



**Welcome to
Children and
Education**



**Skellefteå
kommun**

Skellefteå Municipality

Skellefteå Municipality is located in the northern part of Sweden, along the coast of Norrland. Approximately 72,000 people live in the municipality. It is home to people from around 70 different countries. You can reach the municipality by car, bus, train and plane. Flying to Stockholm takes an hour. Skellefteå Municipality offers a wealth of resources, both for those who have lived here for a long time and for those who have moved to the area recently.



More information on our website

If you would like more information about the subjects covered in this brochure, please visit the municipality's website: www.skelleftea.se/skola



Preschool

Preschool is a pedagogic activity for children from one to five years of age, whose guardians work, study, are on parental leave or are looking for work.

At preschool, preschool teachers and childminders work to support children's learning based on the goals and guidelines contained in the preschool teaching plan, Lpfö98/10 and the Education Act. Preschool is the first step in the Swedish education system.

Other pedagogic activities

Pedagogic care is offered in certain catchment areas as an alternative to preschool or after-school centres. Pedagogic care is a service where children are cared for in the staff's own home (traditional home-based childcare). Pedagogic care can also be run at specific locations. The basic principles of the preschool teaching plan also apply to pedagogic care. The preschool teaching plan guides the activities carried out. Skellefteå Municipality offers care for children whose guardians have inconvenient working hours, at three of the existing preschools in Skellefteå. A place during inconvenient working hours can be applied for by guardians who work evenings and nights between 7 p.m. and 6 a.m., as well as at weekends.

General preschool

Children are entitled to attend a general preschool from the autumn term of the year when they turn three. From 1 September that same year, general preschool is free of charge. General preschool covers 525 hours per year.

In Skellefteå Municipality, this covers 15 hours per week at existing operations. General preschool mainly follows the school academic year. In other words, there are breaks for Christmas, sports holidays, Easter and summer.



Applying for a place

Guardians of children who are at least one year old can apply for a place at preschool or other pedagogic activity, as needed, with respect to their work or studies, or if the child has a particular need due to the family's general situation. Guardians who are looking for work, or who are on parental leave in accordance with the Swedish Parental Leave Act to care for another child, can apply for a place at a preschool or other pedagogic activity for their child for at least three hours a day, or 15 hours a week, once the child has turned one year old.

Skellefteå Municipality guarantees a place at preschool or other pedagogic activity on the condition that the application for a place is submitted at least three months before the requested placement date. The requested placement date will be your introduction date, in other words the latest date when your child will begin his or her introduction to preschool or other pedagogic activity. You should ensure that you set aside about ten working days (for your child's introduction) before you begin your work/studies.

Applications can be filled out and submitted via the e-service for preschools and after-school centres, or you can use the "Application for a place at a preschool, other pedagogic activity or after-school centre" form. You will need an electronic ID to use the e-service.

You can get an application form from the municipality's Customer Service or by calling 0910 73 50 00. Both guardians will need to sign the form, except for guardians who have sole custody. The form should be sent to Skellefteå Municipality, Trädgårdsgatan 6, 931 85 Skellefteå or dropped off at Customer Service, Stadshuset (City Hall). For more information, go to www.skelleftea.se/minasidor

Cancelling a place

A place at preschool or other pedagogic activity must be cancelled at least two months before the child leaves. When a child is due to start a preschool class, the child's guardian does not need to cancel the place

at a municipal preschool or other pedagogic activity if a place is requested at an after-school centre – this happens automatically. A place can be cancelled via the preschool or after-school centre e-service or using the “Cancellation of preschool, other pedagogic activity or after-school centre” form. You will need an electronic ID to use the e-service.

You can get an application form from the municipality's Customer Service or by calling 0910 73 50 00.

Both guardians will need to sign the form, except for guardians who have sole custody. The form should be sent to Skellefteå Municipality, Trädgårdsgatan 6, 931 85 Skellefteå or dropped off at Customer Service, Stadshuset (City Hall).

Fees

Skellefteå Municipality applies a maximum rate with two fee levels. Accepting a place at a preschool or other pedagogic activity means that you will be charged for the place for twelve months per year. Introduction is free of charge and covers 10 weekdays, after which fees will be applied. Fees for preschool and other pedagogic activities are based on:

- the household's gross monthly income
 - the child's or children's scheduled times
 - children attending pedagogic care – fee-based portion.
- Find out more at www.skelleftea.se/skola

Absence and leave

Illness, summer holiday, Christmas holiday, sports holiday, Easter holiday and other holidays are reported directly to the preschool or other pedagogic activity. Reduced attendance during regular leave does not affect fees. Children do not have the right to attend preschool or other pedagogic activity when their guardians have holiday leave or other forms of leave (for example flexi-time, compensatory leave, holidays).

Preschool board

Preschools have a preschool board, where both guardians and staff are represented. Get in touch with the preschool's head teacher if you would like to get involved and have a say.





Primary school

Preschool class

From the autumn term when your child turns six years of age, your child can start preschool class, which is free of charge and covers up to 20 hours per week.

Primary school

In August of the year when your child turns seven, he or she will begin the first year of the 9-year primary school system. School attendance is compulsory, which means that all children and young people in Sweden must attend school by law. If you would like your child to attend the first year at the age of 6, you should apply to the head teacher at the school your child will attend. There is no charge for school attendance. Text books and lunch are free.

Special needs primary education

Pupils who are entitled to special needs primary education can remain at their local school and study in accordance with the special needs primary education plan. Pupils can also start at their local special needs school.

After-school centres

Guardians of pupils from preschool class onwards can apply for a place at an after-school centre as needed with respect to their work or studies, or if the pupil has a particular need due to the family's general situation. Guardians who are looking for work, or who are on parental leave in accordance with the Swedish Parental Leave Act to care for another child, can apply for a place at an after-school centre for three days a week, from the end of the school day until 3:30 p.m. This applies to pupils from preschool class up to and including year 3.

After-school centre places should be cancelled two months before the pupil leaves. Fees will be charged during the cancellation period. If the cancellation of an after-school centre place relates to the period from June to August, the guardian will still have to pay fees if the pupil returns to the after-school centre before 1 October that same year. A retrospective charge will be applied when cancelling an after-school centre place for the summer if the pupil returns in the autumn.

You can apply for or cancel a place via the e-service for preschools and after-school centres or using a form. You will need an electronic ID to use the e-service.

The pupil's development

The pupil, guardian and teacher will meet at least once every term to discuss the pupil's development. At the meeting, the pupil's educational and social development will be discussed in relation to the teaching plan, syllabuses and knowledge requirements. At primary school, the teacher will prepare a written individual development plan once every school year for pupils in those years for which grades are not given. Such a plan is also prepared once every school year for pupils in years 6-9 of special needs primary education in those cases where grades are not given.

Grades

Grades are now given to pupils in years 6-9. Grades are set at the end of each term, and in year 9 a final grade is set in the spring. In special needs primary education, grades are awarded in years 6-9 in all subjects if requested by a pupil or the pupil's guardian.

School board

Schools have a school board, where both guardians and staff are represented. Get in touch with the school's head teacher if you would like to get involved and have a say.

Absence and leave

If your child is ill, you should report this using the e-service for primary schools. You can also call the municipality's Customer Service. Illness must be reported before the start of the school day.

Common information for all activities

Insurance

All children who attend preschool, pedagogic care, after-school centres and school are covered by insurance. This insurance also applies during leisure time. Find out more at www.skelleftea.se/forsakringar

Mother tongue

Children and pupils attending preschool and school have the opportunity to develop both their mother tongue and their Swedish language skills. School pupils are also entitled to study Swedish as a second language.

Child and pupil health

The child and pupil health service works with health promotion and preventive measures with children at preschool, preschool classes and after-school centres, and with pupils in years 1-9. It can also provide support for children's and pupils' educational development.

www.skelleftea.se