

# The ABCs of Kaisaniemi School 2023–24 school year



Focus areas at Kaisaniemi Lower Stage Comprehensive School for the 2023–2024 school year are:

- Feelings
- Let's read!

**KAISANIEMI LOWER STAGE COMPREHENSIVE SCHOOL**

Puutarhakatu 1, 00100 Helsinki

PO Box 10306, 00099 City of Helsinki

## Contact information

**Principal** Susanna Kantanen (09) 310 80684 susanna.kantanen@hel.fi

**School Secretary** Lahja-Maria Liukkonen (09) 310 80685 lahja.liukkonen@hel.fi

**Vice-Principal** Satu Rytikangas (09) 310 79649 satu.rytikangas@hel.fi

**Vice-Principal** Saana Kaitaranta (09) 310 29803 saana.kaitaranta@hel.fi

### Special needs teachers

Titta Puhakka (09) 310 71836 titta.puhakka@edu.hel.fi

Elina Kuittinen (09) 310 72184 elina.kuittinen@edu.hel.fi

### Welfare officer

Marie Berglund **Mon, Tue, Thu** (09) 310 71911 marie.berglund@hel.fi

### Psychologist

Sannamari Matveinen **Tue, Wed, Thu** 040 6430808

sannamari.matveinen@hel.fi

### School nurse

Venla Ronkainen **Mon, Tue, Thu, Fri** 050 310 5557 venla.ronkainen@hel.fi

### School caretaker

Jaakko Suomalainen 050 406 9664 kv.kaisaniemi@sol.fi

**School cafeteria** (09) 310 80689 kouluravintola.kaisaniemi@hel.fi

**YMCA afternoon activities** 050 413 2437

**Dental clinic** (09) 310 51400 Vironkatu 2

**Viiskulma Health Station** (09) 310 45930 Pursimiehenkatu 4

### Class teachers

### Class

Saana Kaitaranta	1A
Satu Rytikangas	1B
Veera Sällilä	1C
Tuulimari Laitinen	1D
Matleena Koski-Laulaja	2A
Kirsi Kokkonen-Spears	2B
Ruj Jovanovic Hyvärinen	3A
Valtteri Pohjalainen	3B
Anne Niiniluoto	4A
Riitta Havulinna	4B
Kirsi Pettinen	4C
Anuliina Kainlauri	5A
Kalle Rissanen	5B
Santtu Vihunen	5C
Raisa Palaste-Arola	6A
Pekka Kaipainen	6B
Anna Hurme	6C

### **Other teachers**

Suvi Ollikainen	English, Swedish
Harri Laine	English, Swedish, German
Katri Tuomaala	English, French
Päivi Lavonen	Finnish as a second language teacher
Sini Lehto	contemporary dance

Teachers' e-mail: [first\\_name.last\\_name@edu.hel.fi](mailto:first_name.last_name@edu.hel.fi)

### **Special needs assistant**

Jaana Kirjonen  
Tanja Heikkilä  
Heli Ala-Heikkilä  
John Blomberg  
Tuula Juvonen  
Joonas Lukkala  
Haiti Mäenpää  
Susanna Sandholm

### **Kaisaniemi Lower Stage Comprehensive School's work and holiday periods in the 2023–2024 school year**

Autumn term 10 August 2023 (Thu)–22 December 2023 (Fri)  
Autumn break 16 October 2023 (Mon)–20 October 2023 (Fri)  
Christmas break 23 December 202 (Sat)– 5 January 2024 (Fri)  
Spring term 8 January 2024 (Mon)–1 June 2024 (Sat)  
Winter break 19 February 2024 (Mon)–23 February 2024 (Fri)

We'll have school on Saturday December 2<sup>nd</sup> at 9.15-12.15. We'll have an extra day off on 10.5.2024.

### **School day structure**

**1st lesson 8:30–9:15**

**2nd lesson 9:15–10:00**

break 10:00–10:30

**3rd–4th lessons 10:30–12:15**

(lunch between 10:35 and 12:15)

break 12:15–12:30

**5th lesson 12:30–13:15**

break 13:15–13:30

**6th lesson 13:30–14:15**

**7th lesson 14:15–15:00**

### **School rules of Kaisaniemi Lower Stage Comprehensive School**

- 1) Everyone shall follow the school rules and currently valid legislation while at school.
- 2) School rules shall be followed during school time in the school area and at events organised by the school.
- 3) Pupils shall behave respectfully towards others.
- 4) Pupils shall allow themselves and others to study and work in peace.

- 5) Pupils shall not bully, act in a threatening manner or violate the physical integrity of others.
- 6) Pupils shall follow the school timetable.
- 7) Pupils shall take good care of their own and shared supplies and respect the property of others.
- 8) Pupils shall use mobile phones and other technology during teaching to facilitate their studies and only with adult permission.
- 9) Pupils shall not bring items or substances to school that are unnecessary for their studies or could be used to harm people or property.
- 10) Pupils shall only leave the school area during the school day with adult permission.

### **Curriculum**

The school curriculum is available at ePerusteet.

### **School admission**

The school has a dedicated admission area. Pupils from other areas in Helsinki may only be admitted to the school provided that there is room for them at the school. Pupils for weighted-curriculum education in music and contemporary dance are selected based on an aptitude test held during the spring term. The Education Division will provide more information on the aptitude test. The aptitude test is open to all 2nd grade pupils interested in music or dance. Pupils from other municipalities can be admitted to City-run schools after pupils living in Helsinki if there is room left at the school.

Registration for the aptitude test for weighted-curriculum education in music and contemporary dance is carried out by filling in a registration form. The school will then invite applicants to the aptitude test. Applicants will be notified of the results of the test by a letter sent to their home address.

### **Weighted-curriculum education in music**

Pupils for weighted-curriculum education in music are selected based on an aptitude test. Instruction starts in 3rd grade and continues throughout lower stage comprehensive school. Weighted-curriculum education in music includes 3–4 lesson hours per week of basic instruction in music. Pupils selected for the Cantores Minores boys' choir receive choir music instruction alongside normal school instruction. The CM boys' choir's practice is held in the choir's own facilities on Meritullintori.

### **Weighted-curriculum education in contemporary dance**

Pupils for weighted-curriculum education in contemporary dance are selected based on an aptitude test. Instruction starts in 3rd grade and continues throughout lower stage comprehensive school. The school provides 3 lesson hours per of instruction in contemporary dance. The aim is to educate the pupil on and with the help of dance. Key aspects of weighted-curriculum education in contemporary dance are studying your own body and movements and finding and expressing your dance voice.

### **Content and language integrated learning (kiri)**

Kaisaniemi Lower Stage Comprehensive school provides limited bilingual, i.e. language-enriched Finnish-English instruction starting from 1st grade. Content and language integrated learning is available to all pupils as part of the school's general language programme and does not require the completion of an aptitude test. Language-enriched instruction is provided in accordance with the City of Helsinki's general curriculum and distribution of lesson hours. The content of the subjects studied in the target language is selected with the aim of supporting the achievement of the objectives of the curriculum and target language learning in a manner that is meaningful to the pupil. In language-enriched instruction, the proportion of English-language learning is less than 25%. All subjects included in the curriculum can be studied in the target language, with the exception of mother tongue and literature and second national language subjects. English is also used in everyday school matters and as an in-class language.

CLIL pupils can select either drama or design as an optional subject. Pupils are required to make a binding choice in regard to their optional subjects in the spring of 2nd grade. Instruction starts in 3rd grade and continues throughout lower stage comprehensive school. The study content is based on the cross-curricular themes included in the curriculum.

In design instruction, the aim is to develop the pupil's thinking, planning and evaluation skills. Instruction is provided utilising skills and methods learned in crafts and visual art.

In drama instruction, the aim is to inspire pupils' dramatic expression and develop teamwork, thinking, emotional and interaction skills. Learning is creative, experience-oriented and aesthetic.

### **Language selection**

The A1 language options offered at Kaisaniemi Lower Stage Comprehensive School are language-enriched English, English and French.

Optional A2 languages offered are English, French, Swedish and German.

B1 Swedish starts in 6th grade.

### **Wilma**

Our school uses the Wilma web interface (<https://wilma.edu.hel.fi>) for the student administration information system. Via Wilma, the school/teachers can manage:

- communication (shared, class-specific, individual matters)
- absences
- late arrivals
- homework assignments
- other lesson notes

Guardians can view their child's school timetable on Wilma.

Guardians use Wilma to account for their child's absences and late arrivals and to send messages to the teacher.

The bulletin containing the key code to Wilma and registration instructions are provided by the school secretary. The bulletin includes instructions on how to create a personal user account.

### **Absences**

If a pupil falls ill, their guardian must report the reason for the pupil's absence to the class teacher on the first day of the illness via Wilma, [wilma.edu.hel.fi](https://wilma.edu.hel.fi). The guardian must account for the absence on Wilma. The school's pupil welfare team monitors the number of absences accrued by pupils.

### **Holiday requests**

Teachers can make administrative decisions concerning holidays lasting 1–5 school days. Decisions concerning holidays longer than this are made by the principal. Holidays and other additional days off are applied on Wilma using the Exemption from schoolwork form. The teachers request that guardians think carefully about requesting holidays during the school's working periods.

Guardians request permission for their child to be absent from school using Wilma's **Exemption from schoolwork** form.

After logging in to Wilma, click on the three dots in the top panel to open the menu and select **Applications and decisions**. On the right, click on **Submit a new application —> Exemption from schoolwork**. Fill in the **Absence start date**, **Absence end date** and **Reason for absence** fields and save the information using the button in the lower right-hand corner. Once the teacher or principal has made a

decision concerning the absence request, the pupil's guardian can view it on Wilma.

### **Communication**

The school events are announced during the school year via Wilma ([helsinki.inschool.fi](https://helsinki.inschool.fi)) and the school's website [www.kaisa.edu.hel.fi](http://www.kaisa.edu.hel.fi). Class teachers send their own notices concerning current matters to guardians via Wilma and, if necessary, via pupils at least once a month.

### **Assessment**

At the start of the school year, each pupil sets their personal learning goals. At the halfway point of the school year, in November–January, the pupil's progress is examined as part of a steering discussion with the pupil and their guardian.

For 1st graders, learning goals are set in connection with the first steering discussion. At the end of the school year, the pupil undergoes an assessment discussion with their teacher. This discussion involves examining the achievement of the learning goals set. The discussion is carried out before the pupil receives their school year report. The school year report is provided at the end of the school year, on the Saturday of calendar week 22. In grades 1–3, assessment is verbal. In grades 4–6, assessment is number-based.

### **Mobile phones and other devices**

Pupils are allowed to bring mobile phones and smart devices to school at their own responsibility. Pupils must keep their mobile phones in silent mode and in their backpack during the school day. Smart devices, such as pupils' own tablets, smartphones or laptops, are used in studies at school as agreed and during excursions outside of the school in accordance with teachers' instructions. The city will provide no compensation for missing or damaged personal devices.

### **Part-time special needs education**

Pupils with temporary or permanent difficulties in regard to learning or working in class are assisted by a wide-ranging special needs teacher. Learning-related difficulties may manifest in reading, writing, foreign languages, mathematics or some other subject. The special needs teacher serves as a co-teacher with the class teacher during class or can take pupils to a separate class to teach them individually or in a small group.

### **Finnish as a second language (S2)**

The aim of Finnish as a second language instruction is to comprehensively promote, support and strengthen the pupil's Finnish language and cultural skills and knowledge. As a subject, Finnish as a second language is part of the mother tongue and literature syllabus. Finnish as a second language is studied by pupils whose Finnish language skills are not native level in all areas.

Finnish as a second language instruction is organised at Kaisaniemi Lower Stage Comprehensive School as small group instruction and/or co-teaching in cooperation with class teachers and the special needs teacher. The amount of instruction is 1–2 lessons per week, depending on the pupil's language skills. The rest of the Finnish as a second language syllabus is studied in the form of individual assignments and instruction during general instruction mother tongue and literature lessons, insofar as possible. The Finnish as a second language teacher assesses the Finnish language skills of bi-/multilingual pupils in August–September. **The pupil's Finnish language syllabus is chosen by their guardian.**

### **Pupil welfare services**

Pupil welfare is a comprehensive range of services as part of which all of the school's cooperation groups monitor and evaluate factors related to the development, well-being and safety of the pupils. The pupil welfare group (OHR) includes the principal, the school welfare office, the special needs teachers, the psychologist and the school nurse. This multidisciplinary group convenes on a weekly basis.

**Collective pupil welfare** focuses on preventing problems and is carried out by all teachers. **Individual pupil welfare**, on the other hand, focuses on supporting learning and is carried out in close cooperation with

guardians and pupils. Consent from the pupil's guardian for the convening of the multidisciplinary group is needed when concerns about the pupil are related to medical, social or health factors. The initiation of pupil welfare work can be requested by a group member, the class teacher, the pupil's guardian or the pupil themselves.

### **School health care**

The purpose of school health care is to support the growth and development of pupils and strengthen preconditions for learning and healthy life. Pupils undergo annual medical check-ups. These check-ups include growth and posture monitoring, regular and as-needed hearing and vision testing, vaccinations and health guidance. School health care also provides treatment for acute illness and first aid in the event of accidents at school. The school nurse can best be reached by phone.

### **School welfare officer**

The school welfare officer is the school's social worker, who works on various problems related to the school, home or friends (behaviour, motivation, absences, school bullying, different family situations). The school welfare officer holds support discussions with individual pupils and works with pupil groups and classes. Cooperation with guardians is key. Depending on the pupil's issues, the school welfare officer can partner with class teachers, a special needs teacher, the school psychologist, the school nurse or the principal. If necessary, the school welfare officer will refer pupils to services outside of the school.

### **School psychologist**

As an expert on mental development and well-being, the school psychologist is part of the school's multidisciplinary network. The school psychologist is tasked with providing psychological assessment, consultation and advice services to pupils, parents and those working in the school community and, if necessary, referring pupils to services outside of the school. A teacher can contact the school psychologist if they are worried about a pupil's well-being in relation to their learning, interaction or emotional life.

### **Pupil council board**

All the pupils of the school together form the pupil council, to the board of which two representatives from each class are elected annually. The pupil council board convenes regularly.

### **Environmental panel**

Our school has an environmental panel consisting of 1st–6th grade pupils.

### **Parents' association**

Our school's parent's association is **Kassu ry**, the activities of which we hope that all guardians will participate in. The purpose of the association is to promote cooperation between guardians and the school and support the school's education goals. Class-specific committees are selected during the classes parents' evening in the autumn. Kassu communicates about its activities via Wilma, among other channels.

### **Afternoon activities**

The school's afternoon club is organised by the YMCA tel. 050-413 2437 (Mon–Fri 12:00–17:00). The afternoon care for classes 1CD is provided by the school.

### **School meals**

School meals at Kaisaniemi Lower Stage Comprehensive School are provided by City of Helsinki Service Centre. We are part of school group 1. We follow a six-week menu that can be viewed at [www.hel.fi/ruokalistat](http://www.hel.fi/ruokalistat). Our kitchen is a so-called re-heating kitchen. Salads and side dishes are prepared on-site.

Our kitchen also takes into account pupils' individual allergies. The school must be notified of any allergies that a pupil has via the diet description form available on the Education Division's website. The form can be submitted to the pupil's teacher or the school nurse. A medical certificate is required for all allergies. Medical certificates can be submitted to the school nurse, who will inform the kitchen about them. We request that parents also inform the school of any changes in their child's allergies.

School lunch is served between 10:35 and 12:15. There is a main dish and a vegetarian option available each day, which pupils can choose between freely. One day each week, all pupils are served a vegetarian dish. Additionally, there are also fresh salads and grated vegetables available. The school cafeteria can be contact by e-mail, [kouluravintola.kaisaniemi@hel.fi](mailto:kouluravintola.kaisaniemi@hel.fi).

### **Snack for purchase**

Snack are available for purchase from Mon, Tue, and Thu at 14:15 for pupils whose school day continues until 15:00 o'clock. 10-euro snack cards can be purchased from the school cafeteria or paid for in advance to the school bank account. Bringing exact change is recommended. Snack cards can be paid for in advance and redeemed for a payment receipt. Snack cards are personal.

### **Payment account**

Danske Bank FI28 8000 1100 3960 02 DABAFIHH

Nordea FI24 1572 3000 3304 31 NDEAFIHH

OKO FI27 5000 0120 2429 78 OKOYFIHH

### **Reference**

3070 9030 3490 9502

### **Recipient**

Palvelukeskus / Monipalvelut

### **Insurance**

The City of Helsinki has insured all pupils against accidents with an insurance policy provided by Fennia.

The insurance covers treatment at health stations.

### **Journeys to and from school**

We request that guardians discuss how to make the journey to and from school safely with their children. The school does not have any storage facilities for skateboards and scooters.

Pupils in grades 1–6 whose journey to and from school is over two (2) kilometres in length can be granted a travel ticket based on the length of the journey if the pupil is in weighted-curriculum education in dance or music or if the pupil is studying a rare language (French).

More detailed instructions and the travel card application form are available on the Education Division's website.

### **Kaisis10 Team**

Bullying is not tolerated at our school. Any instances of bullying are investigated by the Kaisis 10 team. In the event of bullying at school, the first point of contact should always be the affected pupil's class teacher.

### **Kaisis10 – Rules of conduct of Kaisaniemi School**

- 1) I shall bear my responsibilities and carry out my work to the best of my abilities.
- 2) I shall treat all members of the school community in the same manner in which I would like to be treated.
- 3) I shall respect shared agreements and instructions.



- 4) I shall be punctual and diligent.
- 5) I shall be fair and just.
- 6) I shall be considerate and tolerant of others.
- 7) I shall actively participate in shared events and taking care of shared issues.
- 8) I shall turn problems into goals and act in a constructive manner even in difficult situations.
- 9) I shall allow myself and others to fail and learn from failure.
- 10) I shall create a positive mood around me, greet, help, listen to and encourage others.

### **Management board**

The purpose of the management board is to monitor the operation of the school and participate in decision-making affecting the school.

The tasks of the management board are laid down in the Education Division's ordinance.

The principal of the school serves as the secretary and presenting official of the management board.

### **Members**

Pauliina Pulkkinen, chair

Teemu Hämäläinen vice-chair

Leo Bonsdorff

vice Liisa Harjula

Raisa Erma

vice Milla Minerva Mertanen

Marko Tervaportti

vice Johanna Eränkö Hyytinen

Venla Ruth

vice Susanna Laine

Teacher member:

Titta Puhakka

vice Kirsi Kokkonen-Spears

Other member of staff:

Lahja-Maria Liukkonen

vice