

**KIVIKKO SCHOOL
KIVELIÖNKATU UNIT**

THE BULLETIN ABOUT THE SCHOOL YEAR 2009-2010

Kivikko school,
Kiveliönkatu unit
31 Kiveliönkatu
94600 Kemi

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Education office in Kemi

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Chief education officer Martti Höynälänmaa
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Chairman of the
school board Juha Taanila

School staff

Headmaster Arto Ainonen tel. 040 7734565
Deputy head Hannele Matinlassi tel. 0400 537219
1a Päivi Koskenranta tel. 016 259388
1b Kaarin Heiska tel. 016 259388
2a Auli Laitila tel. 016 259388
2b Mari Vaaramaa tel. 016 259388
3a Pirjo Korhonen tel. 016 259388
3b Taisto Orjasniemi tel. 016 259388
4a Juha Väisänen tel. 016 259388
4b Seija Stark-Juopperi tel. 016 259388
5a Tuula Piittinen tel. 016 259388
5b Rita Rantamo Mikkola tel. 016 259388

Language teachers Seija Reiman (Tues., Wed., Fri.) tel. 016 259388
Seija Stark-Juopperi tel. 016 259388

Special needs teachers Tuula Häkkinen tel. 016 259818
Hannele Matinlassi (Thur.) tel. 0400 537219

Classroom assistants and
instructors of afternoon care

Kim Bergvall tel. 040 7161389
Satu Huttunen tel. 040 7161389
Sanna Juntto tel. 040 7161389
Jorma Lakso tel. 040 7161389
Miia Sulkanen tel. 040 7161389
Matti Vuonnala tel. 040 7161389
Soedu Oshar tel. 040 7161389

School nurse Pirjo Leinonen tel. 016 259817
(Mon., Wed.)

Cleaners Auli Rantala tel. 0400 481852
Ulla Ronkainen tel. 0400 481852

Caretaker Ari Tiitinen tel. 040 5792427

School calendar

Autumn term 17.08.2009 – 22.12.2009
Spring term 07.01.2010 – 05.06.2010

Holidays

Autumn break 22.10.2009 – 26.10.2009
Christmas holidays 23.12.2009 – 06.01.2010
Winter holidays 08.03.2010 – 14.03.2010
Easter holidays 02.04.2010 – 05.04.2010
Ascension break 13.05.2010 – 14.05.2010

Extra schooldays

Saturday 05.09.2009 Athletics meeting of Kivikko school

Common events and celebrations

Athletics meeting	05.09.2009
Unicef – walk	25.09.2009
Christmas bazaar	08.12.2009
Christmas disco	17.12.2009
Christmas Festival	22.12.2009, at 9.00 am
Valentine's Day happening	12.02.2010
Shrove Tuesday happening	16.02.2010
Enrollment in a school	18.02.2010
School photographing	April 2010
Spring Festival	05.06.2010, at 9.00 am

Daily schedule

Lessons run as follows:

08.15 - 09.00
09.15 - 10.00
10.15 - 11.00
11.30 - 12.15
12.30 - 13.15
13.30 - 14.15
14.30 - 15.15

Lunch is served between 10.30 and 11.15 am

Breaks run as follows:

09.00 - 09.15
10.00 - 10.15
11.15 - 11.30
12.15 - 12.30
13.15 - 13.30
14.15 - 14.30

During breaks pupils are supposed to stay outside in the schoolyard. Two teachers and at least two school assistants will do their yard duties outside among children. If it is raining or if the weather is somehow really bad a teacher may allow his / her pupils to stay inside. In that case the teacher in question is also in charge of the supervision of his / her class.

Giving a pupil a lift to or from the school

If a pupil will be given a lift to or from the school by car, the car must be left in the school parking place. ***It is forbidden to drive a car into the schoolyard.***

Absences / Extra holidays

If the absence from school is known in advance, for instance because of a family vacation, permission for it must be always asked. The application forms for absence from school are available at school. Teachers can grant a three day absence but if the absence lasts longer than three days permission must be granted by the headmaster or the deputy head of the school.

When concerning sick absences the teacher must be informed about the absence and the nature of illness as soon as possible. If the sick absence lasts longer than a week a doctor's note must be given to the teacher.

Parents / guardians are supposed to take care of asking the teachers for homework so that their child will not fall behind during the time of absence.

How to behave in the traffic

Every autumn teachers will teach and revise the traffic regulations which concern both pedestrians and cyclists. However, it is our wish that you go through the facts of road safety also at home and guide your child how to go on foot or by bike safely to and from the school. It is of great importance to a child to learn to use one's safety helmet.

On the bicycle trips at school every pupil has to use one's safety helmet. If the pupil hasn't got a helmet of his / her own the pupil in question has to wait at school while the trip is over. It is notable that insurance companies may withdraw from their liability for damages if safety equipment, connected to cycling, is inadequate.

It is dangerous to pupils in the first grade to come to school by bike. Therefore, we advise parents not to allow their first-graders to cycle to school.

Using the school yard in spare time

It is good to have a talk at home with a child about how to use the school yard and handle the school property out there in spare time. Keeping the school yard in a good order is in everyone's interest.

School health service

The school nurse Pirjo Leinonen's reception in our school is on Mondays and Wednesdays from 8.00 am till 3.00 pm. The telephone number is 016 259 817. At other times you can consult the school nurse by phone (tel. 016 259 111).

The telephone number to Sauvosaaari dental clinic is 259769.

Student Welfare Team

In our school there is a Student Welfare Team to support and help pupils and their families in emerging problems. This way it is tried to create the optimum learning conditions and circumstances to every pupil. The Team meets regularly once a month and at other times if it is needed. One can bring up to it any matters concerning pupils for pondering over and everything is discussed in confidence as always at school, of course. A headmaster, a special needs teacher, a school welfare officer, a school nurse, a social worker and a psychologist may belong to this working group.

After school clubs / activities

Students' afternoon care is intended for first- and second-graders, on school days (Monday – Friday) from 12.15 pm till 4.15 pm.

Art club for the first- and second-graders
On Mondays, from 2.30 pm till 4.00 pm
Instructor Auli Laitila

Band club for the fifth-graders
On Mondays, from 2.30 pm till 3.30 pm
Instructor Tuula Piittinen

Internationality club for pupils from the third class up to the fifth class
On Tuesdays, from 2.30 pm till 4.00 pm
Instructor Mari Vaaramaa

Sports club for the third- and fourth-graders
On Wednesdays, from 1.30 pm till 2.30 pm
Instructor Jarno Vesa

Sports club for the first- and second-graders
On Thursdays, from 2.15 pm till 3.15 pm
Instructor Juha Väisänen

Evaluation

At the end of autumn term intermediary reports will be handed out to pupils. The evaluation in those reports is verbal in every age group except for the fifth grade.

At the end of spring term the pupils will get school year reports. The evaluation is verbal from the first grade up to the third grade, only the pupils from the fourth grade up to the fifth grade will be evaluated using marks.

There is furthermore so called third evaluation between September and April. Then also pupils have an opportunity to participate in evaluating process by evaluating their working habits.