



## Information about schools and preschools Culture and Education Administration



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Kiruna Municipality extends over an area of 19,447 square kilometres. It borders on both Finland and Norway and on the municipalities of Pajala and Gällivare.



The population of Kiruna Municipality is 23,000. Kiruna is the largest town in the municipality with 18,000 residents.



## THE SWEDISH SCHOOL SYSTEM

The Swedish school system consists of

- Preschool                                      age 1-5 years                      voluntary
- Preparatory school class                      age 6 years                      voluntary
- Compulsory school                              age 7-16 years                      compulsory
- Upper secondary school                      age 16-18 years                      voluntary
- Adult education                                      voluntary

Each school year is divided up into two terms: an autumn term and a spring term.

### Responsibility and governance

Compulsory school is part of a goal-oriented system with a large portion of local responsibility. The Swedish parliament and government decide the framework through laws and regulations. The municipality or the owner of an independent school, known as the school principal, has main responsibility for daily activities, together with the head of the school. The Education Act, regulations and curriculum are the policy documents that control how activities are carried out.

The Education Act states the framework that applies to all school activities. The general goals and guidelines for school are stated there. Together with the Education Act, the curricula govern school activities. The syllabi and course plans for the different subjects state the purpose and objectives of each subject. The course plans do not state how tuition should be organised or which method of work should be used. However, the course plans do state what type of knowledge the pupils are to acquire.

Each school and preschool must have a head/preschool manager who is responsible for the management and coordination of the educational work done at the school or preschool. It must be clear to pupils, children and staff who has that responsibility. A school unit/preschool unit can only have one head/preschool manager.

### Municipal or private management

Education within the school system is organised by municipalities, county councils and the state. In addition to these public bodies, private players can also be approved as a provider of education and can run independent schools, preschools and after-school recreation centres. Together, public and independent schools make up the school system for children and young people. The municipalities have main responsibility for the school system. For independent schools, a private school principal (a board of directors) has responsibility.

Independent compulsory schools are inspected and approved by the Swedish Schools Inspectorate. They are open to all pupils and the tuition must be equivalent to the tuition given in municipal compulsory schools.

### Plans of action

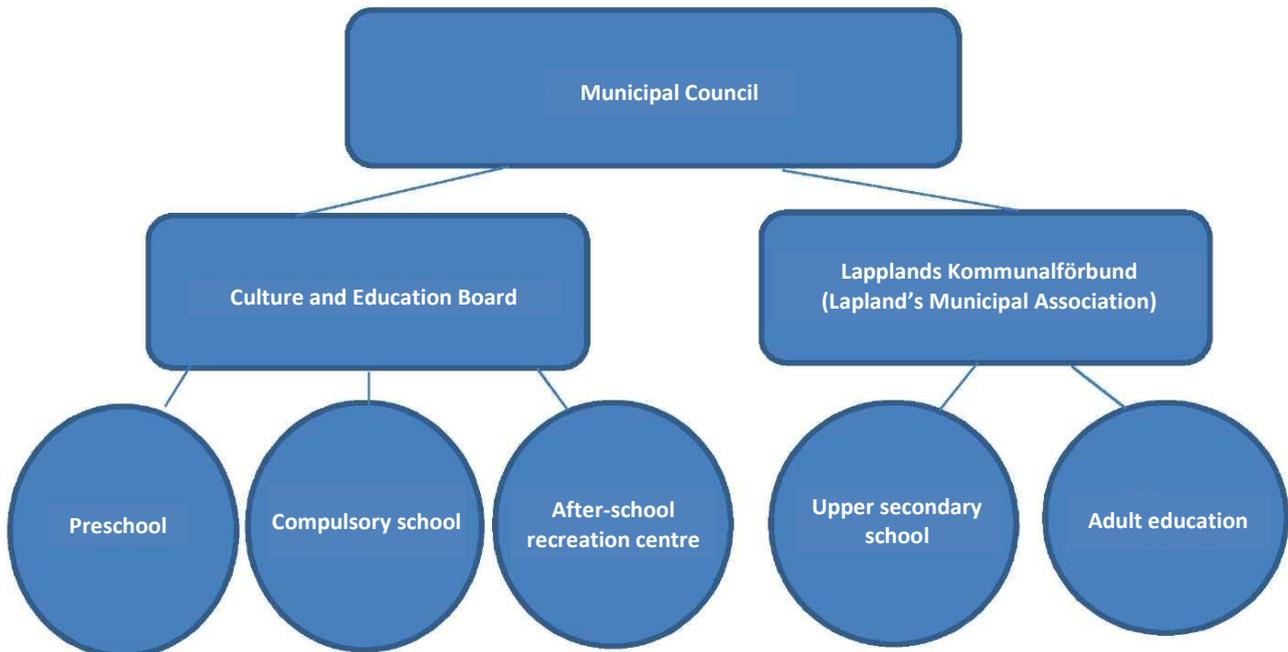
In addition to national policy documents and laws that regulate the activities within the Administration, there are other documents such as plans of action and rules that govern how we are to work and what we are to do in different situations.

## CORE VALUES

The work done at the Culture and Education Administration embraces the municipality's core values and the following:

- **The equal worth of all people**, that is, everyone is welcome and treated equally at our activities
- We regard parents'/guardians' responsibility for children until they are 18 years old as a prerequisite for us succeeding with our work.
- **We do not treat girls and boys or women and men differently.**
- We do not treat children, young people or adults in our activities **differently on ethical or religious grounds; we treat everyone equally.**
- In accordance with the ethics that are part of the traditions of Christianity and Western humanism, this is done by fostering people to be fair, generous, tolerant and responsible.
- Education shall convey and reinforce respect for human rights and the basic democratic values that Swedish society is based on.
- No one in our activities is to suffer discrimination on grounds of gender, ethnic affiliation, religion or other beliefs, transgender identity or expression, sexual orientation, age or functional impairment, or other insulting treatment. Such tendencies must be actively counteracted.
- Xenophobia and intolerance must be counteracted through knowledge, open discussions and active measures.

## ORGANISATION



The picture shows that it is the Municipal Council and the Union Board that are the principal bodies for all educational activities. They have delegated the different areas to the Culture and Education Board and Lapland's Municipal Association. The principals for the different forms of school are

- Preschool and compulsory school - the Municipal Office - Culture and Education Board
- Upper secondary school and adult education - Lapland's Municipal Association

## PRESCHOOL AND CHILDCARE

Preschool is an educational activity which constitutes the first stage of the Swedish school system.

Preschool comes under the Education Act and has its own curriculum.

Kiruna has a large number of preschools that are located both in Kiruna C and in the villages around the municipality. About half of the staff who work at the preschools have academic qualifications in education and the density of staff is relatively high compared with other municipalities.

At most of the preschools, there are activities linked to the minority languages of Finnish and Meänkieli, to a lesser or greater extent. Sami activities are done primarily at the Sami school preschools. It is up to each preschool to decide if they want to have any form of specialisation for their activities.

## **Who is entitled to preschool activities?**

The Education Act states that children from the age of one year are to be offered preschool, to the extent needed with regard to the parents' work or studies or if the child has his/her own needs because of the family's situation. Children whose parents are unemployed or on parental leave for another child are to be offered a place at preschool from the age of one year.

Preschool activities are conducted at preschool and as educational care (childminder).

Parents/Guardians who work, study or are looking for work can choose one of two levels of daycare: more than or less than 25 hours per week.

## **Parents on parental leave**

The children of parents/guardians who are on parental leave with a newly born sibling have the right to a place at preschool/educational care for 15 hours/week. The preschool manager decides the attendance hours.

## **Public preschool**

Free public preschool for less than 15 hours per week or 525 hours per year is offered to all children aged 3 - 5 years. This offer applies as of the autumn term of the year the child turns 3 years and follows the school year plan of compulsory school. The placement does not cover compulsory school's holidays.

The times of the activity are decided by each preschool's preschool manager. In Kiruna C, the preschool managers have decided to have the same rules. There, the activity is scheduled for three days a week and for specific times since it is to be a planned educational activity. The days and times that apply for each preschool may vary.

## **Opening hours**

The opening hours for preschool are weekdays 06.30-18.00. If necessary, the facility can be open from 06.00-18.30.

The opening hours of educational care are 06.30-16.30.

## **Childcare during unsocial hours/Nightcare**

Parents/guardians who work unsocial or irregular working hours in the evening, at night and at weekends, can get childcare at the Bolag preschool and after-school recreation centre. The place can be combined with an after-school recreation centre. No extra fee is charged for a preschool/after-school recreation centre place during unsocial hours.

## **Applying for or terminating a place**

### **Application for a place**

An application for a place at a municipal preschool or educational care is made using the form "Application for a place in a municipal activity" (attachment) and is available at the link <http://www.kiruna.se/Global/Blanketter/Barn%20och%20utbildning/Ans%c3%b6kan%20om%20plats.pdf?epslanguage=sv>

The application form is to be submitted or sent to the placement assistant at the preschool that is the parent's first choice. The application must be submitted four months before the place is needed. An application for preschool or educational care that is not under municipal management is made by the parent/guardian contacting the facility where a place is desired directly.

It is the child's parent/guardian who applies for and registers the child's need for a place at preschool or other daycare. If the child has two parents/guardians who have joint custody but do not live together, they apply for a joint place. If the parents/guardians live in different places, for example, if one lives in Kiruna C and the other in one of the villages, the parents/guardians can apply for a place each at different facilities.

### **Allocation of places and the queue system**

A child whose siblings already have a place at preschool have priority over new placements at the preschool. Parents/Guardians can decline an offered place once and retain their place in the queue.

A preschool child is offered a place either at a preschool or in educational care. The parents'/guardians' wishes are taken into account as far as possible. If a parent/guardian is not satisfied with the place they have been given or if they want a different place for other reasons, they can apply for a change of preschool on the form "Application for a different place" (attachment), found at the link

<http://www.kiruna.se/Global/Blanketter/Barn%20och%20utbildning/Ans%c3%b6kan%20om%20byte%20av%20plats.pdf?epslanguage=sv>

### **Termination of a place**

The period of termination is one month. Notification of termination must be done in writing, using the form "Termination of a place" (attachment) link

<http://www.kiruna.se/Global/Blanketter/Barn%20och%20utbildning/Upps%c3%a4gning%20av%20plats.pdf?epslanguage=sv>

The form is submitted/sent to the preschool's placement assistant. A charge is made for the period of termination whether or not the child uses the place.

Kiruna Municipality has the right to terminate the placement if the place is not used during a continuous period of one month, not including holiday time, or if the fee is not paid.

### **Fees and rules**

There are two levels of fees depending on attendance hours: more than or less than 25 hours a week. No fee is charged for children aged 3 to 5 years who have been allocated a place at public preschool for up to 15 hours per week. For preschool attendance hours of more than 15 hours per week, a reduced fee will be charged for these children.

The fee is determined on the basis of the current income of the household the child/children belong to and the attendance hours. Information about the household's income is to be given to the preschool placement assistant using the form "Statement of income" (attachment) link <http://www.kiruna.se/Global/Blanketter/Barn%20och%20utbildning/Inkomstuppgift.pdf?epslanguage=sv>

A schedule and agreement on attendance hours are to be provided on the form “Schedule/Agreement” (attachment) link

<http://www.kiruna.se/Global/Blanketter/Barn%20och%20utbildning/SCHEMA%20och%20avtal%20f%C3%B6r%20barn.pdf?epslanguage=sv>

The fee is calculated per child and as a percentage of the household’s gross income, in accordance with the rules for maximum fee. Detailed information about how the fee is calculated is found on pages 7-9 of the document “Implementation rules and fees for preschool, educational care and after-school recreation centre” (attachment). The fee for preschool and educational care is a monthly fee that the holder of the place/parent/guardian must pay for the current month, 12 months per year, in accordance with the agreed attendance hours, whether or not the place is used. The fee is paid as of the child’s placement date.

### **Attendance hours/Schedules**

When a child has been allocated a place, the parent/guardian submits a schedule to the placement assistant with the child’s attendance hours on the basis of the family’s needs, that is, the parents’/guardians’ work or study times including travel times. There must always be an up-to-date schedule with attendance hours at the preschool. If the parents/guardians have irregular times, an average time per week will be calculated, however for maximum 6 weeks. The parents/guardians are responsible for ensuring the child is dropped off/picked up within the agreed hours of attendance.

### **Planning days**

The facility has the right to close on four days per year for planning and skills development. This is a quality-promoting factor and parents/guardians are asked to respect this and plan accordingly. Notification of closure days is to be given at least three months in advance. Planning and skills development days are included in the ordinary fee and no reduction is given.

### **Reporting changes**

The fee for a place at preschool or educational care is affected by several factors. The parents/guardians are obligated to report any changes to the preschool’s placement assistant regarding family circumstance, address, income and schedule.

### **Holidays and other time off**

When parents/guardians are on holiday or have other time off, children aged 3-5 years are only entitled to 15 hours a week of public preschool.

### **Food and meals at preschool**

The meals that are served to the children during the day - breakfast, lunch and a snack meal - are a major and important part of the educational activities at preschool. Many preschools are continually striving to develop and improve this part of their work. The Culture and Education Board has produced a policy document, “Health-promoting preschool and school” (attachment), where among other things, the importance of a nutritious diet and a pleasant mealtime environment are highlighted. Meals at preschool (attachment).

In order to improve the quality of the food served at preschool, Kiruna Municipality has set up an organisation for the preschool kitchens with its own diet manager.

## **PRESCHOOLS (see map)**

### ***Abisko***

Abisko preschool

### ***Bolag area***

Asylum-seeker preschool

The company's preschool including Nattis (nightcare)

### ***Jukkasjärvi***

Jukkasjärvi preschool

### ***Jägarskole area***

Fjället preschool

### ***Karesuando area***

Enriset family daycare, Östra Soppero

Regnbågen preschool, Karesuando

Snöflingan preschool, Kuttainen

### ***Kiruna C***

Backen preschool

Norrskenet preschool

Ripan preschool

Thule preschool

### ***Lombolo area***

Hjalmar Lundbohm preschool

Jökeln preschool

Kastanjen preschool

Kotten preschool

Lombolo preschool

Satelliten preschool

Language and culture preschool Lilla Björn

### ***Luossavaara area***

Bergkristallen preschool

Bullerbyn preschool

Lokeldaren preschool

### ***Tuolluvaara***

Fjällräven preschool

### ***Vittangi area***

Svappavaara preschool

Lyktan preschool, Vittangi

## COMPULSORY SCHOOLS IN KIRUNA

There are seventeen compulsory schools in the municipality of Kiruna, twelve of which are municipal schools, two are Sami schools and three are independent schools. Most of the compulsory schools with years 1-6 also have a preparatory school class and an after-school recreation centre in the same premises. Seven of the municipality's twelve schools are F-9 (from preparatory school class to year 9); the other five are F-6 schools (from preparatory school class to year 6).

The extensive geographical spread of the population of Kiruna Municipality means the municipality has a relatively large number of small schools with tuition up to year 9 and the size of the schools varies a lot.

Each school decides for itself if it is to have a certain profile or specialised activities, or if the school is to be characterised by a specific work method. A drive to promote and spread digital learning tools to all schools has been initiated by the municipality. This has resulted in, for example, that all pupils in years 7-9 at all of the municipality's schools have been given their own computer, most classrooms in all schools have interactive whiteboards, and municipal licences have been signed for a basic range of digital tools that can give pupils with different functional impairments extra support. An ICT teacher has been employed by the Administration to support heads, preschool managers and staff with this development work.

### **The duty to attend school**

School is obligatory in Sweden and the duty to attend school applies to all children from the autumn of the year they turn seven years. In some cases, the duty to attend school can be postponed if there are special reasons. If the parents/guardians want their child to start school a year earlier, they can make a request to the municipality. The duty to attend school ends at the end of the last term of the ninth year, or if the pupil attends special school, the tenth year after the child began to attend school. Even if the duty to attend school has ended, pupils are entitled to finish the top/last year of compulsory school.

### **Choice of school/allocated school**

When a pupil is going to start preparatory school class or compulsory school in Kiruna, the municipality normally allocates the pupil a place at the compulsory school closest to the pupil's home. The right to freely choose school means the pupil's parents/guardians can apply for the pupil to attend a different school from the one allocated by the municipality. This could be another municipal school, an independent school or a Sami school. It is important to remember that if you choose to register your child at a different school from the one allocated by the municipality, the pupil may not be granted school transport if the school is far away from the pupil's home. As of the autumn of 2015, children who attend preparatory school class no longer have the right to school transport since preparatory school class is not an obligatory form of school.

If your child attends one of the municipal schools but wants to change school or you want to register your child at one of the other municipal schools, contact the head of the new school and fill in the form "*New pupils/registration of pupils*" (attachment). Link to the form <http://www.kiruna.se/Global/Blanketter/Barn%20och%20utbildning/INFLYTTNING%20ELV%20-%2020100301.pdf?epslanguage=sv>

## **Meals**

Declaration of quality School meals (attachment) and Special dietary needs (attachment).

## **Special dietary needs**

If your child has special dietary needs, it's important the school is informed.

## **Security and equal treatment**

All children and young people are to feel secure when they are at school and at an after-school recreation centre. To prevent and counteract discrimination, harassment and insulting treatment, all schools must have a written equal treatment plan that is followed up every year. The plan must state how such treatment is to be avoided and what must be done if something nevertheless happens. You will find the equal treatment plan for each school on the school's homepage.

The role of the staff who work for the pupil health service is to support the schools in their equal treatment management and there is also a special function, a support person for issues linked to core values, who works with both teachers and pupils to create a pleasant and secure environment in the schools.

If you as a parent want to know more about what you can do if you suspect that your child is being exposed to insulting behaviour or discrimination, you can find advice on the BEO (Child and School Student Representative) homepage which is part of the Swedish Schools Inspectorate.

## **Insurance**

All activities shall strive to have as safe an environment as possible so as to minimise the risk of pupils having accidents. If an accident should happen, the children are insured when they are at school.

The insurance applies during school hours/school activities, leisure time and holidays during the period of registration. The insurance applies until 1 September of the year the children/pupils leave preschool, preparatory school class and compulsory school.

## **Holidays and time off**

Every year, a school year plan is established for the compulsory schools in the municipality. The plan states when the school year starts and ends for the pupils and when they are on holiday. The school year plan for upper secondary school can sometimes differ somewhat from compulsory school but we try to make them as similar as possible since families may have children in both forms of school.

## **Time off during term time**

If a pupil needs to be off school, the parent/guardian must apply to the school for time off. It is the head who decides whether time off can be granted but the head can delegate to someone else to decide if short periods of time off can be granted.

A decision on time off is based on an overall assessment of the pupil's situation.

The circumstances that can form the basis of the decision are:

- The length of time off being requested
- The pupil's study situation

- The possibility of compensating the missed tuition in different ways
- How important the time off is for the pupil

To apply for time off, the form “*Application for time off*” (attachment) must be used. Link

<http://www.kiruna.se/Global/Blanketter/Barn%20och%20utbildning/LEDIGHETSANS%c3%96KAN.pdf?epslanguage=sv>

## Assessment and grades

As of the autumn term of year 6, pupils at compulsory school shall be given a grade each term, using the grade scale F to A, where F stands for Non-approved result, E stands for the lowest degree of approved result, and A stands for the highest degree of goal achievement. The teacher uses his/her assessments of the pupils’ goal achievement in relation to the knowledge requirements stated in the curriculum as a basis for the grades that are given. If the teacher assesses there is a risk of a pupil not achieving the lowest approved grade, E, the school is obligated to investigate if the pupil is in need of special support.

## COMPULSORY SCHOOLS (see map)

### ***Abisko***

Abisko Preschool class - Year 9

### ***Bolag area***

Språkcentrum (Language centre) Preschool class - Year 9

### ***Jukkasjärvi***

Jukkasjärvi school Preschool class - Year 6

### ***Karesuando area***

Karesuando school Preschool class - Year 9

Övre Soppero school Preschool class - Year 6

### ***Kiruna C***

Bergaskolan Preschool class - Year 6

Högalidskolan Preschool class - Year 9

Triangelns school Preschool class - Year 9

### ***Lombolo area***

Nya Raketskolan Preschool class - Year 9

Nya Raketskolan Compulsory special school

### ***Luossavaara area***

Luossavaaraskolan Preschool class - Year 6

### ***Tuolluvaara***

Tuolluvaaraskolan Preschool class - Year 6

### ***Vittangi area***

Svappavaaraskolan Preschool class - Year 6

Vittangiskolan Preschool class - Year 9

## **SPRÅKCENTRUM (LANGUAGE CENTRE)**

The parents/guardians register the child/children at the Swedish Migration Agency and ask for tuition. Their application is then sent to Språkcentrum and the head there. After that, the parents/guardians will receive a letter with the time and placement for tuition.

Språkcentrum and preparatory class is the first educational activity that all new arrivals in Kiruna from other countries go through. If not done previously, the pupil's level of knowledge is mapped and they are then given tuition on the basis of their maturity and knowledge.

The aim of the activity is to be able to integrate the pupils into Swedish classes as soon as possible (the benchmark is just over one year) so their development of knowledge can then be supported with study support in their mother tongue and tuition in Swedish as a second language.

Språkcentrum has preparatory classes, Swedish as a second language and mother tongue tuition.

All pupils who do not know Swedish are taught in preparatory classes.

Some of the pupils may be registered at one of the other compulsory schools in Kiruna Municipality and the municipality strives to spread the pupils out in the town of Kiruna so that everyone will be able to learn Swedish as fast as possible.

Språkcentrum also has a preparatory preschool for children who do not speak Swedish.

## **AFTER-SCHOOL RECREATION CENTRE**

The role of an after-school recreation centre is to complement the preparatory school class and enable parents to combine parenthood with work or studies. The recreation centre shall stimulate the pupils' development and learning, offer them meaningful leisure activities, promote all-round contacts and social interaction with others.

### **How are recreation centres controlled?**

Together with the Education Act, the curriculum is the most important policy document for this activity. Recreation centres must apply parts 1 and 2 of the curriculum for compulsory school, preparatory school class and after-school recreation centre. Recreation centres at special schools and Sami schools must apply their respective curricula.

### **In Kiruna Municipality**

In Kiruna Municipality, after-school recreation centres are part of school activities and are therefore located in the school premises. About half of the staff who work at the after-school recreation centres in Kiruna have academic qualifications in education and the density of staff is relatively high compared with other municipalities.

All children who attend preparatory school class or school have the right to daycare for school children and a place at a recreation centre from the year they turn 6 until the spring term of the year they turn 13. Independent schools often have their own after-school recreation centres but if that is not the case, parents can apply for a place at a municipal facility.

## Opening hours

The opening hours for after-school recreation centres are weekdays 06.30-18.00. For children who need care at other times, such as evenings, nights and weekends, there is a special activity/facility in central Kiruna, *Nattis*.

The after-school recreation centres are open during the school's operational year in accordance with the school's school year plan but they will also be open during the holidays if needed. During the summer holidays, a different type of activity is organised for children of school age who need care. In central Kiruna, an activity called *Sommarfritids (summer recreation centre)* is provided. This means that all children who need recreation centre care during the summer holiday are gathered together at a couple of schools since normally only a few children at each school need care during that period. A special application for this activity must be made every year. The application is binding since a special fee is charged for this activity.

## Applying for or terminating a place

### Application for a place

An application for a place at a municipal after-school recreation centre or other daycare for school children is made using the form "Application for a place at a municipal activity" (attachment) and is found at the link

<http://www.kiruna.se/Global/Blanketter/Barn%20och%20utbildning/Ans%c3%b6kan%20om%20plats.pdf?epslanguage=sv>

Fill in the application form and submit or send it to the school office. An application for summer recreation centre is made using the form "Application for summer recreation centre" which is available at every school office.

It is the child's parent/guardian who applies for and registers the child's need for a place at an after-school recreation centre or other daycare for school children. If the child has two parents/guardians who have joint custody but do not live together, they apply for a joint place. If the parents/guardians live in different places, for example, if one lives in Kiruna C and the other in one of the villages, the parents/guardians can apply for a place each at different facilities.

### Termination of a place

The period of termination is one month. Notification of termination must be done in writing, using the form "Termination of a place" (attachment) link

<http://www.kiruna.se/Global/Blanketter/Barn%20och%20utbildning/Upps%c3%a4gning%20av%20plats.pdf?epslanguage=sv>

Fill in the form and submit or send it to the school office. A charge is made for the period of termination whether or not the child uses the place.

Kiruna Municipality has the right to terminate the placement if the place is not used during a continuous period of one month, not including holiday time, or if the fee is not paid.

## **Fees and rules**

The fee is determined on the basis of the current income of the household the child/children belong to. Information about the household's income is to be submitted to the school office using the form "Statement of income" (attachment) link

<http://www.kiruna.se/Global/Blanketter/Barn%20och%20utbildning/Inkomstuppgift.pdf?epslanguage=sv>

The fee is calculated per child and as a percentage of the household's gross income, in accordance with the rules for maximum fee. Detailed information about how the fee is calculated is found on pages 7-9 of the document "Implementation rules and fees for preschool, educational care and after-school recreation centre" (attachment). The fee for after-school recreation centre is a monthly fee that the holder of the place/parent/guardian must pay for the current month during the school's year plan, whether or not the place is used. The fee is paid as of the child's placement date.

The fee for summer recreation centre is paid by the holder of the place/parent/guardian for the current month and in accordance with the agreed attendance period during the summer holiday whether or not the place is used. The fee is paid as of the child's placement date.

## **Planning days**

The facility has the right to close on four days per year for planning and skills development. This is a quality-promoting factor and parents/guardians are asked to respect this and plan accordingly. Notification of closure days is to be given at least three months in advance. Planning and skills development days are included in the ordinary fee and no reduction is given.

## **Attendance hours/Schedules**

When the child starts at an after-school recreation centre, a schedule with the child's attendance hours is drawn up. There must always be an up-to-date schedule with the attendance hours.

The schedule and agreement with attendance hours is submitted to the school office, using the form "Schedule/Agreement" (attachment) link

<http://www.kiruna.se/Global/Blanketter/Barn%20och%20utbildning/SCHEMA%20och%20avtal%20f%c3%b6r%20barn.pdf?epslanguage=sv>

## **Reporting changes**

The fee for a place at an after-school recreation centre is affected by several factors. The parents/guardians are obligated to report any changes to the school office regarding family circumstance, address, income and schedule.

## **SPECIAL SCHOOL**

### **Compulsory special school**

Compulsory special school is an alternative form of compulsory school for pupils who are assessed as not being able to reach the knowledge requirements of compulsory school because they have a developmental disability. The education is adapted to suit each child's prerequisites and consists of nine years.

Compulsory special school provides education in subjects or within subject areas, or a combination of the two. The education can also include subjects stated in the compulsory school syllabi.

The education shall impart knowledge and values, contribute to personal development, social interaction with others, and give a good basis for active participation in society.

### **Training school**

Training school is a particular specialisation within compulsory special school. Training school is intended for pupils who cannot absorb all or parts of the subject tuition. Instead of individual subjects, training school covers five subject areas.

### **How are the activities controlled?**

The Education Act, regulations and curriculum are the policy documents that control how activities are carried out. Compulsory special school follows the curriculum for compulsory special school which states the basic goals and guidelines for compulsory special school. The curriculum states the course plans with knowledge requirements that describe what knowledge is needed to achieve an approved level of knowledge and different grades for years 6 and 9 for the subjects studied at compulsory special school.

### **How are grades set?**

After completing compulsory special school, the pupils are given a certificate stating the education they have done. If so requested by a pupil or the pupil's parent/guardian, the certificate can be supplemented with a general study assessment. The study assessment must focus on the pupil's ability to study.

In Kiruna, compulsory special school is at Nya Raketskolan. For children who live in villages that are too far away for the pupils to attend Nya Raketskolan, integration in compulsory school will be arranged.

### **Upper secondary special school**

Upper secondary special school has its activities in the municipal upper secondary school, Hjalmar Lundbohmsskolan, which is part of the "Lapplands gymnasium" upper secondary school association.

### **Special school for adults**

Special school for adults (Särvux) is part of the municipality's adult education which is organised under Kiruna lärcentra (learning centre) as part of Lapland's Municipal Association.

## **SCHOOL TRANSPORT**

### **The right to school transport**

Children who attend school are sometimes entitled to school transport. It is up to each municipality to decide which rules are to apply. The right to school transport is primarily the age of the pupil and the walking distance to the school allocated by the municipality.

When a different school is chosen, the right to school transport is forfeited. If there are special reasons, some pupils can be granted school transport even though that would not normally be the case.

There are also rules governing the maximum amount of time that pupils must wait for their school transport during one school week. Detailed information about what rules apply are stated in the document “Rules for school transport” (attachment). The form “Application for school transport” (attachment) is found at the link

<http://www.kiruna.se/Global/Blanketter/Barn%20och%20utbildning/ANS%c3%96KAN%20OM%20SKOLSKJUTS.pdf?epslanguage=sv>

The form must be completed and sent to the school transport manager at the Culture and Education Administration.

### **Bus pass/travel pass**

A pupil who has been granted school transport and who travels by bus to and from school will be given a new bus pass every school year. That means you do not need to save the bus pass you had before. You will no longer be able to use it for bus transport.

Take good care of your bus pass!

If you lose or damage the pass so it does not work, you must notify the school office/school transport manager. You will have to pay SEK 50 to get a new bus pass. While waiting for a new pass, you will be given a temporary travel pass that is only valid for the days the school transport manager has stated on the travel pass.

## **MINORITY LANGUAGES AND MOTHER TONGUE**

### **Preschool - mother tongue support**

Preschool shall help children whose mother tongue is not Swedish to be able to develop both their Swedish and their mother tongue. All preschool children whose mother tongue is not Swedish have the right to mother tongue support so as to develop their ability to communicate both in Swedish and in their mother tongue. This activity also aims to make the child more secure as regards his/her identity.

**Preschool’s goals and guidelines**, quote page 9 Curriculum for preschool *“Language and learning are inextricably linked together, as are language and development of identity. Preschool shall focus strongly on stimulating every child’s language development and encouraging and utilising the child’s curiosity and interest in the written world of language. Children with a foreign background who develop their mother tongue will be better able to learn Swedish and develop knowledge in other areas. Preschool shall help children whose mother tongue is not Swedish to be able to develop both their knowledge of Swedish and their mother tongue”*.

**Preschool shall strive to ensure that every child**, quote page 13 Curriculum for preschool *“- whose mother tongue is not Swedish develops his/her cultural identity and ability to communicate in both Swedish and his/her mother tongue.”*

## **Compulsory school/Upper secondary school — Mother tongue tuition**

**Education Act Chapter 10 Section 7 (compulsory school)/Chapter 15 Section 19 (upper secondary school)**, quote: “A pupil who has a parent/guardian who has a different mother tongue than Swedish shall be offered mother tongue tuition in that language if

1. the language is the pupil’s everyday language used for socialising in the home, and
2. the pupil has basic knowledge of the language (compulsory school) or the pupil has a good knowledge of the language (upper secondary school).

Mother tongue tuition in a national minority language shall be offered even if the language is not the pupil’s everyday language used for socialising in the home.

The government or the authority decided by the government can announce rules governing mother tongue tuition. Such rules may entail that mother tongue tuition shall only be offered in a language if a certain number of pupils request tuition in that language.”

Mother tongue tuition is an independent subject at school. The purpose of the subject is to develop the pupils’ self-esteem, identity and linguistic ability. In school, a pupil is entitled to mother tongue tuition if one or both parents/guardians have a different language from Swedish as their mother tongue and if this language is used by the pupil as the everyday language for socialising at home. The pupil must have a basic knowledge of the language and the head shall investigate the pupil’s knowledge of the language if the matter is unclear. In that case, the head would do so together with the mother tongue teacher. The scope of the tuition is decided by the school principal.

In order for mother tongue tuition to be organised in a language, there must be at least five applicants in the municipality and there must also be a suitable teacher. The suitability of the teacher is decided by the head.

At compulsory school, mother tongue tuition can be arranged as

- the pupil’s chosen optional language
- the pupil’s or the school’s choice
- bilingual tuition where there are large groups
- tuition that is not included in timetabled lesson time

Mother tongue tuition may only be in one language with the exception of Romany pupils from abroad who can be given tuition in two languages if there are special reasons.

If there is a risk the pupil will not achieve stated goals because of difficulties with the Swedish language, the head must ensure that it is investigated whether the pupil needs study guidance in his/her mother tongue and then provide that guidance.

Independent schools must provide mother tongue tuition in the same way that municipal schools do.

### **Minority languages**

The national minority languages are Meänkieli, Finnish, Sami, Romani Chib and Yiddish.

Children who belong to the national minorities can be given the opportunity to develop a multicultural affiliation at preschool.

All pupils at school are to have knowledge about the national minorities' culture, language, religion and history.

With regard to tuition in the national minority languages, the school principal is obligated to provide tuition even if there are fewer than five pupils applying in the municipality and even if the language is not the pupil's everyday language used for social interaction.

## **Application**

If you want to register your child for mother tongue tuition, contact the head at your child's school. Form (attachment)

<http://www.kiruna.se/PageFiles/4789/Intresseanm%c3%a4lan%20Modersm%c3%a5laug2014.pdf?epslanguage=sv>

## **SCHOOL HEALTHCARE SERVICE**

The role of the school healthcare service is to use its collective expertise to support the preschool/school in its work to promote the health of children and young people. The school healthcare service's work focuses on promoting health in a preventive way and is conducted in close collaboration with the heads and work teams at the schools.

The school healthcare service shall help to create environments that promote children's and pupils' learning, development and health and support the pupils' progress towards the educational goals.

The following staff work at the school healthcare service: school nurses, school social workers, psychologists, special educational needs teachers, speech therapists, school doctor, support person for core values issues, secretary and unit manager.

The school healthcare service's area of activities covers Kiruna Municipality's preschools, compulsory schools and upper secondary school. The school healthcare service is also used by the independent schools and the Sami schools in Karesuando and Kiruna. The geographical area is extensive, its peripheral areas being Karesuando, Vittangi and Abisko.

The school healthcare service focuses on:

- Early, inclusive, health-promoting and preventive measures
- Developing a supervisory and reflective way of working
- A common understanding between the school healthcare service and the preschool's/school's mini-teams so as to promote health and learning

The four corner stones of the school healthcare service:

- Focus on learning
- The influence of the child/pupil
- The involvement of the parents
- Information when transferring between educational stages, schools and forms of school

## **MINI-TEAM/PUPIL CARE TEAM**

Every activity at the Culture and Education Administration has a mini-team that follows up the pupils'/children's development. The mini-team consists of a head/preschool manager, school nurse and special needs teacher/special educational needs teacher. At some schools, the study guidance counsellor (SYV) is also part of the mini-team.

Decisions about an investigation and the drawing up and termination of an action programme are taken by the head.

The mini-team meets regularly, usually once a week.

## **UPPER SECONDARY SCHOOL**

There are two upper secondary schools in Kiruna. The municipal upper secondary school, *Hjalmar Lundbohmsskolan*, is the largest and it is part of "Laplands gymnasium" which is part of Lapland's Municipal Association.

The municipal upper secondary schools in Gällivare, Jokkmokk and Pajala are also part of "Laplands gymnasium". The municipal upper secondary schools have a wide range of programmes.

In addition to the municipal school, there is also an independent upper secondary school, *Rymdgymnasiet (Space School)* which has the following programmes:

- Technology programme - specialising in technical science
- Science programme - specialising in science, with the subject space science

## **ADULT EDUCATION**

Today there are many opportunities for adults to study different subject areas and at different levels without having to move away from their home area. Kiruna lärcentra (learning centre) is located in Kunskapsparken and offers study guidance counselling for adults, among other things.

Together, the municipalities of Gällivare, Jokkmokk, Kiruna and Pajala form Lapland's Municipal Association which organises study programmes for adults and offers support to residents in the municipalities who want to study at different levels, for example, at Komvux, Swedish for Immigrants (SFI), college or vocational college.

## **INFORMATION ABOUT DATA REGISTERS**

Under the Personal Data Act (PUL), anyone who keeps a register of people must inform those who are registered. The Culture and Education Administration registers personal details about children, pupils and parents. The purpose of the data register is to process childcare fees, monitor the duty to attend school, maintain lists of classes, grades, attendance, individual development plans and written reviews, etcetera. Some examples of personal details are personal identity number, name, school and class, address, telephone number, family, civil status, chosen language and grades. This information is processed in accordance with the rules stated in the Personal Data Act.

## **Clarification regarding the content of the forms**

Surname = family name

First name = the person's everyday name

Personal identity number = date of birth (year - month - day - number)

Address/registered address = street + number

Postal code = for example, 123 45 before the name of town

Postal address = for example, Kiruna

Is the child fully healthy? = Does the child have any illness?

Is the child allergic? = Is there anything the child reacts to/is sensitive to, for example, milk, pollen?

Mother tongue = the language that is spoken at home

Is mother tongue support requested? = Does the pupil need support in his/her own language?

Requested placement/area = What is your first choice of preschool/after-school recreation centre?

Current placement = the preschool/after-school recreation centre where the child is now

Parent/Guardian = mother or father

Signature = your own name written by hand

Income = money, for example, salary, allowance

Reason for requested time off = Why does your child need to be off school?

Reason for applying for school transport = Why does your child need school transport



## APPLICATION FOR A PLACE IN A MUNICIPAL ACTIVITY

If a child has alternating residency, both parents/guardians must submit an application if the place is going to be used by both parents/guardians.

One form per child

The child's surname	First name	Personal identity number (year - month - day - number)
Address	Postal code	Postal address
Placement is needed as of	Number of hours/week	
Preschool <input type="checkbox"/>	Educational care <input type="checkbox"/>	After-school recreation centre <input type="checkbox"/>
Is the child completely healthy? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does the child have any allergies? <input type="checkbox"/> Yes <input type="checkbox"/> No	Mother tongue
Is mother tongue support needed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Desired placement/area		
Special information		

Parent/Guardian 1

Surname	First name	Personal identity number (year - month - day - number)
Address	Postal code	Postal address Telephone/mobile
Employer/school	Work telephone	

Parent/Guardian 2

Surname	First name	Personal identity number (year - month - day - number)
Address	Postal code	Postal address Telephone/mobile
Employer/school	Work telephone	

Date	Signature parent/guardian 1
Date	Signature parent/guardian 2

For preschool: The form is submitted/sent to the preschool's placement assistant.  
For after-school recreation centre: The form is submitted/sent to the school office.



**APPLICATION FOR A DIFFERENT PLACE**

One form per child

The child's surname	First name	Personal identity number (year - month - day - number)
The parent's/guardian's surname	First name	Personal identity number (year - month - day - number)
Address	Postal code	Postal address
Home telephone	Mobile phone	Email

**Request**

Current placement	New place is requested as of	
Desired placement	Preschool <input type="checkbox"/>	Educational care <input type="checkbox"/>
Other information		

Date	Parent/Guardian 1	Telephone	Mobile phone
Date	Parent/Guardian 2	Telephone	Mobile phone



**TERMINATION OF A PLACE**

One form per child.

The child's surname		The child's first name	Personal identity number (year - month - day - number)
The parent's/guardian's surname		First name	Personal identity number (year - month - day - number)
Address		Postal code	Postal address
Telephone	Mobile phone	Email	
Current placement			The place will be used until

**NB!**

The period of termination is **one month**, starting from the date this notice of termination is received.

You will be charged up until the end of the period of termination, whether or not you use the place.

**I hereby certify that the details given above are correct:**

Date	parent/guardian	Telephone/mobile phone	Work telephone
Date	parent/guardian	Telephone/mobile phone	Work telephone



### Statement of income

Applies as of	Year	Month	Day
---------------	------	-------	-----

Shared invoice

#### Details about the holder of the place 1 (Invoice recipient)

Surname		First name		Personal identity number (year - month - day - number)	
Address			Postal code		Place
Home telephone		Work telephone		Email	
Employer/school					

#### Details about the holder of the place 2

Surname		First name		Personal identity number (year - month - day - number)	
Address			Postal code		Place
Home telephone		Work telephone		Email	
Employer/school					

#### Husband/Wife/Partner (If different from above)

Surname		First name		Personal identity number	
Address			Postal code		Place
Home telephone		Work telephone		Email	
Employer/school					

#### Details about children attending preschool/daycare for school children

Child 1	Surname		First name		Personal identity number (year - month - day - number)	
Child 2	Surname		First name		Personal identity number (year - month - day - number)	
Child 3	Surname		First name		Personal identity number (year - month - day - number)	
Siblings placed at a cooperative					Personal identity number (year - month - day - number)	

**The household's income before tax**

	Parent 1 SEK/month		Parent 2 SEK/month		Cohabiting partner SEK/month	
Salary and other reimbursements linked to employment	+		+		+	
Unemployment benefit	+		+		+	
Parental allowance	+		+		+	
Sickness benefit/sickness allowance	+		+		+	
Pension (not child pension)	+		+		+	
Educational grant for labour market training	+		+		+	
Other incomes (e.g. care allowance)	+		+		+	
<b>TOTAL AMOUNT:</b>	=		=		=	

The municipality reserves the right to check the statements of income.  
Deliberately giving incorrect information can lead to a daycare placement being withdrawn.

**I hereby certify that the details given above are correct:**

Date	Parent/Guardian 1
Date	Parent/Guardian 2



**SCHEDULE/AGREEMENT for children at preschool/after-school recreation centre/educational care.**

One form per child.

Surname	First name	Personal identity number (year - month - day - number)
Address	Postal code Place	Telephone
Applies as of	Placement	Shared invoice <input type="checkbox"/>

Remember: <ul style="list-style-type: none"> <li>Drop-off and pick-up times must be included in the schedule.</li> <li>Only fill in week 1 if you have a 1-week schedule.</li> <li>Fill in several weeks if you have a multi-week schedule and also fill in the date of the Monday of the starting week.</li> </ul>	Number of weeks	Date of the Monday of the starting week (when there is a multi-week schedule)
---	-----------------	---

Week 1	Week 2	Week 3
Mon.		
Tues.		
Wed.		
Thurs.		
Fri.		
Sat.		
Sun.		
Week 4	Week 5	Week 6
Mon.		
Tues.		
Wed.		
Thurs.		
Fri.		
Sat.		
Sun.		

**An average value is used when a schedule cannot be provided: \_\_\_\_\_ hours/week**

Other information

I hereby certify that the details given above are correct:

Date	Signature-Parent/Guardian 1	Telephone
Date	Signature-Parent/Guardian 2	Telephone

For preschool: The form is submitted/sent to the preschool's placement assistant.  
For after-school recreation centre: The form is submitted/sent to the school office.



# **Applicable rules and fees**

**for preschool, educational care  
and after-school recreation centre**



**adopted by the Child and Education Board on 11 June 2015, Section 105,  
to apply as of 1 June 2015**

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## **Preschool activities**

Preschool activities are conducted at preschool and as educational care (childminder).

## **Preschool for children 1-5 years**

Preschool is an educational activity for children aged 1-5 years whose parents/guardians **work, study, are on parental leave or are job-seekers**, or if the child has a personal need for preschool.

Preschool shall be offered to the extent that is required with regard to the parents'/guardians' work, studies and travel time or the child's own needs. The staff at preschool are preschool teachers and nursery nurses whose task is to promote children's learning on the basis of the goals and guidelines stated in the preschool curriculum, Lpfö 98, and the Education Act.

## **Educational care for children 1-5 years (child-minder)**

Educational care can be offered as an alternative to preschool. This activity is conducted by childminders. The core values stated in the preschool curriculum apply to educational care as well.

The preschool curriculum is a guiding document for the activities.

## **Childcare during unsocial hours**

Parents who work unsocial or irregular working hours in the evenings, at night and at weekends, can get childcare at the Bolag preschool and after-school recreation centre. The place can be combined with after-school recreation centre. No extra fee is charged for a preschool/after-school recreation centre place during unsocial hours.

## **Parents on parental leave**

The children of parents/guardians who are on parental leave with a newly born sibling have the right to a place at preschool/educational care for 15 hours/week.

## **Public preschool**

15 hours per week of free public preschool, or 525 hours per year, are offered to all children as of the autumn term of the year the child turns 3 years. Public preschool follows the school year plan of compulsory school which means the place cannot be used during school holidays.

The preschool manager decides the attendance hours.

## **Daycare for school children**

Daycare for school children is provided in an after-school recreation centre when the school is in operation as stated in the school year plan. An after-school recreation centre is an educational group activity that is offered to pupils registered in a preparatory school class or compulsory school as of the autumn term of the year the child turns 6 years until

the spring term of the year when the child turns 13. The role of the recreation centre is to complement the education given at school and provide the pupil with meaningful leisure and recreational activities. The school and recreation centre work together to promote the pupil's all-round development and learning. The recreation centre must be organised so that it is possible for parents/guardians to be able to work and study.

## **Summer recreation centre**

During the school summer holiday, pupils who are registered in the preparatory school class or at compulsory school are offered to attend a summer recreation centre. A fee must be paid for this activity in accordance with the prevailing rates and the agreed period of attendance. Application is made using a special form: "Application for a place", latest one month before the placement is needed. An application is binding.

## **Independent preschool activities and daycare for school children**

In the municipality of Kiruna, there are preschools and daycare for school children that are run under private management such as staff cooperatives, parent cooperatives, state management and independent schools.

## **General rules for preschool/educational care**

A child who has siblings placed at a preschool has priority over new placements.

Parents/Guardians can decline an offered place once and retain their place in the queue.

## **Opening hours of preschool/after-school recreation centre/educational care**

The opening hours of preschool/after-school recreation centre are 06.30 - 18.00. If necessary, the facility can be open from 06.00 - 18.30. The preschool manager/head examines and decides on needs for extended opening hours.

The opening hours of educational care are 06.30-16.30.

## **Allocation of places and the queue system for preschool/educational care**

A preschool child is offered a place either at a preschool or in educational care. The wishes of the parents/guardians are taken into account but a preschool placement can be offered in any part of Kiruna C. The Tuolluvaara area is part of Kiruna C. In some cases, children in Jukkasjärvi may also be offered a place in Kiruna C.

The school districts in the western and eastern part of the municipality are independent placement areas. That means Abisko, Svappavaara, Vittangi, Övre Soppero and Karesuando.

An application must be made four months before the place is needed, using a special form: "Application for a place in a municipal activity". The form is available via the

municipality's homepage but it can also be obtained from the placement assistants, the Culture and Education Administration office or from the reception at Kiruna's Town Hall. The form is handed in/sent to the placement assistant in the placement area that the parent/guardian has requested in the first instance. See the last page!

When a place is available, an offer of a placement will be sent to the parents/guardians. Parents/Guardians can decline an offered place once and retain their place in the queue.

When an offered place at preschool is accepted, there will be a period of acclimatisation ("*inskolning*"). The period of acclimatisation at the preschool is done together with the parent/guardian. The preschool manager decides the form and execution of the period of acclimatisation.

## **Attendance hours**

When a child has been allocated a place, the parent/guardian submits a schedule to the placement assistant for the child's attendance hours on the basis of the family's needs, that is, the parents'/guardians' work or study times including travel times. There must always be an up-to-date schedule with attendance hours at the preschool. If the parents/guardians have irregular times, an average time per week will be calculated, however for maximum 6 weeks. The parents/guardians are responsible for ensuring the child is dropped off/picked up within the agreed hours of attendance.

## **Reporting changes**

The parents/guardians must report to the municipality all changes with regard to family circumstances - address, schedule, income, parental leave, unemployment. Any changes of that kind must be reported to the placement assistant.

## **Holidays and other time off**

When parents/guardians are on holiday or have other time off, children aged 3-5 years are only entitled to 15 hours a week of public preschool.

## **Termination of a place**

The period of termination is one month. **Notice of termination** must always be given **in writing**, using a special form which is submitted to the placement assistant. The fee must be paid for the period of termination whether or not the child uses the place. Kiruna Municipality has the right to terminate the placement if the place is not used during an unbroken period of one month, not including holiday time, or if the fee is not paid.

## **Holder of a place**

It is the parents/guardians who register the child's need for a place at preschool or daycare for school children. When the parents/guardians are offered a place, he/she or they then become the holder of the place. If the parents/guardians have joint custody

and do not live together, they apply for a joint place or, if applicable, for a place each if they live in different places.

## **Family circumstances/household**

The fee is calculated on the basis of the income of the household that the child belongs to. Household means single parents and couples. Couples means two people who live together, either married or not married, and who have or have had joint children or who are registered at the same address. For married couples with or without joint children, the fee is based on the couple's combined incomes. The same principle applies for cohabiters with or without joint children.

If the child's parents/guardians have joint custody but live in different places in the municipality, both parents/guardians are holders of the place. The fee is based on the combined incomes of each of the parents'/guardians' households. If the child lives alternately with each parent/guardian, that may imply two fees for the same child. However, the combined fees must not exceed the maximum fee for a placement.

For single holders of a place, the fee is based on the household's income.

## **Planning days**

The facility has the right to close on four days per year for planning and skills development. This is a quality-promoting factor and parents/guardians are asked to respect this and plan accordingly. Notification of closure days is to be given at least three months in advance. Planning and skills development days are included in the ordinary fee and no reduction is given.

## **Fees for preschool, educational care and after-school recreation centre**

The fee is based on the rates decided by the Municipal Council. It is calculated per child and as a percentage of the household's gross income. See the maximum fee.

Chargeable income means gross salary and other taxable incomes. The fee is decided on the basis of the prevailing stated income. For the self-employed, it is only the income from active and/or passive business activities (surplus) that is stated on the main declaration of income form that is to be included in the household's combined gross income.

The fee for preschool is a monthly fee that the holder of the place must pay for the current month, 12 months per year, in accordance with the agreed attendance hours, whether or not the place is used.

The fee is paid as of the child's placement date.

There are two levels of fees depending on attendance hours: more than or less than 25 hours a week.

The fee for after-school recreation centre is a monthly fee that the holder of the place must pay for the current month during the school's year of operation as stated in the

school year plan, whether or not the place is used. The fee is paid as of the child's placement date.

The fee for summer recreation centre is paid by the holder of the place for the current month and in accordance with the agreed attendance period during the summer holiday whether or not the place is used. The fee is paid as of the child's placement date.

**The following is counted as chargeable income:**

- Gross salary including supplements, taxable benefits and reimbursements
- Taxable payments from the Social Insurance Office (*Försäkringskassan*): parental benefits/sickness benefits/sickness allowance/care allowance (the payment part)/pension (not child pension).
- Student financial aid
- Unemployment benefit/activity support
- Remuneration to a family home

A new statement of income must be submitted if there are any changes to the reported income. Invoice recipients who do not submit requested income details will be placed in the highest fee rate category.

When a placement at preschool/educational care/after-school recreation centre is started/terminated, the parents/guardians will be charged for the number of days of childcare during the first and last month respectively. The division number is 30 days.

Chargeable income may be reduced for maintenance allowance that is paid in accordance with a court decision or agreement. The person obligated to pay maintenance must provide documentation proving the reduction.

If a fee is not paid after a reminder has been sent, the case will be handed over to the debt collection agency. Moreover, the right to a place at preschool and daycare for school children may lapse and lead to the place being withdrawn.

Any unpaid fees must be paid before any new placement or change of placement is commenced.

In the event of a childminder's absence and if no alternative daycare can be offered, a reduction of the fee can be granted. The division number is 30 days. No reduction or repayment of fees will be granted for any other reason of absence.

Children who need special support are entitled to 15 hours per week, free of charge, under Chapter 2 Section 9 of the Education Act. Children who are placed in daycare for school children under Section 9 will be charged. After special review, it may be possible to give children free daycare for school children. The assessment in those cases is based only on the child's needs.

No fee is imposed for children who are allocated a place at public preschool up to 15 hours per week under Chapter 2 Section 8a of the Education Act. For preschool attendance hours of more than 15 hours per week, a reduced fee will be charged. Children are offered a place in public preschool as of the autumn term of the year the child turns 3 years.

For children who only have a placement at public preschool and whose parents are on parental leave, a fee will be charged during the summer.

The fee is changed when attendance hours, income and family circumstances change.

In the event of a separation, the new income will be calculated from the date the parents/guardians have separate dwellings. The date of the move must be proved.

### **Maximum fee** as of 1 January 2016

The fee is based on the percentage rates stated below, based on the household's gross income per child and month. The fee is charged 12 months a year for preschool activities and in accordance with the school year for daycare for school children.

A fee for summer recreation centre is charged for the agreed period of attendance.

<b>Form of daycare</b>	<b>The family consists of:</b>			
	Child 1	Child 2	Child 3	Child 4
Preschool/Educational care, full-time	3 %	2 %	1 %	no fee
Public preschool	2.1 %	1.4 %	0.7 %	"
Preschool/Educational care less than 25 hours/week - part-time	2.25 %	1.5 %	1 %	no fee
Public preschool	1.6 %	1.05 %	0.7 %	"
Preschool/Educational care Parental leave 15 hours/week	1 %	0.75 %	0.5 %	no fee
After-school recreation centre	2 %	1 %	1 %	no fee

The income ceiling for fees is SEK 43,760 per month, the highest fee for a full-time child placement being SEK 1,313 per month.

The household's children are counted from the youngest child with a placement (no 1) to the oldest one with a placement, irrespective of whether it is preschool or daycare for school children. If the household has one child at preschool and one child at after-school recreation centre, then it is the fee for child 1 at preschool and the fee for child 2 at a recreation centre that are used to calculate the household's total fee.

The fee is calculated as follows:

Gross income (or income ceiling, if applicable) x the relevant percentage rate above = monthly fee.

## **Placement assistants - preschool, educational care and after-school recreation centre**

The placement of children at Luossavaara recreation centre, Lokeldaren preschool, Högalid preschool, Bullerbyn preschool, Bergkristallen preschool and Abisko preschool/recreation centre and educational care (childminder):

Ann-Katrine Andersson            tel. 0980-702 41  
email [Ann-Katrin.Andersson@kommun.kiruna.se](mailto:Ann-Katrin.Andersson@kommun.kiruna.se)

The placement of children at Triangeln recreation centre, Ripan preschool, Backen preschool, Fjället preschool, Thule preschool, Norrskenet preschool and Fyrklövern staff cooperative:

Karin Carlsson                    tel.0980-700 99  
email [Karin.Carlsson@kommun.kiruna.se](mailto:Karin.Carlsson@kommun.kiruna.se)

The placement of children at Raket recreation centre, Lilla Björn preschool, Jökeln preschool, Kastanjen preschool, Kotten preschool, Hjalmar Lundbohm preschool, Bolag day and night preschool, Fjällräven preschool and Jukkasjärvi preschool:

Eva Enback                        tel. 0980-705 12  
email [Eva.Enback@kommun.kiruna.se](mailto:Eva.Enback@kommun.kiruna.se)

The placement of children at Högalid and Berga recreation centre:

Eija Joki                          tel. 0980-702 40  
email [Eija.Joki@kommun.kiruna.se](mailto:Eija.Joki@kommun.kiruna.se)

The placement of children at Tuolluvaara and Jukkasjärvi recreation centre:

Ann-Gerd Gunillasson        tel. 0980-702 64  
email [Ann-Gerd.Gunillasson@kommun.kiruna.se](mailto:Ann-Gerd.Gunillasson@kommun.kiruna.se)

The placement of children at Vittangi and Svappavaara recreation centre, Lyktan preschool and Svappavaara preschool:

Teresia Johansson Blind    tel: 0980-706 85  
email [Teresia.Johansson-Blind@skola.kiruna.se](mailto:Teresia.Johansson-Blind@skola.kiruna.se)

The placement of children at Karesuando and Övre Soppero recreation centre, Regnbågen centre, Snöflingan preschool and Enristet educational care:

Maria Blind                        tel: 0980-756 43.  
email [Maria.Blind2@skola.kiruna.se](mailto:Maria.Blind2@skola.kiruna.se)

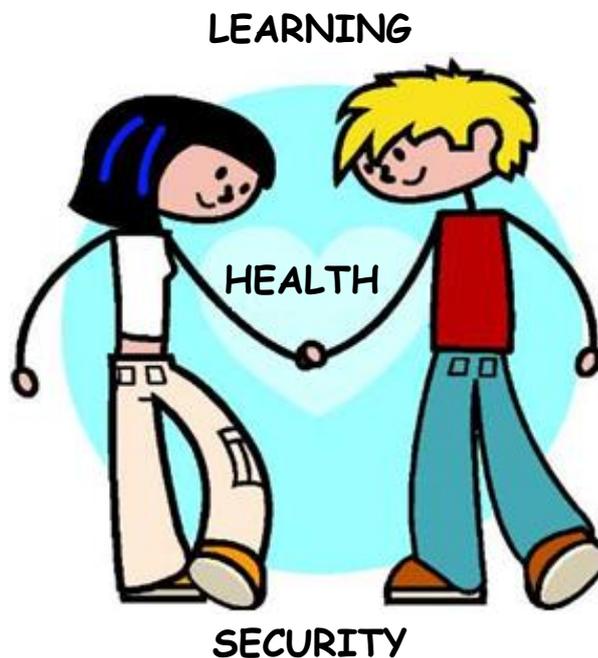


**Kiruna Municipality**

Child and Education Administration

# HEALTH-PROMOTING PRESCHOOL AND SCHOOL

**POLICY FOR KIRUNA MUNICIPALITY**



# OBJECTIVES - HEALTH-PROMOTING PRESCHOOL AND SCHOOL

**Health** can be defined in many ways. The focus of this document is **security and involvement, physical environment, exercise and mealtimes.**

**Security and involvement:** an open, tolerant and respectful atmosphere among children and adults that promotes understanding for each person's unique prerequisites so they are accepted for who they are. This helps both children and adults to develop and also increases self-esteem. When we understand and respect one another, we feel comfortable and can take in new knowledge.

Being able to influence the work that is done, using the goals in the curriculum as a starting point, and the environment where the work is done.

**The physical environment** shall be inviting, clean and fresh-looking, with a low sound level, where both children and adults are happy and interact together. Premises such as the dining hall, cafeteria, common room and playgrounds shall be natural meeting points for adults, children and young people.

**Physical activity and exercise:** regular physical activity is good for children and young people. People who exercise feel better, have more energy and can concentrate and learn more easily. Exercise also promotes mental wellbeing. All children are to be given opportunities for daily physical activity and exercise.

**Food and mealtimes** are essential for children's health, development and wellbeing.

It is hard for people who are hungry to concentrate and thereby hard for them to learn.

Good food at preschool and school means ALL the meals that are served are nutritious and tasty - not just lunch, but breakfast, snack meals and the items sold at the cafeteria as well.

# INTRODUCTION

Kiruna Municipality's vision for preschool/school is **security, involvement and faith in the future**.

**The Education Act** states: "The purpose of education is to impart knowledge and skills and to promote health, allround development and a lifelong desire to learn".

Kiruna Municipality's **local school plan** also states: "School must plan its activities so that each pupil understands the value of good eating habits, exercise and a healthy lifestyle".

## HEALTH-PROMOTING POLICY

Preschool and school are places for learning which means all staff have the common task of creating learning environments for children and young people. A good learning environment means having a balance between learning, **security and health** for increased goal achievement and wellbeing.

There is a clear positive link between knowledge and health.

The focus of health-promoting preschool and school is on health and striving to ensure that this key concept permeates all methods of working at preschool/school.

At a health-conscious preschool/school, the concept of health is a common theme throughout all activities.

The health-promoting activities at preschool/school are followed up in the annual report.

The policy is revised when necessary.

# SUGGESTED ACTIVITIES

## SECURITY AND INVOLVEMENT

- Adults who are clearly visible outside at breaktime and during outdoor activities
- Design the changing room facilities/showers and toilets so as to promote personal integrity
- Create trusting relationships between children and adults by encouraging dialogue during play and learning activities
- Offer opportunities for reflection on attitudes
- Children and adults communicate and make the goals in the curriculum clear

## EXERCISE

- Outdoor environment that encourages physical activity
- Educational outdoor environment: by being outdoors and close to nature, the children will gain experiences and knowledge that can stimulate further interest in outdoor activities
- Integrate school subjects with outdoor activities in accordance with the curriculum objectives for each subject. "Pupil's choice" lessons can be used for health-promoting purposes
- Enable the children to use the school's sports facility straight after the end of the schoolday

## FOOD AND MEALTIMES

- Enough time to eat at regular, scheduled, fixed times
- Everyone, including those who have special dietary needs, shall feel secure when eating meals (lunch, packed lunches on outings, snack meals, cooking lessons) at preschool and school.
- Preschool and school are free from sweets, snacks and fizzy drinks and there is limited access to cakes and other sweet products
- Educational mealtimes means adults and children eat together so as to promote and convey a positive attitude to mealtimes



# **Meals at preschool**



**Kiruna kommun**

# Fruit and vegetables

A variety of fruit and/or vegetables are served with all meals.



# Preschool kitchens

Kiruna Municipality has 23 preschool kitchens. 11 of these are preparation kitchens, 9 are serving kitchens and 3 are recipient kitchens. The preparation kitchens cook and prepare breakfast, lunch and snack meals. At the serving and recipient kitchens, breakfast and snack meals are prepared while lunch (warm food) is received from a central kitchen.



# Food and the environment

The Meals Administration in Kiruna Municipality is striving to reduce impact on the environment. We use organic foodstuffs as far as possible and we are working actively to reduce food waste. Moreover, the fresh fruit and vegetables that we serve are chosen according to season.



# Meals at preschool

The food that is served at Kiruna Municipality's preschools is well-balanced from a nutritional perspective. Our aim is to serve meals that taste good, look good and are eaten in a pleasant environment. The staff at preschool help the children at all mealtimes. The teachers are also to serve as good examples and have a positive attitude to the food.



Diet is one of the most important factors for children's health. Preschool children eat a large share of their daily intake of food at preschool which is why a healthy lifestyle with good eating habits should be promoted at preschool.

## Varied meals

Every day and at regular times, preschool serves a variety of food for breakfast, lunch and snack meals, using foodstuffs from all parts of the diet chart. We have calculated the nutritional value of all our meals. Most dishes are cooked from scratch and do not contain unnecessary additives.



Every day, lunch includes raw vegetables and salads, crispbread, butter (Norrsgott), organic semi-skimmed/skimmed milk and fruit.

Breakfast and snack meals usually consist of a variety of the following: milk/natural yogurt, cereal/müsli/porridge, berries/stewed fruit/jam, sandwich with topping, and fruit and vegetables.



## Special dietary needs

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Children with special dietary needs must also be able to acquire good eating habits and be served meals that fulfil nutritional recommendations.

If your child has special dietary needs, it is important you inform the preschool. A request for special food is made on the form “Specialkost” (special dietary needs). You must also submit a doctor’s certificate.

The form is fetched from and handed in to your child’s preschool kitchen.

## If your child is absent from preschool

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We would appreciate it if you can contact your preschool before 7.30 if your child is going to be at home and thereby not eat any meals, for example, if he/she is on leave or is ill.

## Contact

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If you have any questions about the food at preschool, you are welcome to contact your child’s preschool kitchen.

## Do visit our homepage!

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On our homepage, you will find the week’s menu for each preschool and other information.

<http://www.kiruna.se/Kommun/Barn-utbildning/Maltidsverksamhet/Test/>

### **Kiruna Municipality**

Child and Education Administration

Jenny Lejon, Dietary Manager, Preschool kitchens

Telephone: 0980-700 37

Email: [jenny.lejon@skola.kiruna.se](mailto:jenny.lejon@skola.kiruna.se)



## New pupil/registration of pupil

### Pupil's details

Name of pupil	Personal identity number
Registered address	
Alternative address (for example, when custody of a child is shared)	

### Details about parent/guardian 1

Name		Personal identity number
Street address		Home telephone
Postal address	Mobile phone	Work telephone

### Details about parent/guardian 2

Name		Personal identity number
Street address		Home telephone
Postal address	Mobile phone	Work telephone

Current school	Year
Contact person at current school	
The school we wish to move to	
If your child's mother tongue is not Swedish, please state the language	Optional language tuition, if applicable

### Special dietary needs

- if you change schools within the municipality, it is important that you as the parent/guardian contact the new school's kitchen staff and inform them your child is starting at that school.
- when registering a pupil who has recently moved to Kiruna, the "Special dietary needs" form must be filled in. Information and the form are available on the School Meals Administration's homepage ([www.kiruna.se/kommun-utbildning/maltidsverksamhet](http://www.kiruna.se/kommun-utbildning/maltidsverksamhet))

**School healthcare service** To facilitate your child's time at school, we ask that you supply us with important information about the child, for example, significant problems with speech, hearing or vision, allergies, diabetes, or epilepsy, to the school nurse.

**Joint custody** presupposes that the parents/guardians take care of the child together and take joint decisions about the caring of the child, his/her security and growing-up situation. Both parents must be in agreement about registering a child at a school or changing schools.

Place and date	
Signature of parent/guardian 1	Signature of parent/guardian 2
School/placement in class/year	As of (date)
Head's signature	Date

The form is submitted to the school office at the new school when the pupil is registered in the school management area.



## **Declaration of quality for school lunches at compulsory school**

The Child and Education Board is responsible for educational activities whose purpose is to develop the learning and knowledge of the municipality's youngest citizens. The Board is also responsible for the municipality's meals service.

Good health is a prerequisite for learning and food is one component of health. School lunch is part of the school day and is an important factor that affects the pupils' results at school. A good school lunch implies both access to nutritious food and to a pleasant and inviting eating environment.

Under the new Education Act (2010:800) that came into force on 1 July 2011, pupils at compulsory school are to be offered nutritious school meals free of charge. The handling of food is also controlled by the Food Act (2006) which controls hygiene, etcetera.

The declaration of quality has been drawn up on the basis of the national policy documents that control the Child and Education Board and user surveys.

### **The Child and Education Board promises:**

- that school lunches shall contribute to the pupils' physical and social wellbeing
- that school lunches shall promote good eating habits and stimulate interest in a dynamic eating culture, both Swedish and international, and offer a varied, seasonal menu
- to offer tasty and nutritious school lunches that provide 1/3 of the daily needs for energy and nutrition, based on the recommendations made by the National Food Agency
- to offer at least two dishes every day, one of which is vegetarian
- that special dietary needs food will be offered to those who need it on medical grounds
- to offer at least one alternative dish that is adapted for those who cannot eat all types of food for ethical or religious reasons
- that if the food runs out, the maximum waiting time for additional food will be maximum 30 minutes
- to strive to use ecofriendly and organic foodstuffs of good quality, free from unnecessary additives and sugar substitutes, and to reduce food waste

- to provide a calm and pleasant environment in the school dining halls where adults eat together with the pupils and demonstrate a genuine interest in the mealtime
- school lunches will be served earliest 10.30
- that all guests will have enough time to eat in the dining hall and will strive to schedule the mealtimes so that all pupils eat at roughly the same time every day
- to present the meals of the day visually in the dining hall so as to help the guest to put together a well-composed and nutritious meal
- once a term, to organise a food council meeting at the school where pupils, school staff and school meals staff take part

#### **You promise:**

- as a parent, to ensure you impart a positive attitude to the child as regards food and eating habits, and ensure your child has the possibility of eating breakfast every morning before school starts
- as a pupil, to serve yourself a plate of food that is well-balanced and of a suitable size, and which you will be able to eat up
- as a pupil, to actively help to create a calm, clean and pleasant environment in the dining hall
- as a pupil, to remove your outer clothing and leave them outside the dining hall so as to create a more hygienic environment in the dining hall

#### **Are we not keeping our promises?**

If you think we are not keeping our promises, we want you to tell us so.

You can talk direct to your child's teachers or to the head of the school. You can also send in your views via email or in a letter (see below for addresses).

#### **Do you want to know more?**

For more information, please contact us in one of the following ways:

**Telephone:** 0980-702 84

**Email:** [barn-utbildning@kommun.kiruna.se](mailto:barn-utbildning@kommun.kiruna.se)

**Postal address:** Kiruna Municipality  
Child and Education Administration  
981 85 Kiruna

# Special dietary needs

A form asking about special dietary needs and an information brochure are sent out in January to the parents/guardians of all prospective preparatory school class pupils (6-year olds).

Other pupils with special dietary needs will find the form on our homepage under the Special dietary needs tab. Fill in the form and give it to the staff at the school's dining hall.

In Kiruna C, special dietary needs food is cooked in the kitchen at Hjalmar Lundbohmskolan.

Nya Raketskolan makes its own special dietary needs food in its own kitchen.

In Vittangi, special dietary needs food is cooked at Ängsgården.

In the other villages, special dietary needs food is cooked in each respective school kitchen.

You can contact the staff at your school's dining hall if you have any questions about special dietary needs food or if your requirements change during the school year.

In the spring, a new form will be sent out for the coming school year to all pupils who are already registered with us as needing special food.

A doctor's certificate is not required but for your child's own safety, we recommend that a doctor's certificate is attached if available.

## **Information about data registers**

Under the Personal Data Act (PUL), anyone who keeps a register of people must inform those that are registered. The Culture and Education Administration registers personal details about children, pupils and parents. The purpose of the data registers is to process childcare fees, monitor the duty to attend school, class lists, grades, attendance records, individual development plans and written reviews, etcetera. Some examples of personal details are personal identity number, name, school and class, address, telephone number, family, civil status, optional language tuition and grades. The data is processed in accordance with the rules stated in the Personal Data Act.



**APPLICATION FOR LEAVE**  
**- for a pupil at compulsory school**

**Rules on leave/time off**

A pupil can be granted a shorter period of leave for private matters. If there are special reasons, a longer period of leave can be granted. An announced decision about leave cannot be appealed.

**Procedure for applying for leave**

A mentor/teacher-in-charge can grant maximum 5 days of leave per school year. Other applications for leave are decided by the head.

An application for leave is given to the pupil's mentor/teacher-in-charge for further processing, regardless of the length of the requested leave. An application for a period of leave that exceeds 5 days should be submitted at least 30 days before the date in question.

<b>Name of pupil</b>	
<b>Class/year</b>	
<b>School</b>	
<b>Period of leave</b>	<b>Number of school days</b>
<b>Reason for requesting leave</b>	
<b>Comment by mentor/teacher-in-charge</b>	
<b>Number of previously granted days of leave</b>	

As the parent/guardian, I understand that by taking leave, my child is foregoing the guaranteed tuition time stipulated in the Education Act.

\_\_\_\_\_  
Pupil's signature

\_\_\_\_\_  
Parent's/Guardian's signature

\_\_\_\_\_  
Place

\_\_\_\_\_  
Date

**Requested leave:**  Approved/Granted

Denied/Rejected

\_\_\_\_\_  
Mentor/teacher-in-charge

\_\_\_\_\_  
Place and date

**Requested leave:**  Granted

Rejected

\_\_\_\_\_  
Head

\_\_\_\_\_  
Place and date



### Application for mother tongue tuition

The application applies until further notice and the tuition is obligatory until the parent/guardian de-registers the pupil in writing.

The pupil's surname	The pupil's first name	Personal identity number
Address		Home telephone
My/Our child is currently at (write the name of the school)		Class
If your child is going to change school next school year, write the name of the new school		Class
<input type="checkbox"/> Yes, we would like mother tongue tuition	Name of language	

The mother tongue is spoken by one or both of the child's parents/guardians	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The mother tongue is used daily by the child in our home	<input type="checkbox"/> Yes	<input type="checkbox"/> No
My child has basic knowledge of the mother tongue (pupil at compulsory school)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
My child wants to have mother tongue tuition (pupil at compulsory school)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
My child has had mother tongue tuition before (pupil at compulsory school)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

***The requirements stated above do not apply to native minorities***

Information, requests, views
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Date	Parent/Guardian 1 signature	Telephone daytime
Date	Parent/Guardian 2 signature	Telephone daytime

Form received (date): \_\_\_\_\_

By (name): \_\_\_\_\_



# **RULES FOR SCHOOL TRANSPORT**

## **KIRUNA MUNICIPALITY**

**REVISED BY THE CULTURE AND EDUCATION BOARD 23 APRIL 2015  
APPLIES AS OF 13 JUNE 2015**

# SCHOOL TRANSPORT

The right to school transport for compulsory school is regulated in the Education Act (SFS 2010:800) Chapter 10 Section 32, for compulsory special school in Chapter 11 Sections 31, 32 and 39, and for upper secondary special school in Chapter 18 Section 30, and this regulation.

Free school transport is a right for pupils at compulsory school, compulsory special school and upper secondary special school who attend the school allocated to them by the municipality and who meet the conditions stated in the Education Act as regards the granting of school transport.

The municipality has free hands to organise school transport in a suitable way. There is nothing to prevent pupils from being referred to designated assembly points close to their home and their school.

The municipality has the right to coordinate transport services to a certain extent even if this may lead to waiting times for some pupils.

The municipality is entitled to structure its school transport routes and school transport times in a suitable way.

## 1 RULES FOR SCHOOL TRANSPORT

The rules for school transport that apply for compulsory school also apply for compulsory special school and upper secondary special school.

School transport means transport between a designated pick-up/drop-off point close to the home and the school that has been allocated or approved by the municipality, at the beginning and end of the school day.

All school transport in the morning is organised so as to fit in with the start of school, i.e. 08.00-08.20, which means no adjustments are made for any "lie-in" days.

School transport does **not** cover preschool, educational care, preparatory school class, after-school recreation centre or upper secondary school. Travel that is part of school activities, for instance study visits, is not counted as school transport.

As far as possible, school transports within Kiruna C shall be coordinated with local bus services and school transport to and from the villages shall be coordinated with county public transport.

The address where a pupil is picked up before school and dropped off after school is always close to the pupil's home address and it cannot be temporarily changed. School transport is only for pupils who meet the conditions for school transport. Friends or family members are not allowed to use the school transport service.

## BUS PASS

A school year pass is a bus pass that applies for the whole school year and it must be regarded as a valuable document. It is valid for travel to and from school during school days, not during school holidays.

A lost or stolen bus pass must be reported without delay to the school office and a broken/damaged pass must also be handed in there. A temporary bus pass will then be printed off.

The pupil/parent/guardian must reimburse the cost of a new bus pass if it has been lost, stolen or handled carelessly. The cost, SEK 50, is a real cost for Länstrafiken. The new pass will be received once the amount has been paid to the school's bus pass administrator.

## 2 THE RIGHT TO SCHOOL TRANSPORT

Pupils at compulsory school years 1-9, compulsory special school and upper secondary special school who are registered as residents in Kiruna Municipality and who attend the school allocated to them by Kiruna Municipality and who fulfil the stipulated requirements with regard to:

- Distance
- Traffic conditions
- Functional impairment
- Or other special circumstance

Even if a pupil chooses to attend a different school within the municipality, it is still the distance to the allocated school, the pupil's registered address and other conditions that apply, provided that does not imply organisational or financial problems for the municipality.

## DISTANCE

To be entitled to school transport, the shortest walking or cycling distance between the home/bus stop and school/bus stop must be

For pupils in years 1-3, at least 3 kilometres

For pupils in years 4-6, at least 4 kilometres

For pupils in years 7-9, at least 5 kilometres

**Comment:** the distance is linked to the pupil's school year, not his/her actual age. For example, a pupil in year 3 who is a year older than the rest of the class still comes under the 3 kilometre rule, not 4 kilometres like those of the same age in year 4.

## TRAFFIC CONDITIONS

Children are always at some risk in all areas where there is traffic but some traffic environments are more risky than others which will be taken into account when considering whether a pupil is to be granted school transport.

If the shortest way to school is regarded as being a particularly risky traffic environment, school transport can be granted irrespective of the distance rules.

When necessary, such cases are considered individually and the pupil's age and maturity are taken into account.

## PUPILS WITH FUNCTIONAL IMPAIRMENTS

A pupil with a functional impairment or other special circumstance, for example, medical grounds, can be granted free school transport irrespective of the distance rules. The pupil's needs must be proven by a doctor's certificate in which a suitable form of transport is recommended. The parent/guardian (pupil) is responsible for requesting a certificate from the pupil's doctor.

If the pupil has a functional impairment, an assessment must be made whether the disability affects the pupil's possibility of getting to school. It is the responsibility of the pupil and the parents/guardians to provide relevant documentation for the assessment.

The application form is available at [www.kiruna.se/Kommun/Barn-utbildning/Skolskjutsar](http://www.kiruna.se/Kommun/Barn-utbildning/Skolskjutsar).

## SCHOOL TRANSPORT FOR PUPILS PLACED AT ANOTHER SCHOOL OR WHO ARE IN NEED OF SPECIAL SUPPORT

If a pupil is offered a place at a school other than his/her home school for special reasons, the pupil can be granted school transport to and from the school after an application is made by the parents/guardians and the head of the school unit in question.

School transport for children in need of special support is decided by the school transport manager after a statement from the head.

The application form is available at [www.kiruna.se/Kommun/Barn-utbildning/Skolskjutsar](http://www.kiruna.se/Kommun/Barn-utbildning/Skolskjutsar).

## OTHER SPECIAL CIRCUMSTANCE

The Education Act also requires municipalities to provide school transport for pupils whose situation implies that it is necessary or justifiable for school transport to be granted.

If the pupil's school route is assessed as being significantly risky in winter, temporary school transport can be granted.

The assessment is done on the basis of the prerequisites of the case in question. The application form is available at [www.kiruna.se/Kommun/Barn-utbildning/Skolskjutsar](http://www.kiruna.se/Kommun/Barn-utbildning/Skolskjutsar).

## **SCHOOL TRANSPORT FOR A PLACEMENT AT AN AFTER-SCHOOL RECREATION CENTRE**

A pupil in year 1-3 who has a place at an after-school recreation centre has the right to free transport to school, provided that the conditions for school transport are met, but does not have the right to free school transport after school.

On the occasions when a pupil who has a place at an after-school recreation centre does not go to the recreation centre after school, he/she is entitled to school transport home (if the conditions for school transport are met) but there must be a fixed schedule (which is to be given to the Administration's school transport manager).

In order to be able to guarantee school transport when changes are made, the schedule for school transport must be given to the school transport manager at least seven days in advance. The school transport manager will in turn notify the contractor.

## **INDIVIDUAL CIRCUMSTANCES**

Pupils and parents/guardians may perceive the traffic conditions of the pupil's route to school very differently.

If the Culture and Education Administration and the parents/guardians make different assessments of the road safety conditions, the Administration's assessment is the one that applies.

If a pupil thinks the route to school is unpleasant because for example, it is dark, it goes through dense forest, or there is something else that the child is afraid of, it is the responsibility of parents to support the child so he/she is able to cope with the route to the school or bus stop.

Irrespective of the distance rules stated above, school transport can be granted if the walkway or cycle path is assessed as being dangerous. The assessment is done by the Culture and Education Administration's school transport manager.

The application form is available at [www.kiruna.se/Kommun/Barn-utbildning/Skolskjutsar](http://www.kiruna.se/Kommun/Barn-utbildning/Skolskjutsar).

## **ALTERNATING RESIDENCE and CHOICE OF SCHOOL**

Pupils whose parents are registered in Kiruna Municipality and who have joint custody where the pupil habitually has alternating residence, more or less equally with each of the parents, have the right to school transport if the conditions for school transport are met. One of the parents/guardians should live close to the school allocated by the municipality.

If another school has been chosen, school transport can be granted if it does not imply organisational and/or financial difficulties for the municipality.

An application for school transport is made by sending a form to the Culture and Education Administration's school transport manager. The application form can be printed off from [www.kiruna.se/Kommun/Barn-utbildning/Skolskjutsar](http://www.kiruna.se/Kommun/Barn-utbildning/Skolskjutsar).

An application must be made for every school year. A reapplication should be made preferably before the end of the spring term. Applications that are submitted in conjunction with the start of school or after school has started may need a processing time of 1-3 weeks depending on the number of cases. The same applies for applications that are received during the school year. A decision is taken for each individual case and the parents/guardians will be informed.

The assessment of whether a child is entitled to school transport is based on the route from the parents'/guardians' homes to the school that has been allocated by the municipality.

A pupil who has chosen a different school from the one allocated by the municipality is not entitled to reimbursement for the cost of school transport up to the amount that the school transport would have cost if the pupil had chosen to attend the allocated school.

## **MOVING OUTSIDE THE SCHOOL'S CATCHMENT AREA**

A pupil who moves to a home outside his/her school's catchment area and who chooses to continue at the old school is not entitled to free school transport from the new address.

If a pupil in year nine moves outside the catchment area of his/her school, the pupil can continue to attend the same school, if he/she so wishes, until the end of the school year (provided that the pupil attended year 8 at the school in question) and can in that case apply for school transport. This only applies to a move within the municipality.

## **3 SCHOOL TRANSPORT FOR SPECIAL SCHOOL PUPILS TO AFTER-SCHOOL RECREATION CENTRE/SHORT-STAY ACCOMMODATION**

### **TRAVEL BETWEEN HOME AND SCHOOL**

Is regarded as school transport under the school transport rules.

### **TRAVEL BETWEEN SCHOOL AND AFTER-SCHOOL RECREATION CENTRE**

The after-school recreation centre is equated with the home.

### **TRAVEL BETWEEN SCHOOL AND SHORT-STAY ACCOMMODATION**

A short-stay accommodation unit is equated with the home.

## **4 SCHOOL TRANSPORT TIMES, WAITING TIMES AND RIDE-SHARING**

In order to coordinate morning school transports in a satisfactory way, children that have been granted specially arranged school transport must be ready to be picked up 5 minutes before the stated time. The school transport vehicle is entitled to come 5 minutes before or 15 minutes after the stated time without it being regarded as early or late transport.

School transport from the schools in the town of Kiruna have fixed afternoon times so the services can be coordinated. These times are from the first picking-up school

13.15

14.15

15.30

The times cannot be changed, for example, if a pupil is ill or going to the dentist or similar. Then it is the parent/guardian who is responsible for the transport.

Sometimes lessons can be cancelled, for example, because a teacher is ill. Then it is the school who is responsible for the children until the regular school transport comes. Travel times will not be rebooked.

Certain waiting times and extensions of travel routes may be necessary for financial or practical reasons so that pupils with different school hours and/or places of residence can be coordinated. Such coordination may imply that pupils have to wait for their school transport service. Waiting times for the pupils may amount up to 5 hours per week.

The first 15 minutes after the end of the last lesson is not counted as waiting time.

## 5 RESPONSIBILITY

The municipality, the school in question, the school transport contractor, the driver, the parents and the pupils all share responsibility for the journey between home and school.

### PARENTS'/GUARDIANS' RESPONSIBILITY

Parents/Guardians are responsible for the pupil for the time between leaving the home until the pupil is either picked up by the agreed school transport vehicle or the time when the pupil comes to the school at the agreed time.

It is the parents' responsibility to prepare the child so he/she can travel to school as safely as possible. This may imply that the child must be accompanied to the school or bus stop for as long as it is necessary until the child manages to walk to school or the bus stop by himself/herself.

Any issues about safety or problems linked to the route between the home and the bus stop are to be solved in the first instance by consultation between school and parents. At the bus stop, it is primarily the parents who are to ensure that the prevailing rules of order are followed.

### THE SCHOOL'S RESPONSIBILITY

The school is responsible for supervision and for ensuring that rules of order and safety are followed from the point when the pupil leaves the school transport vehicle until he/she can enter the school transport vehicle again.

If there are waiting times, the school is responsible for order and safety. Pupils who are waiting for school transport at the end of the school day must be given the opportunity to wait indoors. However, the school's responsibility does not imply an obligation to activate the pupils while they wait for transport home.

## THE CONTRACTOR'S RESPONSIBILITY

During transportation, it is the contractor and the driver who are responsible for ensuring that prevailing traffic regulations and rules of order are followed.

The driver is not allowed to pick up or drop off pupils at places other than those stated in the school transport plan.

## MISSED TRANSPORT

If a pupil misses his/her school transport to school, it is the parents' responsibility to get the pupil to school. Neither the parents nor the school are allowed to order extra school transport. If that happens, Kiruna Municipality will **not** pay the extra cost.

Only if a pupil has missed an agreed and booked school transport from the school because of lessons is the school obligated to organise transport for the pupil to the designated bus stop or the home.

## 6 CANCELLATION

The parents of children who travel by school transport must notify the contractor if the school transport is not needed because of illness or other absence.

## 7 CANCELLED SCHOOL TRANSPORT UNDER EXTREME CIRCUMSTANCES

If the contractor/driver of a school transport vehicle assesses that the transport cannot be done safely because of the weather, road conditions or other similar reasons, the transport will be cancelled. The parents/guardians are themselves responsible for transport when school transport has been cancelled.

No compensation will be paid out on such an occasion, not to the pupil, parent/guardian or contractor.

## 8 INSURANCE

If a pupil is injured in a road accident, or his/her belongings are damaged in conjunction with an accident, all costs are covered through the vehicle's third-party liability insurance.

If a pupil deliberately damages something in the vehicle, the pupil is obliged to pay compensation to the contractor who is entitled to make claims for damages from the pupil. If a pupil accidentally damages something in the vehicle, the parents' household insurance can sometimes be used to cover the cost.

## 9 INCIDENTS

Any incidents in conjunction with school transport must always be reported to the Administration's school transport manager. The municipality and contractor are responsible for documenting any deviations in school transport activities.

## **10 AGREEMENT ON COMPENSATION FOR PRIVATE TRANSPORT**

An agreement about private transport means that the municipality pays the parents/guardians some compensation for them taking over daily responsibility for school transport. Such an agreement can be made when no other form of school transport is possible.

The compensation is the same as the tax-free part of the norms that apply for mileage compensation. No special insurance is required for private transport since the vehicle's third party liability insurance covers passengers as well.

## **11 APPEALING DECISIONS TAKEN BY THE ADMINISTRATION**

The person affected by the decision has the right to appeal. The appeal must be submitted in writing latest three weeks after the applicant has been informed of the municipality's decision. The appeal is sent first to the municipality who then reviews the decision. If the municipality maintains its decision, the municipality will pass the matter on to the Administrative Court.

A decision on school transport matters can be appealed at an administrative court, under the Swedish Administration Act Sections 22-25. The appeal is to be made to Förvaltningsrätten i Norrbottens län (Administrative Court in the County of Norrbotten).

A decision on school transport to independent schools or a municipal school other than that the municipality would have placed the pupil at can only be appealed through a legality review under the Municipal Act Chapter 10. Such appeals are also made to Förvaltningsrätten i Norrbottens län.



### Application for school transport

#### Pupil's personal details

Surname and first name	
Personal identity number	
Home address	Telephone number
Postal address	
School	Year
Travel route	
Starting date	Ending date

#### Reason for applying for school transport

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### CERTIFICATE OF ATTESTATION

An application for school transport because of special reasons, for instance, joint custody, must include a certificate of attestation, or be signed by both parents, and must state the pupil's registered place of residence.

Parent's/Guardian's signature (with clarification of signature)

Signature, telephone number	Signature, telephone number
Email address:	Email address:

### DECISION

<input type="checkbox"/> Approved	Time Reasons for rejection
<input type="checkbox"/> Rejected	
Date of decision	Signature