

MATTEUSSKOLAN



Preschool class

Welcome!

Welcome to Matteusskolan, a municipal primary school in Norrmalm with good public transport options and in close proximity to the greenery of Hagaparken. We work to create a secure study environment for our students. Today we have around 700 students, from preschool class to year nine, including a special school group. Drama and leadership training form important parts of our teaching, to ensure that students are well-equipped to face the future.

The preschool classes at Matteusskolan include preschool teachers, preschool assistants and recreation instructors who work closely with special needs teachers to ensure that all students' needs are met throughout the day. In this way we create a holistic teaching perspective.

Our vision: Wings to carry us

We try to give our students the tools and abilities they need for a future that we know very little about. Our task is to prepare students for a society 20-30 years from now. What we do know today is that technology is advancing faster than ever before. Looking back 30 years, what was society like back then? What were the jobs like? How has technology changed? How has our view of the world, society and ourselves changed?

We need to keep this in mind when trying to imagine a society 30 years into the future. We know so very little about what it will be like. We can speculate based on technology and our view of society.

The school's role in this is to provide knowledge. Students shall have basic knowledge on the school's subjects when leaving us. More important, however, is that the students learn to acquire new knowledge. Knowledge changes and in addition to basic knowledge in several areas, students must understand how to develop to acquire new knowledge and re-learn what they have previously been taught.

Matteusskolan shall be at the forefront of teaching students the knowledge and skills that we today believe to be important in the future. By staying abreast of research and implementing new findings into our work, we shall give students the skills we believe to be important for the future in various fields.

Skills:

- *Motivation*- Ability to set yourself in motion.
- *Communication*- Ability to create and maintain good relations.
- *Stress management* and *Mindfulness*- Ability to take good care of yourself.
- *Critical thinking*- Ability to assess information and think independently.
- *Creativity*- Ability to challenge oneself and one's habits.
- *Self-management*- Ability to create, launch, complete and assess plans.
- *Positive psychology*- Ability to find fulfilling perspectives.
- *Emotional intelligence*- Ability to live in constructive contact with one's own emotions, empathetically connecting with others, and ability to handle frustration.

Expectations

*Our school values knowledge, security and enthusiasm.
Where we all feel responsibility and respect each other.*

Our expectations of you as a:

Parent

- That your child arrives on time in the morning and has eaten breakfast.
- That your child is prepared and well-equipped for each school day.
- That you read information from and have a dialogue with the school.
- That you support your child in their school work.
- That you participate in parental meetings and parent-teacher meetings.
- That you ask staff members if you have any questions.

Student

- That you are a good friend and that you treat others as you would like them to treat you.
- That you respect other students and adults.
- That you follow the school's code of conduct.
- That you take responsibility for your school work and your learning.
- That you fetch an adult if you see someone that is sad or in need of help.

Staff

- That everyone shall be treated with consideration and respect.
- That we all work to combat discrimination and harassment.
- That we work in teams to create a holistic perspective on students.
- That we provide students with good preconditions for reaching their goals.
- That we, through enthusiasm for our work, create community and a good atmosphere.
- That we have a dialogue between students, parents and staff, with a focus on the student.
- That we provide information and maintain a dialogue about our activities.
- That we contact you as a parent when needed.

Our core values

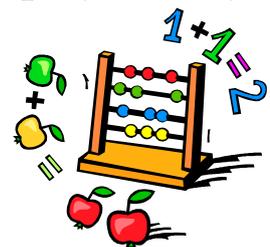
All students and staff members shall enjoy a safe, happy and secure working environment free of harassment and discrimination. The social climate shall be open, permissive and respectful. We constitute each other's working environment and everyone at the school should therefore cooperate and have an understanding of our various operational areas. All adults at the school are role models for the students. Adults should be empathetic and set boundaries, and act quickly in the event of an accident or incident. Through good, warm relationships we create the best learning environments.

How we work in our preschool classes

In our preschool classes we work according to LGR 11 (Curriculum for the compulsory school). Play is a central part of the preschoolers' day as we play both indoors and outdoors every day. We have several group activities aimed at developing a sense of community within the class and ensuring that all children feel welcome.

Preparatory mathematics

We work with exploratory mathematics where children are allowed to use their whole body to explore the subject. We move from concrete to abstract mathematics. In a playful way, we work with different geometrical shapes, patterns, understanding of numbers and concepts, outdoor mathematics and problem solving.



Physical education

Twice per week we have physical education in the school sports hall. The children play various games and have various activities. Through movement, the children develop their gross motor skills and get to know their own bodies. Children bring their own clothes, towels, trainers and, if needed, a water bottle.

Song and music

Once a week, all preschool classes have a joint song session in the assembly hall. Children get to use both their bodies and voices. We create joy and community through music. Song and music are part of our normal activities, for example during assembly.



Reading aloud

We read aloud to the children in order to develop their language, reading comprehension and interest in reading. We discuss the books together with the children and discuss what has happened and what we think will happen, and summarise the story.

Art

The children are allowed to work with a range of materials such as plaster, paint, textiles, tape, tissue paper, cardboard, crayons, coloured pencils, felt-tip pens, etc. Through creative exploration, children get new skills in a playful way.



Letter of the week

Every week we work with a new letter. We start with an introduction where we playfully present the letter, for example using games, drama, songs or films. We then practice how it is written, what it sounds like and how it looks. We then create, cut and paste in an alphabet book on the topic of the book in question. At the end of the week we also have a creative session focusing on the letter. Through their work, the children get to meet the letters under playful circumstances and learn to follow simple instructions in a group.

The Bornholm model

We use language games to help develop the children's language, based on what is known as the Bornholm model. The comprehensive goal of the material is for the games to lead to linguistic awareness, becoming aware of your own language – how it sounds and how it is constructed using words and sentences. We explore the language by listening to sounds, rhyming, working with sentences, words, syllables and finally experimenting with letters and their sounds. This prepares the children for learning reading and writing.

Friendship theme

We start the school year with a friendship theme which runs along the entire autumn semester. We sing friendship songs, talk about friendship and relationships and work in a group where emphasis is on social interaction. We practice self-awareness, managing your emotions, empathy, social skills and motivation. The theme ends with a friendship celebration, but the work on friendship and relations keeps going throughout the year.

Outdoor activities

We spend time outdoors every day. We are both in the school yard and in nearby parks. Once per week we make a school trip, visiting parks, forests or museums. During the outdoor activities, the children develop their gross motor skills and create relationships with their classmates in new, varying environments. We also introduce boundaries for the children in the school yard and adjacent parks, so the children understand how freely they can move and in this way learn to take personal responsibility.

Newsletter

Each week we send out a newsletter detailing what we have done during the week and what is planned for the coming week. It will also contain important information about special dates etc.

Department meetings

Once a month, the staff has a department meeting (APT, arbetsplatsträff) which means that the extended school closes at 15.15.

Information about this will be included in the newsletters.

Clothes and shoes

It is important that your child dresses appropriately for the weather. They should bring rainwear, Wellington boots, spare clothes and shell pants. All clothes and shoes shall be marked with names to avoid being lost. Your child should also have indoor shoes which will be worn throughout the school day. This is necessary as we walk a lot in stairwells and hallways, for example when going to the canteen or assembly hall. Indoor shoes are also important if the premises need to be evacuated for whatever reason.

Breakfast and fruit

Your child should have eaten breakfast before coming to school. If your child arrives very early in the morning (before 08.00), they can eat breakfast that they brought from home on the school premises. The school canteen serves breakfast between 07.30 and 08.00, and children are allowed to eat in the company of their guardians. We serve fruit in the morning and after 16.30. Your child may bring fruit from home if they want to.



Opening and closing

Opening and closing takes place in the “Gateau” room on the second floor.

Students are located in Gateau before 08.00 and after 17.00.

The school opens at 07.00.

The school closes at 17.30.

For contact during these hours, use the extended school’s joint telephone: 08 – 508 441 61.

Parent-teacher meetings

We have student-led parent-teacher meetings once per school year. This takes place in the spring and we hand out a questionnaire to each child, to be answered at home with their parents. This questionnaire is brought in to the meeting and forms the basis of the discussion. During the meeting in the spring we also draw up an individual development plan (IUP, “individuell utvecklingsplan”) and discuss the various school subjects.

Extended school activities at Matteusskolan

Extended school activities are integrated into the preschool class.

This means that we remain in the same premises between 08.00 and 17.00, with the same staff.

The extended school's hours:

- 07.00 - 08:00 morning care at »Gateau».
- 08.00 - 09.00 recreation activities in each respective class room
- Around 14.00 recreation activities in our premises. The children are able to choose between various activities.
- 16.15 cleaning.
- 16.30 reading aloud and fruit.
- 17:00 - 17.30 evening care at »Gateau», 2nd floor.

We have a snack every day between 14.00 and 15.00. During recreation time, children have an opportunity to be outdoors every day. Other examples of activities include the sports hall, ceramics, arts and crafts, games and, last but not least, free play. As we are outdoors every day, children need to have good outdoor clothes and spare clothes.

Holidays

During school holidays, the school only offers extended school activities for children in need of care. During the holidays, working groups may be merged. During the summer holiday, several nearby schools merge their extended school activities for around 4 weeks in July. This may mean that the extended school is moved to another school location.

Extended school

Notifications, cancellations and changes to household income are reported via the **e-service Min Barnomsorg [My Childcare]**, www.stockholm.se

For any questions, guardians can contact Kontaktcenter
Telephone: 508 00 508
E-mail: kcskola@stockholm.se

Reporting illness and absence

If your child is ill or absent for another reason, please call *08 508 44 161* and report this before *08.00*.

If we do not answer the phone, you can leave a message on the answering machine. Clearly state the child's first and last name and what class they are in. As the preschool class is not compulsory, you do not need to apply for leave. However, it is important that you inform us that your child will not be at the school. Our school days start at 09.00 and we ask that you respect this for your child's sake. We make important announcements during assembly in the morning. If you are late for whatever reason, please call us and let us know.

Visit to preschool class

At the end of the spring term, ahead of school starting in the autumn, we invite the future preschool class students to a meeting here at Matteusskolan. The children get to meet their future classmates and school staff, and are allowed to familiarise themselves with their future school environment. You as parents bring your child(ren) to this meeting. The date and time will be sent to you in the near future.

Parental meetings

We have one parental meeting per semester, where you will be informed about our activities.

Introductory meeting

We invite you and your child to an introductory meeting. This allows us to get to know your child and find out any important information about them.

Introduction days

During the first introduction day where we meet the children, you will receive information from the school management in an adjacent rooms.

You as parents do not need to attend the introduction. It is often easier for the children to assert themselves in the group without parents present during the day. With that said, it is naturally up to you and your child to decide if you should be present. However, we would like you to be available by telephone during the daytime. The dates and times of the introduction days can be found on the last page of this brochure. We ask that all parents respect the introduction times, for the sake of the children.

Example of a normal day

**NB! Times for lunch and snacks
may differ between preschool classes.**

07.00	Morning care in “Gateau”.
08.00	We go to our classrooms
09.00	Assembly
09.30	Outdoor play, activities such as the Bornholm model, work with letters, different themes, creative activities, mathematics, physical education, etc.
11.00 – 11.30	Lunch.
11.30	Reading aloud.
12.00	Outdoor play, activities such as the Bornholm model, work with letters, different themes, creative activities, mathematics, physical education, etc.
14.00	Snack.
14.30	EVA (“egen vald aktivitet”, own choice of activity) such as creating, building and construction, role playing, track and field, outdoor play and indoor play.
16.15	Tidying Fruit break, reading aloud
17.00	Joint extended school activities in “Gateau”.
17.30	Extended school closes

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