

FISK HANDBOOK

Welcome to the FISK community. Our school wants to share the learning journey together with your family as your child's education is extremely important. We hope that this handbook will help you organize your daily lives and find common understanding in educating your children.

In this handbook there are some practices and procedures we follow in our school. However, the most important thing is that your children feel you are interested in their education and share the joy of learning.

Home-School Cooperation

The school strongly believes that bringing up children is a collaborative task, which requires shared values and understanding between homes and the school.

In FISK, we believe that the responsibility of learning is shared between students, teachers and homes. Whilst the parents are primarily responsible for the upbringing of their child, we support them by taking responsibility for the child's education at school. Parents are always welcome to our school to join classes, to talk to staff and to contribute to our community building after negotiating this with teachers. We hope that parents will be active partners in supporting all aspects of their children's learning, in and outside of school.

All of our teachers are willing and happy to talk with the parents about their children's learning or any school matter that they might have in mind. However, this is not done during the lessons or other duties.

The school year is divided into three terms. Students receive a report card at the end of each term. Prior to this the parents have a possibility to meet teachers in a Parent-Teacher Conference or a Student-Led Conference.

The school has a Parent Association (PA). PA is a parent-led group that supports the school in its primary task according to the school values.

The aims of PA are:

- to enrich the children's education by promoting parental involvement in supporting school policies and programs in a constructive way



- to maintain and foster a constructive partnership between staff and parents in the interests of the school and children
- to act as a vehicle for discussion, learning and positive action
- to enhance programs offered by FISK
- to work toward achieving these aims through fundraising and other activities

Working Hours and Structure

KG 1 - 2

- Morning supervision 07:30 – 08:00
- Breakfast 08:00 – 08:30
- Classes: 08:30 – 10:30
- Break (Snacks): 10:30 – 10:45
- Classes: 10:45 - 12:15
- Lunch 12:15 – 12:45
- ECA 12:45 – 15:00
- End of School day 15:00 (Bus leaving time)

Grade 1 – 3

- Breakfast 08:00 – 08:30
- Classes: 08:30 – 11:00
- Break (Snacks): 11:00 – 11:15
- Classes: 11:15 – 12:45
- Lunch: 12:45 – 13:15
- ECA 13:15 – 15:00
- End of School day: 15:00 (Bus leaving time)

Student Attendance

It is very important that the students come to school on time. The day begins with a morning session during which the teacher goes through the daily structure and general instructions. If the child repeatedly misses these moments, it will affect his/her social and academic development in the class. Tardiness is marked in student files and report cards.

If there is a frequent pattern of student being late, the School Counselor will contact the family and the Student Welfare Team. A contingency plan is made for further



actions. If the student continues to violate this policy, the parents can be asked to meet with the Vice Principal, SEN teacher, Counselor and Class Teacher. The student and the parents sign a conditional agreement, in which the school expectations are reinforced. For any further cases of tardiness, the student will not be offered a place at the school for the next academic year.

Absences

We apply the following policy in student absences:

1. 1st uninformed absence days: teacher contacts the parents
2. 3rd uninformed absence days: parent has to bring a medical report
3. 8th uninformed absence days: counselor contacts the parents and informs the parents that the student is at risk of repeating the grade
4. More than 25 uninformed absence days: parent conference with vice principal; written agreement with the parents
5. For any further absences, the student will not be offered a place at the school for the next academic year.

Student Leave Request Forms must be asked from the school admin. The class teacher can approve a leave up to 3 days. Longer leaves must be approved by the Vice Principal. First, the teacher writes his/her comments in the form to inform the Vice Principal and the parents how learning arrangements have been organized.

In case the child is picked up earlier than usual, the person picking up must fill in a form (Student Early Pick up Form). This can be acquired from the school reception. It must be signed by the teacher. No student is allowed to leave without the signed form.

Health and Safety

The school has a Health & Safety & Environment Team whose responsibility is to coordinate safety related topics inside the school and in relation with relevant stakeholders. The staff has been trained for first aid and fire safety.

The school has a full time nurse. School nurse is available in the school every school day for emergencies and other health matters. Please contact the nurse for appointment or enquiries: +964 750 740 8531.

The school organizes evacuation drills each term. The school has a Health and Safety Plan.



We kindly ask you to exercise extreme caution while driving in our drop-off / pick-up areas. The pedestrian crossings (zebra crossing) are no parking zones. Please, educate your children to use these marked crossings.

Please contact our HSE officer for any enquiries or and safety matters: +964 751 8528

Student Support

Our focus is on early intervention in a flexible manner with solid co-operation between the different stakeholders. In order to prevent the emergence and growth of problems we offer support in three categories: general, intensified and special support.

Everyone is entitled to general support. It is a natural part of everyday teaching and learning process. Intensified and special support categories are based on careful assessment and long-span planning. If general support is not enough, further care is planned by multi-professional Student Welfare Team. The team consists of Vice Principal, School Counselor, Special Needs Teachers and School Nurse.

School nurse is available in the school every school day for emergencies and other health matters. Please contact the nurse for appointment or enquiries (+964 750 740 8531).

Please, do not bring your child to school if he/she is ill.

Device Policy

In general the school encourages and supports the educational use of technology at school. The difference between the educational use and the recreational use is often ambiguous. The educators in school decide the best possible use of technology at a given time. All students are guided for correct, moral and ethical use of technology.

The school offers students devices to be used during the lessons (iPads, desktops, laptops). However, the students can also bring their own devices from home. The general policy regarding the possession and use of these devices (iPads, laptops, phones) is as follows:

Human interaction is more important than the use of technology however they shouldn't be seen as two competing sides but rather combining the best features of each approach



The technology is a natural part of life and students should learn to use it for their learning

We remember good manners also while using the technology

The students are allowed to use their own devices in the morning before the beginning of school (before 08:00) and/or in the afternoon after school hours (after 15:00)

Students are not allowed to use their own devices during the breaks

Student's own devices are stored in student's school bag when they are not in use

Students are not allowed to take any pictures or recordings during the school day

The materials used in student's own devices must be according to FISK.

During the school hours the permission to use technology always comes from the pedagogical staff – otherwise the students do not touch their devices (school's or own)

In case student misuses his/her own device, the school staff has the right to confiscate the device which will be given back only to student's guardian

The school has no responsibility and will not cover any loss or damage of devices brought from home

Uniform Policy

Students must wear the school/sports uniform at all times, unless otherwise stipulated by the Principal (ex: Free Dress Days).

If you are to wear a jacket in school, it must be a FISK jacket.

All students are to wear black enclosed shoes with black socks. Students wearing scarf, should wear plain royal blue scarfs.

For more information, please see the FISK Uniform Policy.

Student Assessment

Every child that applies to our school goes through the admissions assessment. We assess the students in order to place them in the most appropriate grade level based on their skills. Assessment is based on holistic evaluation of the child's learning and his/her performance during the test. The school looks into academic, social,



emotional and motoric skills as well as behavior and attitude, since they all are equally valuable in child's holistic development. Low performance in any of these areas might be a reason for a refusal of an applicant.

At the beginning of the school year the school pedagogical staff prepares a Personal Learning Plan (PLP) for each student. The mentioned aims come from the school curriculum. The PLP gives a holistic overview of child's strengths and weaknesses, and sets some objectives for and tools for the ongoing term. The PLP is reviewed for every term.

The most important data for student assessment comes through continuous teacher observations and continuous formative assessment. In these processes the teacher is able to collect information about student progress through versatile sources. Observing student's daily work and using continuous formative assessment on daily bases gives the teacher realistic and up-to-date information about student's academic level, working skills and behavior.

For example the following documentation is used:

- teacher's notes, photos, videos
- student test results
- student portfolios
- student self-evaluation documents
- group self-evaluation documents

The school year is divided into three terms. Students receive a report card at the end of each term. Prior to this the parents have a possibility to meet teachers in a Parent-Teacher Conference or Student-Led Conference.

The children are taught to use peer- and self-evaluation as a natural part of daily routines and group activities. The use of these methods enhances the understanding between learning and assessment and promotes the construction of stronger and more realistic self-image.

Behavior Policy

The aim is to create an atmosphere where the student can experience continuous positive learning environment. However the emphasis is put on creating the inner motivation mechanism contrary to outer reward mechanism. The positive



reinforcement should come through a realistic picture of one's actions. This picture is build based on reflection coming from the child himself, the teachers and peer group. Actions used for positive reinforcement might be:

Student appraisal – noticing and appreciating good behavior continuously

Student rewarding methods – individual recognition of good behavior at group, class, module and school level

Group rewarding methods – recognition of good behavior at societal level promoting the sense of shared responsibility in the group. This is extremely important when guiding children towards effective group skills.

Drop-off and Pick-up

The gate opens at 7:30 am students and parents are requested to use the Student drop-off/pick-up zone to enter the school.

The building gates open 08:00 in the morning. After this there is supervision in the Assembly Hall. There is one official drop-off / pick-up area with an entrance and exit gate. Side entry and exits are only for school busses. The main entry parking and the parking areas outside the school gates are for private cars. Please, note that the main entry parking is a one-way drive area. Use consideration and caution when parking your car so that it doesn't obstruct the traffic and cause dangerous situation. The pedestrian crossings (zebra crossing) are not parking zones. Please, educate your children to use these marked crossings.

We ask you to pick-up your child promptly after school or Extra Curricular Activities. The responsibility for student supervision is transferred to school security after 15:00.

Transportation

The school cooperates with Talos Transport. Transportation Office is located at the bus gate. All inquiries concerning school transportation should be addressed directly to Talos Transport

Telephone: +964750XXXXXXX

Money



We urge you not to have the students bring money to school. The responsibility for any money that students might possess lies on the family.

Library

Library is a versatile learning environment, where our students can read, study, research and do projects alone and in groups utilizing the modern technology. Students may borrow books for a specified time using their student ID cards. In case there is any damage or loss of the library materials, the parents are liable for covering the costs before the student is able to borrow more materials.

Our educational philosophy in practice

When the children apply for school, we don't test them in order to rank them, but to get to know their skills and abilities. By knowing the level of their overall development, we are able to plan the individual learning paths for our students.

When we create a learning environment, we don't build it to show off to parents or stakeholders. The learning environment needs to inspire the children. We want the children to feel comfortable and safe at school.

When the children are at school, the main responsibility of all school staff is to support children in their growth. The adults of the school are not there for any other reason.

When we say that the child is in the center, we don't just say that. Our teachers are highly qualified and committed to support each child, in as many different ways as there are children. Every child has his or her own way of learning, own interests and own challenges.

When we think of our students, we don't only see them as students. We see them as complete persons and we are dedicated to take care of their holistic well-being. That is why we have an educated team of learning assistants, social workers and nurses as part of the expert team in the school.

When in class, we don't only make children sit quietly and memorize information. For children ages 3-8, the most effective way to learn is through instructed play and activity. We apply age-appropriate ways of teaching, make learning interesting and support their life-long passion to learn.



When we assess the students, we don't do it because we want to test them to compare with others. To us assessment is a collaborative process to enhance learning. We don't believe in standardized testing, we don't want to make our students study just for the tests. We want our children to learn for life.

When we think of the school path of our students, we don't think our influence ends when they leave our school. We will have equipped them with skills to learn throughout their life. Children are responsible for their own learning, but our job is to encourage and motivate them to realize their full potential – through the joy of learning.

Our curriculum

The FISK curriculum provides a well-balanced system incorporating highly academic skills and strong self-expression and creative skills. The curriculum combines the Finnish National Core Curriculum with the Kurdistan Region's curriculum standards.

Our learning approach is thematic, integrated and child-centered. The learning provides the opportunity for highly successful academic learning alongside nurturing your child as a whole person. Our teachers have a high level content knowledge combined with strong pedagogical skills, a variety of methodological tools and approaches to serve the individual needs of your child.

School Curriculum

Apart from developing academic skills, we work to support the development of the following cross-cutting skills:

- Higher level cognitive skills, learning to learn
- Cultural competences, interaction and self-expression
- Looking after oneself, managing daily activities, and safety
- Multi-literacy
- ICT competence
- Working life skills and entrepreneurship
- Participation, empowerment and responsibility

Educating together with parents

In FISK, we believe that the responsibility of learning is shared between students, teachers and homes. Whilst as a parent you are primarily responsible for the



upbringing of your child, we support you by taking responsibility for your child's education at school.

We want you to know that you as parents are always welcome to our school to join classes, talk to staff, to contribute to our community-building. We hope you will be an active partner in supporting all aspects of your child's learning, in and outside school.

Apply to FISK!

Applying at FISK is a quick, easy and straight forward process. Below is a brief outline of the admission process, policies and steps.

Sibling priority

The siblings of existing students are prioritized in the admissions process. However, they still need to go through the normal assessment. The parents of existing students are encouraged to be proactive in their sibling child's registration so that the reservations can be made early enough for the coming academic year.

Step 1: Application

Please fill in the application form, which is available at the Admissions office.

Step 2: Attachments

Attach following documents with the completed form:

- Copy of the student's passport, Iraqi ID (if Iraqi) or Residence Permit (if non-Iraqi).
- Copies of the parents'/guardian's passports and Iraqi IDs/Resident Permits.
- Copies of school record cards for the previous 2 years, as available • Copy of the student's birth certificate
- Copy of the student's medical record/vaccination card issued by health centers.
- Copies of any health and/or psychological assessments conducted with the student
- A recent passport size picture of the applicant

Copies of school report cards and assessments must be in Kurdish or English. Documents in other languages must be translated into Kurdish or English by a legal translation office. A copy of both the original and translation must be provided.



Application is made by filling the application form and submitting all the documents on the checklist to the admissions team at which point the file will be considered for admission.

Step 3: Review of the application

School's admissions team reviews the child's application and documents after they are submitted completely. Based on the information, the team recommends the assessment for the applied grade level or the grade level the team sees more appropriate for the child.

Step 4: Assessment

We wish to meet the child personally in a small group test. Our admissions coordinator will contact you in order to arrange the assessment time. Assessment fee is US\$50.00 (paid by cash only), and it's non-refundable no matter whether the child is accepted or not. Please bring a recent passport size picture of your child when you come to assessment. Please come to school 10-15 minutes before the booked time to complete the office protocol before the test begins with your child. Assessment is based on holistic evaluation of the child's learning and his/her performance during the test. In the assessment process the school values equally the academic, social and emotional, behavior and motoric skills. Any of these areas can be a reason for a refusal of an applicant. We are following the Finnish curriculum standards when assessing the child and finding the right grade level. Despite of the child's previous grade level, the school holds the right to decide a proper grade level in FISK after the assessment. We do not show the test results to the family but instead we will give short feedback of child's performance during the test right after the assessment is done (if the person facilitating the assessment is available). For more information concerning the assessment results, please contact the Head of Admissions +964 751 740 8527.

Step 5: Acceptance

School admission board will decide the acceptance of each applicant. We will inform you by email whether we are able admit your child to FISK. If we are able to offer a place, you need to confirm the offer by:

- Signing and returning the Acceptance Letter you receive



- Paying the Seat Reservation Fee US\$1,000.00 (seat reservation fee will be deducted from the first tuition fee) before the deadline stated in the email
- Signing school policy documents

School fee policy

All payments are non-refundable.

All school fees are due and payable to the start of each academic term.

In case of unpaid school fees, the school has been instructed by the Ministry of Education (MOE) not to hand out any official documentation, including school report cards. Unpaid school fees prevent the student transferring and being accepted to any other school. Also, the student cannot attend lessons until the pending payments have been paid.

FISK follows the MOE rules and regulations in this process.

Payment of Fees

1. Tuition fee is invoiced for a full academic year, according to the payment schedule for that year. Annual fee should either be paid before the first day of the new academic year or divided into three instalments based on due date given in the invoice.
2. Existing students should pay seat reservation fee of US\$1,000.00 at the beginning of June each year. This amount will be deducted from the annual fee when the invoice is issued.
3. Newly joined students, who are registered before the start of next academic year, should pay seat reservation fee of US\$1,000.00 to reserve their places upon signing and returning the acceptance letter issued by the school.
4. It is the responsibility of the parents to ensure the fees are paid promptly, even if the payment is made by their company or sponsor. Any difference between the payment by the company or sponsor and the outstanding fees shall be the liability of the parents and must be paid before the due dates.
5. The annual fee includes: tuition fees only.
6. The annual fee does not include: books, uniforms, food, transportation, and some school trips within Kurdistan Region, Iraq, and all trips outside Iraq, as well as some extra-curricular activities. These activities must be paid for in advance, otherwise participation is not allowed.



7. Fees and conditions may be subject to change each year. The fee schedule is updated each year according to the Ministry of Education (MOE) guideline. Parents are informed in advance of any changes to fees or conditions for the following academic year, subject to approval by the MOE.

Overdue Fees

1. Before the start of a term, if payment is not received by the due date or on the first day of the term, the student will not be admitted to the school.
2. During the term, if any outstanding fees are not paid by their due dates, progress reports will be withheld and students will be excluded from school entirely until payment is received.

Other Fees

1. A price-list for books and school uniform is available from the supplier.
2. Lost or damaged books, learning materials and school property will be charged based on the cost determined by the school, up to a maximum of 100% of the purchase cost.
3. Fees for extra-curricular activities are determined by the school.

Refund of Fees

All fees collected are non-refundable.

Payment Methods

1. Fees can be paid by the following methods:
 - i. Wire transfer into our bank accounts. Transfer charges, if any must be paid by the parent.
 - ii. Cash /Check deposited directly to our bank account
 - iii. Cash paid to the Finance Office
2. For wire transfer and direct deposit to our bank account, a copy of direct cash deposit or bank transfer detail has to be delivered to Finance Office or emailed to: finance@finnishschool-krd.com, indicating parent name and student details.

Contact information

Admissions: admissions@finnishschool-krd.com, +964 751 740 8525

Finance: finance@finnishschool-krd.com, +964 751 740 8529



School Principal: principal@finnishschool-krd.com, +964 751 740 8520

I have read and understood the FISK Handbook and FISK Policies and agree to comply with them. As the parent/guardian of the student, I am responsible for the payment of the fees for the period that my child(ren) is/are enrolled at the school.

Student Name:

Class:

Teacher:

Name of parent/guardian:

Date:

Signature:



FISK Placement Policy for Academic Year 2018 – 2019

Age	Date of Birth	
3	January 1 – December 31, 2015	Pre-KG
4	January 1 – December 31, 2014	KG1
5	January 1 – December 31, 2013	KG2
6	January 1 – December 31, 2012	Grade 1
7	January 1 – December 31, 2011	Grade 2
8	January 1 – December 31, 2010	Grade 3

FISK Fee Schedule for Academic Year 2018-2019

Description	Rate	Payment Terms
Admission Assessment Fee	US\$50	Paid advance
Seat Reservation Fee	US\$1,000	Paid after assessment and seat reservation
Tuition Fee for KG1 & 2	US\$3,000	Paid in 1-9 installments. First installment to be paid before first day of school
Tuition Fee for Grades 1 -4	US\$3,500	Paid in 1-9 installments. First installment to be paid before first day of school
Books	US\$250	Paid at the beginning of school year
Uniform	US\$150	Paid at the time of purchase
Food	US\$500	Paid in 3 installments at the beginning of each semester
Transportation	US\$40 - US\$70	Paid to Transportation company monthly

