



Futuraskolan International School of Stockholm

Parent and Guardian Handbook



Welcome to Futuraskolan International School of Stockholm!

Now that your child/children has/have been accepted to Futuraskolan International School of Stockholm we need to make sure that as many questions as possible are answered before you arrive. This handbook contains information related to the school and its operation as well as details about courses that are optional.



Futuraskolan International School of Stockholm is a Grade 1-9 independent, non-sectarian, open admissions, co-educational day school located in central Stockholm. The school is designed to serve the children of the international community posted in Sweden and offers all classes in English, with the exception of modern language courses. The school year runs from mid-August to mid-June and has a minimum instructional period of 178 days divided into two semesters.

Futuraskolan International School of Stockholm, has a special permit from the Swedish authorities, as it is a school for temporary residents in Sweden and has a set of eligibility requirements. English is the language of instruction and it follows an international curriculum, not the Swedish National Curriculum.

Contact Details

School Address:

Futuraskolan International School of Stockholm Address:
Erik Dahlbergsgatan 58-62
115 57 Stockholm

School Website: <http://www.futuraskolaninternational.se>

Nicole MacDonald, Principal

+46 70 810 01 53

nicole.macdonald@futuraskolan.se

Veronna Pomeroy, Vice Principal

+ 46 72 371 28 02

veronna.pomeroy@futuraskolan.se

Richa M Limba, School Administrator

+46 767 24 28 97

international@futuraskolan.se

Student Counselor:

Vasiliki (Vicky) Chaita: vasiliki.chaita@futuraskolan.se

CEO:

Tom Callahan: tom.callahan@futuraskolan.se



Mission Statement

Futuraskolan International School of Stockholm strives to develop students who are internationally minded, generous in spirit and imbued with a sense of community service founded on respect. We challenge and motivate each student to reach their full potential and aim to help them develop into caring global citizens.

Our Goals:

- To create a calm, safe, and structured atmosphere, generating a fulfilling and encouraging working environment
- To offer an individually designed educational experience, stimulating and encouraging each child to do their absolute best while supporting their personal needs
- To create an international perspective and mindset in our students
- To create a setting where our children, staff, and parents feel happy and comfortable, allowing each individual to demonstrate a sense of responsibility and respect for themselves and others
- We aim to be an international school that:
 - Challenges all students to reach their highest levels academically, physically and socially
 - Adapts its teaching to accommodate the range of different learning styles
 - Promotes, recognizes and celebrates kindness of spirit
 - Promotes an awareness and understanding of the independence and interdependence between people and countries
 - Respects both similarities and differences between people and cultures
 - Develops an ability to be at ease with others who are different and to celebrate these differences

An inclusive community that:

- Promotes respect for all
- Appreciates the difference between having an opinion and being opinionated
- Fosters a community spirit
- Encourages parents, teachers and students to work together in fulfilling our core values



Our Vision:

We want to be the best stepping stone for future world citizens.

With this vision we want to lift the aspirations and goals of our students and give them the best start in life. We shall develop each student's desire for life-long learning and help them develop into tolerant, responsive, respectful, curious and communicative individuals.

Our Values:

Progressive, Energy, Respect

Progressive

We believe in looking forward, continuously evolving and striving to be visionaries. We stop only to evaluate, and always strive to do things better in the future.

Energy

We are creative and we take initiative. We are open-minded. We are engaged and try to see every problem as an inspiring challenge.

Respect

We are receptive, humble and tolerant. We are proud and clear about what is right and wrong. We believe that respect is something that is earned and something we expect from everyone in our school community; students, teachers, parents, co-workers and business partners.

Our Promise:

At Futuraskolan every child is visible, challenged and successful.

We are proactive, empathetic and we aim to develop our students inside and outside the classroom. We are attentive to their individual needs and fully respect them.



Futuraskolan International School of Stockholm

Definition of International Mindedness:

International mindedness is the ability to be open-minded, adaptable, appreciative, and respectful of other cultures and one's own, and to be actively involved in global issues.

Definition of Learning:

Learning is a continuous journey of personal growth and development of knowledge, skills, and understanding. We encourage our students to take an active role in their learning and in our school community.

Shared Vision:

We challenge and motivate each student to take responsibility in becoming open-minded and engaged global citizens, who are kind, empathetic, progressive and respectful.



School Hours

Primary School/Grades 1-5:

Monday to Friday

8:15 - Doors Open, 8:30 - Classes Start, 3:00 - Classes End

Middle School/Grades 6-9:

Monday, Tuesday, Thursday, Friday

8:15 - Doors Open, 8:30 - Classes Start, 3:30 - Classes End

Wednesday

8:15 - Doors Open, 8:30 - Classes Start, 3:15 - Classes End

Autumn Term: 2023

August 21 - Learner's First Day

(No Lunch, Fritids Open for those registered)

8:15: Grades 3, 4, 5 - Main Entrance

Grades 6, 7, 8, 9 - Side Entrance

9:00: Grade 1 and 2 - Main Entrance

August 31 (Thursday): Back To School Night Grades 1 - 9 (5:30pm - 6:30pm)

September 4, 5, 6: Student/Class Photos

September 21 and 22 : Student-Parent -Teacher Meetings

(Fritids Open) Whole School

October 27: Central Teacher Work Day (School Closed)

October 30 - November 3: Autumn Break (Week 44) (School Closed, Fritids Open)

December 21: Last Day of School Autumn 2022 (½ day) (Fritids Closed)

December 22 - January 8: Winter Break

(School Closed, Fritids Open on Select Days)

Spring Term: 2024

January 8: First day Teachers (Teacher Work Day)
(School Closed, Fritids Closed)

January 8 - First day Teachers (Teacher Work Day)
(School Closed, Fritids Closed)

January 9 - Learner's First Day 2023

February 23 - Central In-Service Teacher Work Day
(School Closed, Fritids Open)

February 27- March 1 - Sports Break (Week 9)
Leap Year!
(School Closed, Fritids Open)

March 29 - April 5 - Spring Break
(School Closed, Fritids Open.)
(Fritids Closed on Friday March 29 and Monday April 1)

May 1 - School/Fritids Closed (Red Day)

May 9 - School/ Fritids Closed (Red Day)
May 10 -School Closed/ Fritids Open

June 12 - Last Day of Classes (Fritids Closed, ½ day)

June 21 - Midsommar (Fritids Closed)

June 28 - Last Day of Fritids.



After School Activities:

Futuraskolan International School of Stockholm PTA offers additional Arts, Sports, and Language clubs and activities for students at the end of the school day. These activities are coordinated by our PTA via the After-school Enrichment Program (ASEP). The ASEP program will be posted and shared at the beginning of each term with the parent community via SchoolSoft, PTA Facebook page, PTA Newsletter and PTA Boards.

Feel free to contact the PTA with any questions: pta.international@futuraskolan.se

Join our closed and private Facebook page: 'Futuraskolan International PTA'.

After School Care/Fritids:

The Futuraskolan International School of Stockholm after school care program is called Fritids and is available for families of our Grade 1 to Grade 6 (or until they are turning 13 years old minus 1 day) students who require care after school. Fritids is **ONLY for the children who are registered in Fritids**. It is the kommun where you are living/registered who will decide if your child can be registered or not. Diplomat families outside EU/EES are not allowed to have fritids. The cost of fritids is variable and depends on the total household income and how many learners they have in school/pre-school. There is a one month period of notice if you wish to cancel the Fritids service.

If you would like to apply for fritids you can sign up and fill out an application form with our School Administrator (international@futuraskolan.se). More information can be obtained by contacting the **Fritids Coordinator, Mary Ann Carvalho**: mary.carvalho@futuraskolan.se

Assessment and Evaluation:

As part of the International Primary Curriculum (IPC) and the International Middle Years Curriculum (IMYC) learning is focused on students' knowledge, skills, and understanding. You can read more in the [Assessment and Evaluation Policy](#).

At Futuraskolan International School of Stockholm, our Grade 9 curriculum is focused towards preparing our students for a future in international education. Our aim is to prepare our students for this rigor by exposing them to educational experiences that create the foundation of preparedness for this rigour.

Child Protection Policy:

The Swedish law of 1979 (Föräldrabalken 1978/79:67) forbids hitting, chastising, physical abuse, or any degrading treatment towards children. For more information about children's rights in Sweden visit www.barnombudsmannen.se. The school works cooperatively with Swedish Social Services in regards to the welfare of children. [Child Protection Policy](#)



Communication

The primary platform for communication at Futuraskolan International School is SchoolSoft and the first point of contact for any concern or question is the classroom or subject teacher.

All staff should reply to messages within 24 hours, however, please note that our teachers and staff are encouraged to not access their work email in the evening or on the weekend.

Curriculum

Futuraskolan International School of Stockholm follows the [International Primary Curriculum \(IPC\)](#), [International Middle Years Curriculum \(IMYC\)](#), [American Common Core for English Language Arts \(ELA\)](#) and [Math Standards](#), and [Next Generation Science](#). Both the IPC and the IMYC, contain many subject areas (History, Geography, Science, Technology, ICT, Art, Music, PE, Health/Wellness, etc) that are taught separately, but are linked through the unit learning to create strong neural connections and to strengthen our students knowledge, skills, and understanding. Please see our Parents Guide to the [IPC](#) and [IMYC](#). At Futuraskolan International School of Stockholm, our Grade 9 curriculum is focused towards preparing our students for an international education.

Discipline

Discipline is part of the process for social interaction as well as part of the educational process. Students, staff and parents have collaborated to set up and agree upon the behavioral expectations the school requires. Disciplinary measures will be age appropriate to the action. Please read our [Code of Conduct and Discipline](#) for details and specific disciplinary actions.

Dress Code

Students are expected to dress neatly and appropriately everyday. What is appropriate and tasteful varies from person to person and culture to culture however, there are some general guidelines which should be followed which encourages respect for all attitudes and cultures:

- No clothing that bear inappropriate messages or exposed undergarments
- No garments with excessive holes in them
- No items or jewelry of high value which could be lost, misplaced, or stolen
- We encourage no items which could cause harm during work or play (rings, belt chains, etc which may get caught on playground equipment or unintentionally hurt another during play)

Plan Against Discrimination and Harassment

Fair and equal treatment is a matter of concern to everyone at Futuraskolan International School of Stockholm. This plan includes promoting equal opportunities, embracing diversity, fighting discrimination, harassment and other acts of intimidation of any nature. The goal of this plan is to assure that all students at Futuraskolan International School of Stockholm are treated with respect and fairness. For more information please refer to the following form: [Plan Against Discrimination and Harassment](#)



Family Contact Details

Please make sure that your family contact details (email, telephone numbers, home address) are up to date. Please log into your SchoolSoft account to update your details. It is very important that the school can reach you at all times. Swedish Personal Numbers should be provided on the first day of school or as soon as received.

Important - if you change your home address or telephone number, please send this information to our School Administrator (international@futuraskolan.se) and on the schoolsoft parent need to update account under 'profile page'.

Food Allergies

If your child/children has/have a food allergy this **needs** to be reported to the school. In some cases of severe allergy, we must create an Action Plan. Please report the information to your child's classroom teacher and our School Administrator, (international@futuraskolan.se) with a doctor's note.

Grade Level Placement

At Futuraskolan International School of Stockholm we follow the standard International Date of Birth guidelines for school acceptance for each child who applies to attend our school. This could mean that your child is placed in a different grade level in comparison to your home country. We follow the [Date of Birth](#) guidelines to ensure that your child is placed with students of their own age. This information is clearly shared and available in our Admission's Policy.

At Futuraskolan International School of Stockholm moving up a grade is not regular practice nor is it something we approach without thoroughly examining all aspects to and impacts in all learning - academic, behavioral, emotional, and social. We approach student challenge and choice via opportunities for differentiation within current student grade and encourage students to take agency in their learning.

At Futuraskolan International School of Stockholm we deserve the right to hold students back if we believe it is in the students best interest to repeat the academic year for their academic development, social development and/or school readiness skills.

Indoor shoes

All students are required to wear indoor shoes while in school. These should be in addition to the shoes they wear to and from school. **Indoor shoes should be sneakers or runners NOT slippers or crocs.**



iPads and Computers

All students in Grades 6 - 9 are provided with a dedicated iPad. Students in Grade 1 to 5 have access to classroom iPads. All students who are provided school devices must read and sign the [Student Computer Agreement](#).

Library

Futuraskolan International School of Stockholm has a school library behind the lunchroom area on the first floor. Nancy Halen is the librarian: nancy.halen@futuraskolan.se The school library's overriding goal is to foster a lifelong love of reading. One of the ways we do this is by providing high quality books to the students in our school. In order to ensure that the books in our library remain in good condition we have the following rules:

- Do not attempt to repair damaged books at home; bring them to the librarian to assess the damage.
- Families will be charged in full for lost or damaged library books (including water damage and food stains).
- The loan period is two weeks with the possibility to renew.
- Fines are not charged for overdue books. However, students with overdue or lost books will not be able to check out new books until the library books are returned or fines are paid.
- We request that you do not take books on holiday with you.
- At the end of the school year, all books must be returned by May 30.

Lunch

Lunch is provided to all students by the school. It is a hot meal with a non-vegetarian and vegetarian option. There is also a salad bar and bread to choose from. Milk and water are provided. There are no vending machines or possibilities to purchase food or drinks. The lunch room is located on the first floor. Any dietary restrictions must be reported to the school.

Water Bottles

All students are encouraged to bring reusable water bottles with them to school. They can be kept in classrooms or lockers and re-filled within the school. We encourage non-plastic options.

Mobile phones

The use of mobile phones is prohibited at the school for students in Grade 1 to Grade 9 and visitors. Students may have their phone in their bag or locker, but are not allowed to use it during school times. If a student is using a phone a school staff member may confiscate the phone. The phone will be left with the homeroom or mentor teacher. They will inform the parents/guardians that the phone has been confiscated through email. The student can pick up the phone from them at the end of the school day. If a student's phone repeatedly has been



confiscated, more than two times, the mentor teacher will contact the parents and Principal. Parents will be called in for a meeting with the mentor teacher and the Principal.

Development Talks/ Learner Parent Teacher Conferences

Primary School and Middle School conferences are held twice per year. The September meeting is a welcome meeting with the class mentor. The January meetings can be bookable with subject teachers.

All meetings are in person, unless parents request an online session. Learners must attend the meeting with their parents.

PE Clothes

More information regarding the type of clothing required will depend on the activities the students will participate in and more information will be given to students by their PE teachers.

Outside Breaks

At Futuraskolan International School of Stockholm, students go outside in most weather conditions; rain, sunshine, snow etc. Students should dress appropriately for the weather conditions and bring replacement clothing in case of accidents or wet/dirty clothing.

PTA

The Parent Teacher Association is a non-profit organization working together to strengthen our uniquely diverse community. All parents/ guardians and teachers are automatically members of the PTA. We simply could not function without the generous gifts of time and talent from our volunteers who help plan and organize educational, social and cultural events, assist classroom teachers with in-class activities and field trips, and special school-wide projects. During our Fall Term, we, traditionally, will hold a PTA Kick Off event where all parents are invited to meet the existing members, and learn about the PTA planned events. At the beginning of the term we will send a PTA Welcome Letter with meeting details via SchoolSoft, PTA Facebook page, PTA Newsletter and PTA Boards. Feel free to contact the PTA, in the meantime with any questions: pta.international@futuraskolan.se

Join our closed and private Facebook page: 'Futuraskolan International PTA'

Public Transport

The closest subway station to the school is Gärdet on the 'Red Line' or Bus 54 stopping at Rindögatan. Students **should be** accompanied by an adult or responsible older sibling/friend until 9 years of age.



Report Cards

Report cards are given to students twice per year. Report cards will be given electronically via SchoolSoft. Should you have any questions about the student's report card please contact the appropriate teacher via SchoolSoft to schedule a meeting.

SchoolSoft

SchoolSoft is our school's communication platform. All official school messages are delivered through this system; newsletters, calendar events, as well as attendance, reporting absences and class schedules. If you have trouble gaining access to this system please contact our School Administrator, Richa M Limba (international@futuraskolan.se).

SchoolSoft App Guide

[SchoolSoft info Webb:](#)

Reporting Absence

Absence or late arrival (for any reason) must be reported by the guardian via SchoolSoft. Please note that any child who has a school absenteeism rate of 20% will be reported to Stockholm Stad. This is applicable to students who are reported ill (a doctor's note will be required for absences beyond 5 school days) or reported with Invalid Absence. Absences need to be reported via SchoolSoft and approved by all registered guardians.

Application of Leave for Students

Futuraskolan allows 10 days of pre-requested and approved absence for a student per year. A guardian must apply for a leave of absence via SchoolSoft. All registered guardians must approve requests for students' absence before it is visible for PS class teacher or MS mentor only. The class teacher or mentor can approve up to three days or less per term. Any more days have to be approved by the vice principal or principal.

School Bus

Futuraskolan International School of Stockholm does not provide a bus service for its students.

School Nurse

The school nurse will visit Futuraskolan International School of Stockholm every Monday. The nurse does health checks, takes care of any medical issues at the school. You will receive appointments by mail to your home address. If you want to contact the Nurse or Doctor, or make an appointment, please contact Skolhälсан; info@skolhalsan.se or Telephone: 08-928584.

Nurse : Emma Lanstad	+46 08928584	admin.skolhalsan via SchoolSoft
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**School times:**

<u>Primary School Schedule</u>	<u>Middle School Schedule</u>
Monday - 8:30 - 3:00	Monday - 8:30 - 3:30
Tuesday - 8:30 - 3:00	Tuesday - 8:30 - 3:30
Wednesday - 8:30 - 3:00	Wednesday - 8:30 - 3:15
Thursday - 8:30 - 3:00	Thursday - 8:30 - 3:30
Friday - 8:30 - 3:00	Friday - 8:30 - 3:30

* Classrooms are open from 8:15.

Snacks

All students in Grades 1 to Grade 5 are required to bring a healthy snack with them to school. This snack MUST NOT contain nuts of any kind. Middle School students may also, optionally, bring a snack to have, if needed. Middle School students are also encouraged to bring a snack to school.

Sickness Policy

Futuraskolan International School of Stockholm realizes that in settings where there are significant numbers of people grouped together, the risk of sickness being passed from person to person is increased. In order to attempt to control sickness, among both students and staff within Futuraskolan International School of Stockholm, the school has drawn up the following policy for sickness among students. The following [Health and Sickness Policy](#) guidelines are based on the recommendations provided by the American Academy of Pediatrics. You can read more about the policy [here](#).

School fee

The annual school fee for school year 2023/2024:

Grade 1-5 is 27.000 SEK

Grade 6-9 it is 32.000 SEK

We have a non-refundable Application Fee of 1.500 SEK.

Tuition invoices are generated and sent in February/March of any given school year with payment due in April to confirm a learner's spot for the following Academic Year.