lunch is a balanced meal including a warm main course, a drink (milk and water), bread and spread. The lunch time is part of school's educational and up-bringing operation. The pupils develop good and healthy eating habits and become acquainted with traditional and new tastes. The menu is published weekly in the local newspaper, Aamuposti.

**For special nutritional or dietary needs, please inform the school kitchen.** (You can ask the teacher for the form.)

**Families whose child receives special diet are requested to inform the school kitchen if the child is going to be absent for a long period.**

(Phone number 040 155 6321)





5.

# SCHOOL RULES

## in Asema School

1. I obey the rules that the school staff gives me.
2. I am friendly, honest and polite.
3. I keep up a good atmosphere.
4. I let others work in peace and quiet.
5. I do well the tasks that are given to me.
6. I take good care of my school environment, my own things and other people's things.
7. I only use my mobile phone when given the permission.
8. I never leave the school yard without permission during the school day.
9. I remember good manners when having lunch.
10. I obey the given rules and behave nicely on school trips.



## 6. PUPILS' SECURITY AND PERSONAL BELONGINGS AT SCHOOL

The school strives to ensure that the pupils, their clothes, materials and personal belongings are safe during the school day. However, **pupils should not bring valuable property to school.** When things get lost they can be found in the 'lost property box' in the wooden or the main school building.

### Shoes

**Outdoor shoes are not worn in the classroom.** Pupils can bring their own indoor shoes to school.



## 7. WILMA

In our classes we use the Wilma – administration program to ease the communication between home and school. In Wilma both parties can send messages, inform about absences and other things related to daily school life. All school staff members from teachers, school psychologist & school social worker to administration staff can be reached through Wilma. **Guardians are advised to visit Wilma regularly to keep up with the school work.**

**If your child is absent, please notify the teacher as soon as possible. On Wilma “notify absence” under Lesson notes or if using the app the sick face icon.** This way all the child’s teachers for that day will see that the child is absent.

**Please notice that teachers cannot necessarily reply to the messages during the school hours. It is a good idea to contact the teachers well in advance through Wilma.**

## 8. HOMEWORK

Pupils are usually given a little homework every day. The homework can be an exercise or a reading task. In the beginning **many pupils need help with the homework. It is especially important that parents are present when the child practises reading.** If the parents notice that the homework is too excessive for the child they need to discuss this with the teacher.

# Homework



## 9. BOOKS AND OTHER SCHOOL MATERIAL

All books and other school material are free of charge. Pupils are advised to handle them with care.

**It is important that the pupils learn to respect the material given.**

## 10. COOPERATION BETWEEN HOME AND SCHOOL

**Fluent cooperation between home and school is important.** The aim of the cooperation is to achieve the best possible results in the pupil's healthy growth and learning. Although guardians carry the primary responsibility for bringing up the child, the school also plays an important role in it. The methods of the cooperation can vary according to the wishes of the guardians and teachers.

The spring report, written and oral evaluations from school provide regular information on the pupil's progress in various areas.

Parents and guardians can communicate through Wilma, e-mail or phone. They also meet regularly in parents' evenings – both meetings for the whole class and personal ones. Personal parent – teacher –meetings are held usually once a term or when particular needs arise. **Parents may request a meeting at any time to discuss their child's progress.** Meetings are a good way to communicate and set goals for the future.

When cooperating with families of pupils from immigrant backgrounds, the family's cultural habits are taken into account as much as possible.



**The parents are asked to inform the school immediately if any contact information changes. This is very important for reaching the parents when needed!**

The parents are also asked to let the school know about anything that may affect the pupil's work or behaviour. The school staff has professional confidentiality in the matters concerning the pupils.

During the school year, questions and concerns about the child's schooling are bound to arise. **It is encouraged to contact the school and the relevant teacher directly.**

If the parents have a special talent or interest they would like to share with the pupils, it is possible to arrange time for that. The parents are also asked to contact the teachers if they have some resources, knowledge or experience related to the school work they would like to share in the class or ideas for school trips. The school staff would welcome that kind of activity with gratitude for example on theme days and celebrations.

### **Parents' Association**

There has not been an 'official' Parents' Association of the English Classes so far. Some classes have arranged some activities of their own. There are cases when an association is needed, for example when discussing the school trip fund raising. In case the parents are interested in founding a Parents' Association they are more than welcome to do it. The teachers can be of help with some of the arrangements. A facebook group for parents exists: *Aseman koulun englanninkieliset luokat / Asema school English classes*

There is however the *Hyvinkää Association for International Education (tukiyhdistys)*. The association has sponsored materials and equipment for the classes since the beginning of the English classes of Hyvinkää. They have also given scholarships for camp schools.

**Parent members are welcome!** Inquiries: [kata.skutnabb@gmail.com](mailto:kata.skutnabb@gmail.com)

## 11. MORNING AND AFTERNOON ACTIVITIES

In Asema school there are both morning and afternoon activities. Further information: Annika Jänkälä, Coordinator of the afternoon activities, 019 459 2278, [annika.jankala@hyvinkaa.fi](mailto:annika.jankala@hyvinkaa.fi).

## 12. SCHOOL NURSE



Phone number is 040 652 8665. Her office is located in Asema School (the main building), 2<sup>nd</sup> floor.

Pupil health checks are provided at regular intervals as part of the Finnish health care system. Parents or guardians are welcome to accompany their child to the health examinations. School health care is primarily preventative. It does not include regular medical care, apart from first aid. In case of a more serious accident or injury, the school contacts the parents as soon as possible after the pupil has been given the necessary first aid.

**The school must always have up-to-date information concerning pupils. It is important that guardians notify the school of any changes in their contact information in case of the need for emergency contact.**

## 13. BULLYING

**Bullying or any other kind of violence is not approved and the school staff does its best to prevent it.**



## 14. FESTIVALS



During the school year there will occur several traditional Finnish festivals such as Independence Day, Christmas Festival and the Spring Festival at the end of each term. These festivals may include some Evangelical Lutheran elements which are part of the Finnish culture. They are not considered to be aspects of religious observance. If you, however, wish your child not to attend the festivals, please, inform the school about it in advance.

## 15. ASSESSMENT

Assessment is cooperation between the teacher, pupil and guardian. The tasks of **assessment during the course of studies** are to guide and encourage studying and to depict how well the pupil has met the objectives established for growth and learning. The task of assessment is to help the pupil form a realistic image of his or her learning and development, and thus to support the pupil's personality growth, too.

Assessment during the course of studies must be truthful and based on a diversity of evidence. Pupil assessment forms a whole, in which ongoing feedback from the teacher plays an important part.

The learning difficulties must be taken into account in assessment. In making assessment, methods are to be used by which the pupil is capable of demonstrating his or her performance as well as possible.

With the help of assessment, the pupil becomes aware of his or her development and learns to identify his or her needs to develop.



One task of basic education is to develop the pupil's capability for **self-assessment**. With the development of self-assessment skills, the pupil also learns to be aware of his or her own progress and learning objectives, establish objectives for his or her performance as well as possible.

Detailed information about the written assessment will be given in the parents' evening.

## 16. ABSENCES/ EXTRA HOLIDAYS

**If a pupil gets ill the guardian must inform the school about it on the first morning of the absence!** The best way to do it is through Wilma.

**For private holidays and other personal reasons for absences guardians must always apply for permission in advance with a written document.** For one to five day absences the parents can contact the teachers through Wilma. For longer than five day absences there is a form available: on Wilma under Printouts/Tulosteet or Hyvinkää school web page: <http://www.hyvinkaa.fi/globalassets/kasvatus-ja-koulutus/yhteiset-lomakkeet/oppilaan-vapauttaminen-koulunkaynnista.pdf>.

It is preferable to try to take the holidays during school holidays. If a holiday is required during school time, the guardians will monitor the completing of the missed work during these days. **Remedial teaching cannot be arranged for the loss of lessons during extra holidays.**

## 17. INSURANCE

The pupils of the City of Hyvinkää are insured during the school day. Detailed information can be found on Hyvinkää City web pages.

