

# How we give your child good conditions at school

Information for those with children in compulsory school or preschool in Haninge's municipal schools.



**About  
cooperation,  
responsibility,  
security**

– and what you can do  
to help your child  
do well at school.



**Haninge  
kommun**



# Contents

|   |    |
|---|----|
| Why do we need to work together.....                      | 4  |
| Who is responsible for what.....                          | 4  |
| How the cooperation works.....                            | 6  |
| What can you do to help your child do well at school..... | 8  |
| How we create a safe school together.....                 | 9  |
| When you have points of view or complaints.....           | 11 |
| When your child needs help and support.....               | 12 |
| What measures can the school take to maintain order.....  | 13 |

# We want to give your child the best conditions – but we need your help

We want to give your child – and all other pupils at Haninge's municipal schools – the knowledge they need to be well equipped for the future.

In order to succeed, both the school and you as a parent need to take responsibility. In this brochure we go through what roles, rights and obligations we and you have to create a good, safe school for your child. These guidelines are based on the Education Act and the curriculum and apply to all the schools in Haninge.

The brochure also gives you some useful tips on what you can do to help your child with his or her schooling, and where you can turn if he or she needs extra support.

When home and school work together, we create the best conditions for your child's school development.



Mats Öhlin,  
*Chief Administrator of Education,  
Municipality of Haninge.*

**Are you a guardian but not a parent?** This brochure also applies to those who are the guardian but not the parent of a child in compulsory school or preschool class in the municipality of Haninge.

# Why do we need to work together?

By working together, we can create the best possible conditions for your child's learning and development in school and support your child in the best way – individually and together.

## Who is responsible for what?

You as a parent and the school have a shared responsibility for your child's schooling. Here we sort out who is responsible for what. This is regulated in the Education Act and the curriculum.

### **The school's responsibility**

Of course, the school has a great responsibility for your child's schooling. It is divided between the head teacher and the teachers: The head teacher leads and distributes the work, decides how the school is to be organised, how resources are to be distributed and how the school will work to achieve its goals. The teachers are responsible for planning, implementing and following up the teaching.

It is the head teacher's responsibility to establish rules of conduct and a plan against discrimination and abusive treatment, while the teachers are responsible for clearly marking and following up when someone violates the values and rules.

The school is responsible for:

- ensuring your child's education is based on knowledge goals, norms and values in the curriculum.
- adapting teaching to the pupils' needs and circumstances.
- setting up rules of conduct in dialogue with pupils.
- working on norms and values to train pupils to respect each other.
- giving you as a parent knowledge of the school's goals, working methods and assessment criteria.
- offering a development review of your child's learning and development.

- giving you information about changes at the school that affect your child's continued learning and development.
- contacting you as soon as possible when you encounter acute problems or questions related to your child.
- taking responsibility for contact with you as a parent and striving for a good relationship.

### **Your responsibility as a parent**

As a parent, you are responsible for:

- ensuring your child comes to school and participates in the teaching. Pupils in preschool and compulsory school have an obligation to attend.
- contributing to your child's learning and development.
- reporting absences when your child is unable to attend school.
- ensuring your child follows the school's rules.
- attending the meetings and discussions that the school convenes.
- obtaining information from the school about your child's learning and development.
- contacting the school as soon as possible when there are problems or questions that concern your child and that the school needs to know about.
- showing respect for and trust in the school's staff and striving for a good relationship.



# How the cooperation works

Collaboration between your child's school and you as a parent is important. Stay up to date on your child's schooling and have a good dialogue with the school – in your child's best interests. This is how cooperation with Haninge Municipality's compulsory schools works:

- You receive information about your child's school on the school website.
- You receive information about your child's absence, schedule, tasks and knowledge development, as well as current events and changes through the school learning platform which you reach through [haninge.se](http://haninge.se) under **Preschool & School**.
- You have the opportunity for participation and dialogue at parental council and parental meetings.
- You receive information about Haninge municipality's governance and follow-up of municipal schools' work on [haninge.se](http://haninge.se)

In order for you to be as involved as possible in your child's learning and the school's development, Haninge municipality offers the following for:

## **Parental council – here you can express your points of view**

In each school there is a forum for consultation, such as parental council, consisting of representatives of the parents and the school. The aim is for you as a parent to be able to express your points of view before the school makes a decision.

The parent council is not a decision-making body and does not discuss individual cases concerning staff, classes or students.

## **Parents meetings – here you can learn more about your child's school**

Once per term, the school invites you to a parents meeting. If there is a need, there may be more meetings. The aim is for you as a parent to gain knowledge of current issues, tasks, themes and projects that your child is working on in school. The aim is also to show how you as a parent can contribute to your child's learning and development, as well as to have a discussion about the school's tasks and goals.

## **Development review – here you can learn more about your child’s development**

You will be invited to your child’s development review once per term, or once a year if your child is in preschool class. The purpose is to inform about your child’s learning and development and agree on what goals your child should have in the future. During the review, you and the teacher also get the opportunity to discuss how you can together support your child to achieve the goals.

### **Then we follow up**

Of course, we will follow up on how you and your child perceive cooperation with the school. The school follows up the cooperation through discussion, as well as at parents meetings and the parental council. In addition, the education administration sends out a questionnaire with questions about school once per academic year. The questionnaire is answered by the parents of children in year 2, and by the students themselves in some years. The results are published on haninge.se, in the Preschool & School section.

This follow-up should be used to develop and improve the collaboration.



# What can you do to help your child do well at school?

- Talk to your child about school. Ask what your child has done, read and learned. If you show interest in school, it becomes important in your child's eyes.
- Help your child organise school work. Find out if your child has homework or tests and help with scheduling so that there is plenty of time to do the homework and prepare the tests.
- Help with homework, but don't take over. Ask about homework and if you are unsure of the content, ask your child to explain what he or she has done and should be able to do.
- Talk about your own knowledge and experience. Share what you know and have been involved in to help broaden your child's views.
- Read, write, count and talk to your child. Read for your child, make sure there are books at home and let the children count in everyday situations, such as the number of forks, guests etc.
- Take an interest in your child's hobbies – children need to be seen.
- Show interest in your child's future – show that you care.
- Keep in touch with the school about how your child is doing.

*Source: Lennart Grosin, Home Syllabus, 2001.*



# How we create a safe school together

This is how Haninge municipal schools work to create a safe school, together with the pupils and you as a parent:

The head teacher is responsible for creating a plan against discrimination and abusive treatment, and for ensuring that rules are developed and regularly followed up. The teachers work with norms and values and notice when students break the values.

The head teacher and the teachers make take special measures to ensure safety and calm, such as detention, relocation or suspension. Read more on pages 13 - 15.

The pupils follow the school's rules and act according to the school's norms and values. As a parent, you are responsible for talking to your child about every child's right to peace and calm for study.

## **Zero tolerance of abusive treatment and bullying**

We accept no abusive treatment or bullying at Haninge municipal schools. Each individual case of abusive treatment or bullying will result in a reaction from the staff of the school, and every case will be followed up. Obviously, school computers cannot be used to abuse or bully anyone.

Zero tolerance applies not only between pupils but also between adults and pupils in school.

## **When your child does not come to school**

On the same day that your child is absent from school without a valid reason, you as a parent will be told. It is the head teacher's responsibility to ensure that there are procedures for this.

### **When there is suspicion of crime or vandalism**

The school can report all criminal acts to the police. In such cases, the police may decide whether a crime has been committed or not. The school then describes the event objectively, and does otherwise what is required by the Education Act, the equal treatment plan and other action plans. In the case of vandalism, you as a parent may be liable to pay damages.

### **Objects that disrupt**

The law allows the school to seize objects that are used in a way that may be dangerous or disruptive to education. Dangerous objects will be given to the police. Items that do not pose a safety hazard will be returned to the pupil at the end of the school day.

### **Pupils' lockers**

The school has the right to open pupils' lockers if there is a suspicion of criminal activity, violation of the rules or possession of alcoholic beverages, drugs or dangerous objects.

### **Visits to the school**

External persons are not entitled to visit the school without specific permission. This also applies to pupils from other schools. Permission to visit is given by the head teacher. If visitors do not leave school when requested, the police are contacted.

### **Tobacco-free school**

Smoking is prohibited in all schools and school grounds in Haninge municipality. All municipal schools also have a plan for how the school will become completely tobacco-free.

# When you have points of view or complaints

Are you worried or do you have any views about your child's situation in school? In the first instance, you should contact the teacher responsible for teaching your child. In the second instance, you can contact the school administration.

If your concerns or your comments relate to operational and organisational issues, you should in the first instance contact the head teacher, or in the second instance the chief administrator of education.

If you wish to proceed with a complaint after having been in contact with the school, you can submit a formal complaint to the education administration.

Read more about this at [haninge.se](http://haninge.se), in the Preschool & School section.

There are also other complaints bodies:

## **The Swedish Schools Inspectorate**

If the school does not comply with the rules that exist for pedagogical activities or care, you can report this to the schools inspectorate. But before you do so, it is good if you first send a complaint to the education administration. Read more at [skolinspektionen.se/sv/anmalningar](http://skolinspektionen.se/sv/anmalningar).

## **Child and School Student Representative**

The child and student representative at the schools inspectorate works to counter degrading treatment and bullying. It may decide on liability for damages for pupils who have been victims of bullying or abuse at school. It is also their task to inform about the law and that there is zero tolerance for degrading treatment and bullying. Read more at [skolinspektionen.se/BEO](http://skolinspektionen.se/BEO).

## **Board of Appeal for Education**

The Board of Appeal for Education is an independent authority similar to a court of law to which students or their parents can turn to appeal certain decisions. Read more at [overklagandenamnden.se](http://overklagandenamnden.se).

# When your child needs help and support

## **Does your child need special support at school?**

The school has a responsibility to offer extra adaptations and special support to pupils who need it. This means that if your child does not attain the goals in a particular subject, or is at risk of not attaining the goals, the school must adapt the teaching. If the adaptations are not sufficient, or it is clear from the outset that they will not suffice, the head teacher will ensure that the school investigates the pupil's need for special support

Read more about this at [haninge.se](http://haninge.se), in the Preschool & School section.

## **Additional support via Haninge municipality**

- Does your child need help from a school nurse, counsellor or psychologist? Get in touch with Student Health through your child's school.
- Do you need support in your parenthood? Learn more about the family resource at [haninge.se](http://haninge.se).
- Your child can also get help from the youth clinic, which is for children and young people aged 12 to 22. Find out more at [haninge.se](http://haninge.se).



### **Help and support from other bodies**

- Does your child need the help of a child psychiatrist? Contact a psychiatric clinic, Prima Barn in Handen which is for children aged between 0 and 18 years. Find out more at [prima.se/prima-handen](http://prima.se/prima-handen).
- Does your child need specialist medical help? Contact Sachsska Child and Youth Clinic in Handen, [sodersjukhuset.se/barnhanden](http://sodersjukhuset.se/barnhanden).
- Is your child subjected to bullying at school? To begin with, talk to the school. If you feel that the school is not doing enough to prevent this, you can submit a complaint to the education administration or contact the Child and School Student Representative at the Schools Inspectorate, [skolinspektionen.se/sv/BEO](http://skolinspektionen.se/sv/BEO).
- You and your child can also find support at BRIS – children’s rights in society. Find out more at [bris.se](http://bris.se).
- Do you wish to know more about the curricula and the Education Act? Find out more at [skolverket.se/skolformer/grundskoleutbildning/informationsmaterial-till-foraldrar](http://skolverket.se/skolformer/grundskoleutbildning/informationsmaterial-till-foraldrar)

## What measures can the school take to maintain order?

The head teacher and the teachers have the right to take various disciplinary measures to secure the pupils’ safety and calm to study or to get to take action against pupils who disrupt. The measures must be proportionate to their purpose and other circumstances and the work shall be documented.

These measures can be taken by the school:

### **Interview**

If a pupil behaves inappropriately or is guilty of a minor breach of the rules, the teacher will instruct the pupil to change his or her conduct. If this does not help, the teacher will contact the parent.

### **Expulsion and detention**

If a pupil disrupts the teaching or behaves in an inappropriate manner, and does not change his or her behaviour at the teacher's request, the teacher or head teacher may expel the pupil from the classroom or give detention.

Expulsion and detention do not apply to children in preschool.

### **Investigation**

If a pupil has disrupted order or behaved inappropriately on several occasions, or has been guilty of a more serious offence, the head teacher shall ensure that the matter is investigated in consultation with the pupil's parents.

The head teacher will then take into account what has arisen in the investigation and ensure that measures are taken to get the student to change his or her behaviour.

If there are conditions for an investigation into special support for the pupil, such an investigation will also be initiated.

### **Written warning**

After an investigation, the head teacher may give the pupil a written warning. The warning must include information on what measures can be taken if the pupil does not change his or her behaviour. The pupil's parents are informed about the warning.

### **Internal relocation**

The head teacher may decide that a pupil will be moved to another group or be taught elsewhere within the same school if the measures after the investigation have not been sufficient, or where this is necessary to ensure the safety and calm for study of the other pupils.

Only if there are exceptional reasons may the relocation be longer than two weeks, but not more than four weeks. The pupil's parents are informed of the head teacher's decision.

### **External relocation**

If the measures are still insufficient or unenforceable, the head teacher may decide that a pupil will be taught at another school on a temporary basis.

Only if there are exceptional reasons may the relocation be longer than two weeks, but not more than four weeks. In some cases, there is the possibility of permanently relocating the pupil to another school.

The pupil's parents are informed of the decision before the relocation is carried out and have the right to appeal. Children in preschool cannot be permanently relocated.

### **Suspension**

The head teacher may decide to suspend a pupil fully or in part if it is necessary for other pupils' safety and peace and calm for study. This applies if the purpose of previous measures has not been achieved or if there are other specific reasons due to the pupil's behaviour. The pupil must then be offered compensation for the teaching that he or she loses due to the suspension.

A pupil may not be suspended for longer than one week or more often than twice per calendar half-year.

The pupil's parents are informed before the suspension is carried out and have the right to appeal. The Social Welfare Board shall also be informed of the decision. Children in preschool cannot be suspended.



Haninge  
kommun

Educational Administration · 136 81 Haninge

**Street address:** Rudsjöterassen 2, Haninge

**Telephone:** 08-606 70 00 (switchboard)

**E-mail:** barnochutbildning@haninge.se

**Find out more at**

[haninge.se/forskola-och-skola](http://haninge.se/forskola-och-skola)