



Futuraskolan International Täby School Wide Working Plan 2014/2015

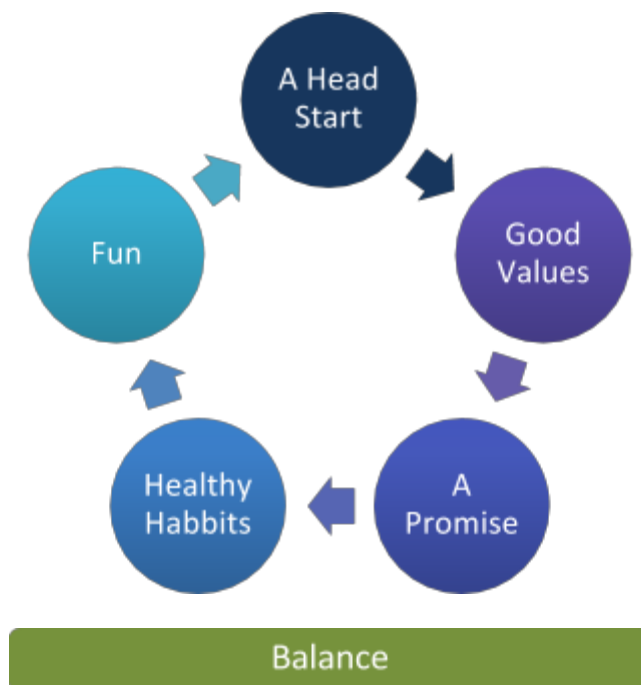


Verksamhetsplan

Version 1
2014-05-30

School Wide Working Plan 2014/2015

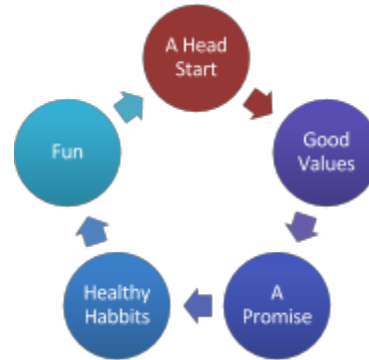
At Futuraskolan, the national steering documents are the basis of all of our activities and we are constantly at work discussing and developing our work in relation to these documents. Our vision is to be **"the best stepping stone for future global citizens"**. We strive towards this vision by giving our children and students "a head start", "good values", "a promise", "healthy habits" and "fun". These priority areas come from school law and curricula, they permeate our work both centrally in the company as well as in each unit when we develop and evaluate our activities. It is also on the basis of these areas as well as the underlying fundamental condition "balance" that we have formulated our six goals for the overall activities.



The company wide strategic plan is developed by the managerial body in collaboration with heads of preschools and principals. In turn, the heads, together with their staff, develop their own strategic plans for their preschools and their schools, respectively, in accordance with the same structure. During the spring all our preschools and schools establish local work plans for the respective team/department. These work plans shall be linked to the strategic plan of the preschool/school. The strategic plan and local work plans are qualitatively evaluated continuously throughout the year. The evaluation takes place at workplace gatherings once a month according to a given pattern. The managerial group, the principals, also perform continuous evaluations in connection with management meetings. During the spring term a quantitative evaluation is performed in the form of questionnaires for staff, students & parents.

A Head Start

and students at Futuraskolan will have a head start in the start having a global perspective, a broad insight understanding of other cultures and a good knowledge language.



The children life by from into and of the English

students

changing proven

We give our children and the very best qualifications to meet a future world by using international programs.

Goal

The children and students at Futuraskolan will have a head start in the global world

Where we are now

Futuraskolan International Pre-school Täby is a multicultural pre-school based on the a Swedish National Curriculum and IPC- International primary curriculum early years where there is a balance between nurture, development and learning. Children and staff at Futuraskolan are very international and come from all over the world. We see that as an incredible asset because we are able to acknowledge different cultures, different backgrounds as well as the importance of accepting each other's differences by teaching acceptance, respect and internationality. We are all equal worthy and our differences are a great tool to prepare the children to become citizens of the world. Our unifying language at the pre-school is English, but we are able to support children in 20 different languages: English, Swedish, Portuguese, Spanish, French, Dutch, Hindi, Arabian, Cantonese, mandarin, Chinese, German, Jolla, Wollof, Mandinka, Urdu , Japanese, greek , tingrinja and finish. We have been working with our theme based learning curriculum (IPC) and have therefore prioritized this area to assure that we are working systematically with it in conjunction with the Swedish Preschool Curriculum. The staff have chosen the themes "Olympics" & "Changes" for the 4-5 year olds, "Transports-going places" for the 3 year olds and "Animals" for the 1-2 year olds and we will be working together with the same themes with according to the

LPFÖ 98

" The internalisation of Swedish society imposes high demands on the ability of people to live with and understand values in cultural diversity. The pre-school is a social and cultural meeting place, which can reinforce this and prepare children for life in an increasingly internationalised community. Awareness of their own cultural heritage and participation in the culture of others, should contribute to children's ability to understand and empathise with the circumstances and values of others."

age groups because we feel that these themes can be developed very deeply and we will be able to work together with them for the whole school year, giving time for follow-ups and evaluations. All the departments have received their own IPADS and we are now looking forward to have at least 2 IPADS for each group until the end of the school year. This technology has been very useful for learning and documentation and we will continue to develop our skills and understanding of this new technique.

Focus for the coming school year August 2014- June 2015

We have started a new way of working. We do not have departments' rooms, we have 12 different theme rooms instead. All the departments are following a schedule where they are able to use all the theme rooms in the pre-school during a week.

- 1) During the coming year, we have plans to make sure we fix all the theme rooms that are not ready: 5-senses room, board games room, gym and Ducklings room.
- 2) We are also going to continue to improve our Pedagogical learning environment by developing our theme rooms that are ready. We have already fixed the Art Room, Science room, Math room, Construction room, Water room, Dining room, pretend-room, Drama-room, library and our playground. We will make sure that every theme room has one person in charge of its development.
- 3) Another goal is to be sure we will use the Ipad as a teaching/learning tool for teachers and children. We want the children to be able to interact, create and develop their IT-knowledge, once again preparing them for the world which is very IT-focused nowadays.
Regarding the staff we want them to use the IPAD also as a documentation tool and we will try to make digital portfolios for the kids with pictures and films.
- 4) We will continue to discuss the Swedish pre-school curriculum lpfö98 as well as the IPC where we will focus in all the learning areas of these curriculums. These learning goals will be clarified all over the pre-school so all the pedagogues will be sure about what is expected from us.

Activity list

Activity	Responsible	Due Date
Develop the 5-senses room- Make sure we make a room where we'll be able to train and develop all the 5 senses	Jing &	30th October 2014
Develop the GYM in order to make it ready to dancing, Yoga and Capoeira classes	Hebert & Adriana	30th September

		2014
Make the Mathematical goals of the Lpfö98 revised 2010 visible in the Math room and Construction room	Adriana	30th september 2014
Develop the Board games room and make sure it will be a pleasant room	Adriana & Savita	30th november
Decide, together with staff that Ducklings room will become a new theme room	Adriana & Staff	30 december 2014
All staff members will read the book called Att undervisa barn i förskolan and we will discuss 2 chapters every staff meeting	All staff	All the staff meetings until we have covered the book
The theme work should be documented and visible in every child's portfolio. Every department will send pictures and films from the children to all the parents together with the weekly newsletter. All pictures from the digital photorams shall be updated weekly	Team leaders	This should be done all year round
We will apply for "kulturbidrag" with Täby kommun in order to introduce dancing and martial arts for our children, staff and parents	Adriana	30th august 2014

Pre-School Principal– Adriana Marx Noren (Adriana)
Team leaders (TL)

LPFÖ 98
 " The pre-school should actively and consciously influence and stimulate children into developing their understanding and acceptance of our society's shared democratic values.
Goals to strive towards
 The pre-school should strive to ensure that each child develops

- openness, respect, solidarity and responsibility,
- the ability to take account of and empathise with the situation of others as well as a willingness to help others,
- their ability to discover, reflect on and work out their position on different ethical dilemmas and fundamental questions of life in daily reality,
- an understanding that everyone is of equal value independent of social background and regardless of gender, ethnic belonging, religion or other belief, sexual orientation or disability, and
- respect for all forms of life as well as care for the surrounding environment."

Good



Values

*Futuraskolan has strong and vivid values. The words of value that principally characterize our culture are **Progressiveness, Energy and Respect**.*

These values shall permeate our entire activity.

Goal

The children, students and staff at Futuraskolan think, feel and act in accordance with the PER values.

Where we are now

We are a very enthusiastic and progressive group. We follow the world's trend in education where classrooms do not exist. Children are able to own the whole pre-school and they are able to use every single room in the pre-school during the week in different activities. This way of working demands a lot of planning and cooperation between staff members and children. This demands a very progressive way of thinking, a lot of energy in making it work as well as respect for each others rights and each other's space.

This way of working is working really well now

By working this way, we feel, think and act according to our core values PER.

It happens automatically and successfully and now we will focus on our pedagogical development. We will focus on the IPC theme chosen by the staff . The themes for this school year are: "Family and Friends" and "Houses and buildings" The whole pre-school will

work together and we will involve all the children and parents and we want to be inspired by each other and also share ideas and experiences.

	Company Goal 12/13	Pre-School's goal 12/13	Best practice	Pre-School's Result 11/12
At my workplace we work actively with Futuraskolans vision and values PER	90	100	100	100
I stand behind Futuraskolans vision and values (PER)	95	100	100	100

Focus for the coming year

During the school year 2014/2015, we will continue to work and make the PER values more visual in the pre-school. The staff, besides working with the children will also be involved in different projects and act as mentors for the rest of the staff. Right now we have mentors for:

Pedagogical learning environment, Math, IKT, Language, Equality plan, Child safety and working environment. During this school year we will also build a group that will work with the procedures that are necessary in order to maintain the harmonic and respectful working atmosphere integrating PER in everything we do. We will also have one staff in charge of each theme room and the front and back yard and they will be in charge of the development of these areas

Activity List

Activity	Responsible	Due Date
Every team will have to prepare a game, activity, math or language exercise to every theme room and will present it during our staff meetings	Team leaders	Every staff meeting during the year
The principal will revise the daily to-do lists, the staff schedule and routines for joining of groups and playground stations	Adriana	30th august
The principal will follow-up and evaluate every department's working plan together with the staff to see what is done and what needs to be improved	Adriana	30th November 2014

LPFÖ 98

" The pre-school should provide children with a secure environment at the same time as it challenges and encourages play and activity. It should inspire children to explore the surrounding world. Children in the pre-school should meet adults who see the potential in each child and who involve themselves interactively with both the individual child and the group of children as a whole."

" The pre-school should take account of the fact that children have different living environments and that they try to create context and meaning out of their own experiences. Adults should give the children support in developing trust and self-confidence. The child's curiosity, ambitions and interest should be encouraged and their will and desire to learn be stimulated."

A Promise

At Futuraskolan we have a promise: Every child is visible, challenged, and successful. Everyone has the opportunity to develop knowledge and skills according to their own prerequisites. That is our promise..



Goal

The children and students at Futuraskolan reach their full

Measures for goal achievement

Pole results

At least 80 % of our parents and students think that the children and students in Futuraskolan have the opportunity to develop the best possible knowledge and skills according to their own prerequisites.

At least 95 % of our staff thinks that Futuraskolan makes visible and challenges every child and student.

potential

Where we are now

Since august/2013 we have opened the whole preschool for all the children. We don't work with departments. We have 12 theme rooms and the kids are able to use all the 12 rooms in a week-period. By doing this, the kids are able to try different rooms, different pedagogical developed learning environments and the teachers are able to detect children's interests and preferences. We have created schedules and routines to improve cooperation. Children are able to try, compare, create and experience every corner of the pre-school.

We have been working very successfully by following a schedule where all the groups have access to 2 theme rooms everyday. This term we will introduce the cooperation between age groups in the afternoon. Peacocks will work together Flamingoes, Cockatoos will work together with

Kiwis and Ducklings will work together with Penguins.

	Company Goal 12/13	Pre-School's goal 12/13	Best practice
At my school we see and challenge every child	95	100	100

Because of how the pedagogical environment has been built, we are now able to develop each room and improve more specific learning spaces according to the goals of the Swedish pre-school curriculum LpFö98. We are able to recreate, develop and adapt the rooms in order to choose better solutions and materials so as to inspire the children's development and learning. There is also a need to look at the organization of the pre-school in order to offer more opportunities for the children to use their creativity and have influence over their learning for example allowing the children to serve themselves, dress themselves, reach materials that are on their own level etc.

Focus for the coming year

We have a lot of work ahead of us and must delve into the pedagogical environment so as to offer more opportunities for the children to influence over their learning. There is also a need for discussions to develop and anchor our understanding of our unified pedagogical approach in order to further the children's influence, development and learning.

This year we will be working with the same IPC themes according to the age-groups and we expect to develop more collaboration, sharing of ideas and a unification of children and staf all over the pre-school.

Activity list

Activity	Responsible	Due Date
The Team leaders and the principal will meet every monday to decide common activities for the week (30 minutes)	Adriana & TL	Every monday 09.30
The Team leaders will have IPC meetings to share Ideas every week	TL	Every tuesday 13.00
A unified decision will be made for the different materials we would like to offer	Adriana &	Periodicall

the children as well as which materials will be available in the theme rooms	staff	y
Work on a unified pedagogical plan to increase the children's actual influence in planning and evaluation and documentation of all their activities	Adriana & staff	30 december 2014

Healthy Habits

THE NATIONAL AGENCY FOR EDUCATION'S GENERAL ADVICE AND COMMENTS, Quality account

" Part of the task of the preschool is to provide children with a secure environment at the same time as it encourages play and activity. In the school child care's and the school's task of contributing to comprehensive development, health and lifestyle issues are included. The quality of meals is of importance both as a condition of comfort and learning and to contribute to health and sound eating habits."

LPFÖ 98

" The pre-school should put great emphasis on issues concerning the environment and nature conservation. An ecological approach and a positive belief in the future should typify the pre-school's activities. The pre-school should contribute to ensuring children acquire a caring attitude to nature and the environment, and understand that they are a part of nature's recycling process. The pre-school should help children understand that daily reality and work can be organized so that they contribute to a better environment, both now and in the future. The pre-school should provide children with a well-balanced daily rhythm and environment related to their age and time spent in the pre-school. A balance should be attained between care and rest, as well as other activities."

Managing a whole day of playing, learning and being active takes a lot of energy, both for adults and for children. At Futuraskolan the food is tasty, well-cooked and nourishing. All food is prepared from scratch in our own kitchens. We teach the children to eat right, exercise and make sure to spend a lot of time outdoors. We encourage our staff to have a healthy lifestyle.



Goal

The staff, children and students at Futuraskolan have healthy habits

Where we are now

75% of the staff agreed fully or partially that the food at the pre-school holds a high standard. For the coming year it is our goal that 90% of the staff agree with this statement.

Our employees have great knowledge about healthy eating and living, most of them practice physical activities and for that we contribute with an amount of money every year. The goal for this term is also to offer dance classes and capoeira classes for the staff at least once a week. The staff have a unified approach to our pedagogical lunches. We have looked over our routines, knowledge and tools that we use at the pedagogical meal time. Among other things, we as adults are role models for the children. Children wash their hands, sing before meals, serve themselves by the table, wait for each other, scrap their plates and help clean up. Fruits are served during circle time and in the mornings and late afternoons. During snack time we usually serve

yogurt, cornflakes, sandwiches, etc

Focus for the coming year

During the coming year we see an extensive need to discuss how we can combine healthy eating with physical training for the children. We will be introducing dance, yoga and Capoeira for the children.

Besides outings and training of motor skills outdoors, we want to invest in more activities indoors.

These activities shall be available for the children during the day and we will try to create the same possibilities for the staff members and parents during late afternoons.

Activity List

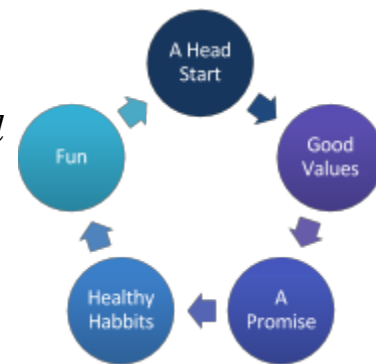
Activity	Responsible	Due Date
Create a regular activity at the pre-school that can promote health and happiness between staff members and parents	Adriana & Hebert	30th october 2014
Introduce Capoeira and Dancing for the children	Adriana, Hebert and China	Starting on the 30th september 2014
Improve and develop our GYM with mirrors on the walls so we will be able to introduce new training possibilities	Adriana	30th august 2014
Build in and plan collective healthy and tema building activities.	Adriana and Team Leader	30 april 2014

Fun

To us, the basis for learning is fun. That means that everyone should feel happy and feel a desire to learn. In order to achieve this we need good organization, clear structures and competent and dedicated staff.

LPFÖ 98

" The learning environment should be open, enriched by content and attractive. Activities should promote play, creativity and enjoyment of learning as well as focus on and strengthen the child's interest in learning and mastering new experiences, knowledge and skills."



Goal

Futuraskolan has satisfied staff, parents and students.

Where we are now

Most of the parents are very pleased and happy with the pre-school. We have several children that will be starting at the pre-school and the queue is long. This is the result of great work from the staff at our pre-school. Parents are pleased with the work we are doing.

We have a very active PSA (parent support association). Parents meet every month with the principal and they have an active influence in the pre-school documents and decisions. Every classroom has also a class representative and they are encouraged to promote activities even outside the pre-school. We feel that it's important to promote a harmonic relationship between staff and parents for the sake of the children.

Competent and educated staff members are also important components of sustaining the quality of the school. During the coming year it is our goal to have at least one legitimated teacher per department. Therefore the company will be offering swedish lessons to our international staff so they will be able to take the Tisus and have their diplomas legitimated in Sweden.

Focus for the coming year

To further develop the transparency and influence for the staff as well as sharing the responsibilities in the pre-school, we have created a document where staff are sharing the daily responsibilities and tasks around the pre-school. It can be seen both upstairs and downstairs in the pre-school. This is to

promote fairness and equality! Everybody need to contribute. Staff members will also be given an area of responsibility and/ or a project group. Each area of responsibility will have a description as well as each project group. Every time a project group meets, they will take notes and give those notes to all the other staff members as well as participating at various staff meetings as needed.

Here is how it looks right now: (30/june/2014)

Magda	Drama mentor in charge of Drama room
Asma & Ritu	Art mentors in charge of Art room
Adelina Catovic	Meal orders/ Food orders & Allergies / Salary rappsorts/ Staples orders
Darren Hua	IKT – mentor/ Equality plan
Corrie Sutherland	Mathematics -mentor/ Equality plan
Hebert de Lira	Child safety/Working environment and Gym menthor
Olga Chavez	Staff organisation/redovisning av handkass and in charge of the presentation of the pre-school
Florentine Jenster	Fire safety check-list and in charge of the Board games room
Adriana	Sistematic Quality control- (routines, procedures, follow-ups and analyses of the pre.school working plan as well as the Departments working plan
Rajni	Math mentor incharge of math room
Nermeen	Language mentor in charge of the libray
Savita	Science mentor in charge of the Science room
Hebert	Motorics/ Gym mentor
Elena	Social skills training (mentor) in charge of creaing activities in this area
Jing	Roll play mentor in charge of the pretend room
Poh Ling	Water play mentor in charge of the water room/ /aquarium and activities for the wate room
Adriana	IPC mentor

We want to involve all staff members in different projects/activities and responsibilities.

Activity list

Activity	Responsible	Due Date
The staff that still does not have an extra responsibility or project will have to choose between the areas that we need to develop	Adriana	30th august 2014
In conjunction with the staff, develop projects and activities that will be done and celebrated during the pre-school traditions	Adriana & Staff	30th august 2014
Make sure we involve parents in all the activities of the preschool	Adriana & Staff	All the time
The principal will need time to concentrate in Rektorsprogrammet	Adriana	On going
Keep the PSA parents meeting every month and creating fun activities for the pre-school	Adriana	Every month

Balance

All companies must have their finances in order, and so must we. It is important to us if we shall have the possibility to maintain high quality, to develop and constantly improve.

Goal

Futuraskolan has the financial stability for long-term quality



Measures for goal achievement

Que statistics

At least 1.5 children in the que for every placement at the pre-school .

Belägningsgrad

At least 95% of the placments are filled.

development

Balance

Where are we now

We have a really progressive, energetic and respected pre-school! Parents are very happy and satisfied. Our reputation is really good. Parents are our best marketers and we have

families visiting us daily. The principal welcome visitors daily. They only need to call before and book a time! If the principal is not at the pre-school to receive the parents, Olga Chavez is the person in charge to do it.

We have not only Swedish families but also families coming from abroad already recommended to us.

The queue is growing and we already have many children willing to start in 2015

Focus for the coming year

The principal will continue to offer visitors the possibility to come and see the pre-school daily (as long as they book a time) This has proven to be the best way to recruit new children. Parents appreciate this openness very very much !

The principal will keep the pre-school homepage updated . This has also proven to be a good marketing toll for the pre-school.

The principal will also continue to call and invite the children /parents that are in the queue to come and visit the pre-school. This has been working really successfully at Maskinvägen.

Activity List

Activity	Responsible	Due date
Monthly follow-up on student numbers.	Adriana	Monthly
Invite the children who are in the queue to come and visit	Adriana	Daily

Approval

Pre-school Principal:	Adriana	Date:	30	/	5	/	2014
Skolchef:		Date:		/		/	
Förskolesamordnare:		Date:		/		/	
Kvalitetschef:		Date:		/		/	