



Erasmus+

# Job Shadowing

August 2022  
Hyvinkaa & Kellokoski



The Asema school building completed in 1954.


 **Additional information**

 Htm - Own work

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Wooden school

 Additional information

 Htm - Own work

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# Working and vacation times in basic education and upper secondary schools 2022-2023

**Autumn semester** Wed 10.8.2022 - Thu 22.12.2022 (91 working days)

- Autumn holiday 17.-23.10.2022
- Christmas holiday 23.12.2022-8.1.2023

**Spring semester** Mon 9.1.2023 - Sat 3.6.2023 (96 working days)

- Winter holiday week 20.-26.2.2023
- Easter holiday 7.-10.4.2023
- Maundy Thursday 18.5.2023

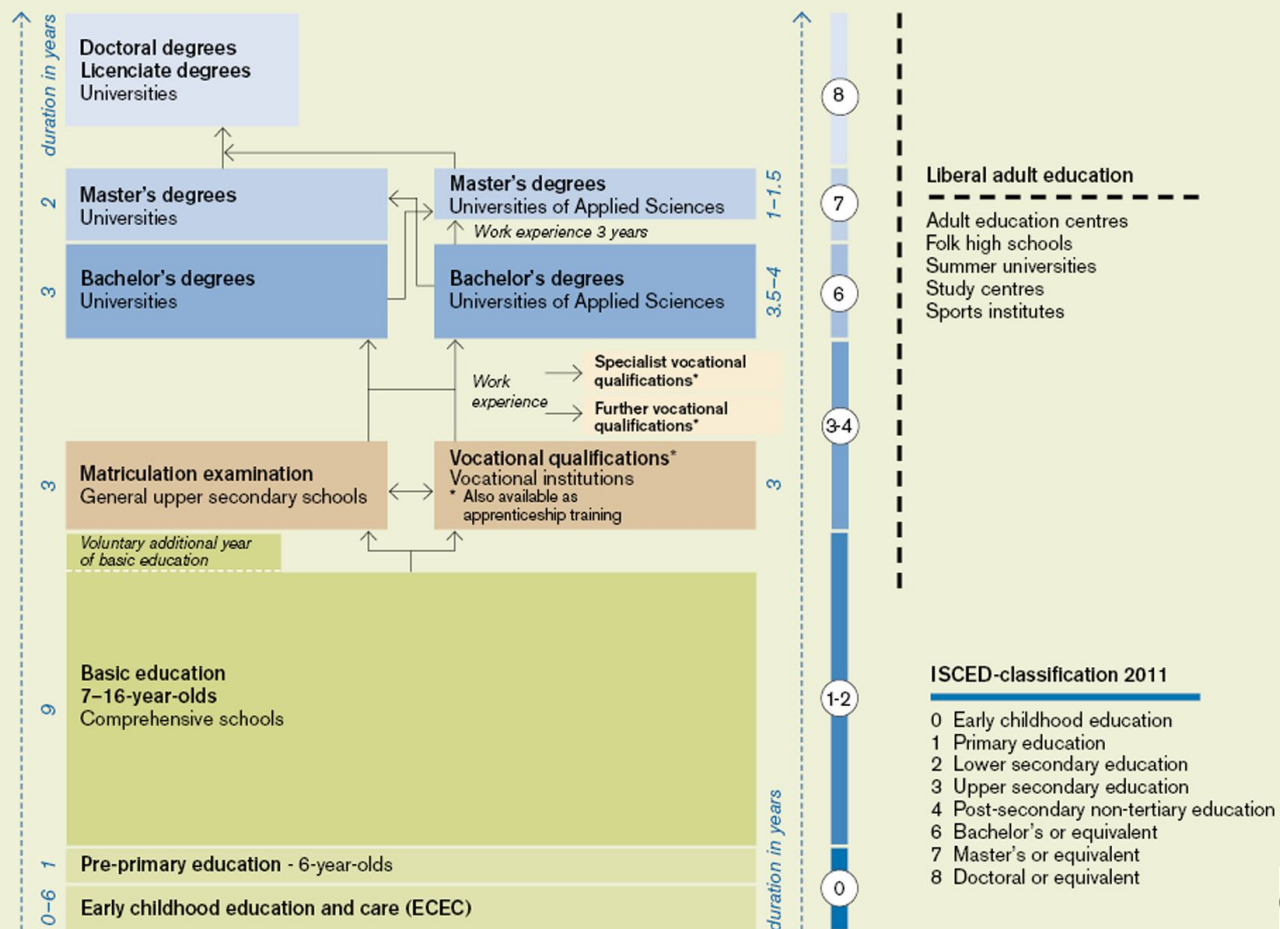
In primary education and high school, the Friday after Maundy Thursday 19.5.2023 is a day off.

<https://www.hyvinkaa.fi/kasvatus-ja-koulutus/opetuksen-tietopankki/opetussuunnitelmat/perusopetuksen-ops/oppiaineet/englanninkieliset-luokat/>



# Education system in Finland

5/2016



# Education

## Elementary School

1st-6th

## Secondary Education

7th-9th Junior High School (need certain average to go on)

10th-12th Senior High School **OR** Vocational education 3 years

Very Good grades —————→ University

If someone has low grades can have an admission test after a year to get to the University

The **local curricula were introduced on August 1, 2016** in all schools in grades 1–6. The curricula for grades 7–9 were introduced in stages in 2017–2019.

The basics of the A1 language curriculum 2019 for year classes 1–2 were introduced on January 1, 2020. Revised chapter 6 of the basics *The assessment of student learning and competence in basic education* was included in local curricula from August 1, 2020. The specified criteria for final evaluation of students were added to the local curricula and introduced at the beginning of the academic year 2021–2022.

The **local curriculum is updated** after the basic changes, but also at other times as needed. The purpose is that the curriculum is a living support for teaching and school operations.

The student sets goals, solves problems and evaluates the learning based on the goals. The student's experiences, feelings, interests and interaction with others create the basis for learning. The teacher's task is to teach and guide the students on the path of continuous learning by taking into account the students' individual ways of learning.

- The school has 20 basic education groups in grades 1 to 6.
- In addition to general education classes, there are small classes 2-3F, 4-5F and 5-6G.
- The school also has city's only elementary music classes for grades 3 - 6, as well as the city's **English classes** in grades 1-6 .
- The school is known as a study program that emphasizes culture and good manners.
- All in all, 35 teachers and 350 students work in the school.
- Other staff are in health care, property maintenance and the kitchen.
- 20 enthusiastic new schoolchildren are admitted to the first grade through **the entrance exam**, and the number of applicants has grown year by year.
- Swedish is also taught from 6th grade



# Info

- Each student has his/her own schedule
- No shoes in class
- Lunch at school free for all
- Early arrival and late departure (other staff)
- Substitute teachers (not necessarily teachers)
- 1st to 3rd give reports for assessment
- Give grades from 4th to 6th grade
- After the end of the units they take in class tests
- 1st and 2nd grade mostly make groups to help students adopt



**PICPAC**

HYVINVOIVA  
KELLOKOSKEN  
KOULU

KELLOKOSKEN KOULU

→ Pääsisäänkäynti

## BASIC INFORMATION

Kellokoski school community since 1.8.2015-

Consists of comprehensive school and

Tuusula upper secondary school/Kellokoski office

- pupils

- 496(0-6gr )

- 392 (7-9gr)

- 131 (upper secondary school students)

- teachers

- 40 (subject teachers)

- 26 (class teachers)

- special needs assistants 12 and other staff c. 10



TUUSULA

# Designing a modern school, the basics

- Kellokoski's school is a KiVa school, Likkuva school and Pro school.  
Kellokoski school's vision 2025 is Well-being

KiVa is an **antibullying program** that has been developed in the University of Turku, Finland, with funding from the Ministry of Education and Culture. The program is evidence-based which means that the effectiveness of KiVa has been proven scientifically.

Finnish Schools on the Move is a **national action programme** aiming to establish a physically active culture in Finnish comprehensive schools. Schools and municipalities participating in the programme implement their own individual plans to increase physical activity during the school day. More than 90% of municipalities and of comprehensive schools (2 116 schools) are involved in the programme.

**School vision: a well-being school**

- Emphasis on well-being of students and teachers
- Developing a strong sense of community and togetherness
- Increasing students' (as well as teachers') participation and involvement
- Education given is well planned and thought-out
- The aim is to make our school a place where students prosper and learn



# Timetable of the day - 75 minute lessons

	grades 1.-4.	grades 5-6.
<b>1. lesson</b>	8.00-9.15	8.00-9.15
<b>2. lesson</b>	9.30-10.45	9.30-10.45
<b>lunch/ 3.lesson</b>	10.45-11.30 (lunch)	11.15- (3.lesson)
<b>3. lesson</b>	11.30-12.45	-12.45
<b>4. lesson</b>	13.00-14.15	13.00-14.15
<b>5. lesson</b>		

	grades 7.-8.	9+upper
<b>1. lesson</b>	8.00-9.15	8.00-9.15
<b>2. lesson</b>	9.30-10.45	9.30-10.45
<b>lunch/ 3.lesson</b>	10.45-11.30 (lunch)	11.00- (3.lesson)
<b>3. lesson</b>	11.30-12.45	-12.45
<b>4. lesson</b>	13.00-14.15	13.00-14.15
<b>5. lesson</b>	14.30-15.45	14.30-15.45



# 75 minute lessons 1/2

❖ Kellokoski school took up 75 minute lessons in 2016-17

❖ Benefits

- School days less rushed
- Fewer lessons/ teachers/ day (for pupils)
- Fewer groups/ day (for teachers)
- Enables more versatile teaching methods
- Facilitating cooperation between teachers
- Curriculum becomes more easily approachable
- School transport becomes more manageable
- Shorter school days
- Fewer break duties
- Allows more time for tutoring and extra curricular activities

75 min

# Planning and organizing together

Meetings on Tuesday mornings for 75 minutes, 4 week rotation

KEKO = the whole teaching staff at Kellokosken koulu

TIKO = functional teams (5 teams, each divided in two)

TAKO = all teaching staff, divided into two groups: grades 0-6 and grades 7-9 and higher

LAKO = grade groups (0-6) and subject groups (7-9)

There's also time outside the school day for individual planning and planning together

The school board/ administration team have a meeting on Mondays for 75 minutes.

Members: 3 principals, 5 team leaders (teachers)

# Subjects

Mother tongue and literature, A1-language (English), B1-language (Swedish), Mathematics, Environmental studies, Biology and Geography, Physics and Chemistry, Health education, Religion/Ethics, History and Social studies, Music, Visual arts, Crafts, Physical education, Home economics, Artistic and practical elective subjects, Guidance counselling, elective subjects

## **Distribution of lesson hours in basic education:**

<https://www.oph.fi/sites/default/files/documents/distribution-of-lesson-hours-in-basic-education-2020.pdf>

## Kellokoski school values

- Kellokoski school operates according to the Tuusula basic education curriculum.
- The curriculum aims for an activity culture where the student is an active player. The operating culture requires cooperation, versatile learning environments and flexible ways of learning and working.
- Kellokoski's school has wanted to emphasize the values that support the school's vision. Our school's vision 2025 is Hyvinvoiva Kellokoski school. The values of Kellokoski school are community spirit, safety, responsibility and equality and tolerance.
- An important part of safety is preventing and intervening in bullying. All school members are committed to common rules.
- Human rights and equality are realized in our school. We see equal opportunities as important: we offer everyone the same conditions for a good future.

# Responsibility

- At Kellokoski's school, responsibility means an individual's responsibility for himself and his environment.
- We see it as important that the student's responsibility increases according to the level of development.
- Students are guided to see the impact of their own everyday actions.
- They are encouraged to be active and involved.
- Responsibility is also reflected in the consideration of sustainable development in everyday school life.
- Maintaining hope for the future is seen as important.

# Communication platform

Wilma is the web interface of the educational institution's administration program. This Wilma license is owned by **Tuusula's cultural association** .

In Wilma, students choose courses, monitor their performance, read bulletins and communicate with teachers.

Through Wilma, teachers enter evaluations and absences, update their personal information and communicate with students and guardians.

Through Wilma, guardians monitor and investigate the student's absences, communicate with teachers and read school bulletins.

Wilma is also used by the educational institution's staff, management and workplace supervisors.





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# Hyvinkaa



# Kellokoski



# ΘΕΜΑΤΑ ΔΙΟΙΚΗΣΗΣ ΚΑΙ ΛΕΙΤΟΥΡΓΙΑΣ

**The English Classes of Hyvinkää**

# ΔΙΟΙΚΗΤΙΚΗ ΣΧΟΛΕΙΟΥ

- Η επιχορήγηση δίνεται απευθείας στην δ/νση του σχολείου (70.000 ευρώ ετησίως)
- Κάθε σχολείο έχει την γραμματέα του όπου ασχολείται :
  - α) Μηνιαίο Οικονομικό Απολογισμό
  - β) Λεωφορεία μαθητών
  - γ) Απαντάει στα γενικά τηλεφωνήματα
  - δ) αρχειοθετεί όλα την καθημερινή αλληλογραφία

- Ενημερώνει ο ίδιος τους εκπαιδευτικούς
- Μιλάει προσωπικά ο ίδιος με τους γονείς για τα προβλήματα ( μόνο τις ώρες εργασίας)
- Ελέγχει καθημερινά τις απουσίες των παιδιών και αν χρειαστεί επικοινωνεί άμεσα με τους γονείς
- Σε «δύσκολες» περιπτώσεις ενημερώνει την αστυνομία και ενεργεί αυτή ανάλογα

Αναφέρει τους στόχους της αξιολόγησης της σχολικής μονάδας και ελέγχεται από τους αρμόδιους φορείς για τα αποτελέσματα



- Κάνει 5 ώρες την εβδομάδα μάθημα
- Ωράριο που έχει 8:00 με 16:00
- Υπάρχουν υπεύθυνοι σε τμήματα κάτι ανάλογα με τους υποδιευθυντές των σχολείων
- Η θητεία του είναι 3 χρόνια και κάθε φορά καταθέτει τα τυπικά του προσόντα και περνάει από συνέντευξη