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Development plan for the Swedish School in Vienna 2016-2018

Adopted by the Board of Swedish School in Vienna February 2016

The Swedish School assignment

The Swedish School in Vienna is intended for families with interest in Scandinavian pedagogy and desire to put the kids / students in an activity that puts the individual in focus.

- Each child / student to be considered as an individual
- Take care of and develop each child's / students unique qualities'
- Stimulate lifelong learning
- Work actively to strengthen the child's / students' self-esteem and social skills
- Close collaboration and dialogue with guardians

Pedagogic philosophy

Vision
An individual treatment of children / students: each child / student will be encouraged and supported to develop as far as possible according to the child's unique character and potential

Goal

- All staff must be qualified and have a relevant education which enable them to perform according the school operations, i.e. educated teachers both in school and pre-school
- Maintain low student/teacher ratio in order to identify and meet the needs of each child
- Maintain a happy and inspired staff
- Close cooperation with guardians to stimulate the child's / students development
- Preschool should follow the Swedish and Austrian standard
- Highlight the objectives of the curriculum for children / students and guardians
- All students must achieve the objectives of the Swedish curriculum

Strategy

- Pedagogic staff evaluates the operations according the local curriculum twice a year
- To maintain the quality in operation the principal conducts development talks with the staff and makes regular visits to the various activities
- Close cooperation between the staff of school and board
- Direct communication is encouraged in all situations and in all dimensions between children / students and guardians
- Development talks are conducted every year with guardians of children in the preschool

School

- Continue cooperation with guardians through daily communication, development talks and parent meetings etc.
- Development talks between teachers and guardians with students twice a year
- Teachers should have a qualification within the subject they are teaching
- Competence development for all staff
- To detect strength and weaknesses in the operation through interviews with
- guardians after some time since their child left pre-school

Safety and security

Vision
The Swedish School operations shall be conducted in a calm and stress reduced environment characterized by security, respect and the possibility to influence

Goal

- Maintain a low student/teacher ratio in order to identify and meet each child's / students' needs
- Plan against discrimination and degrading treatment
- To find solution for families with special needs
- To maintain good communication between school and preschool in order to make best use of our premises
- To maintain good cooperation with preschool, school and after school activity and to have routines for the transition of the child from preschool to school activities and after school activity
- Continuous work for equal value, equality and basic values and to reconcile them with the curriculum
- To create good understanding for the development plan

Strategy

- Annual revision of the development plan (May)
- Dialogue with children / students, guardians and staff about common values
- Actively monitor and intervene where necessary in the use of language at preschool and school
- Annual update of the plan against discrimination and degrading treatment
- Annual evaluation of the activities by guardians and staff (May)
- Ethical guidelines for the board
- Safety round (at the beginning of each school year)
- First-aid training for the staff

The Swedish School as a work place

Vision
Being an attractive workplace to attract and retain skilled personnel

Goal

- To have clear roles and responsibilities for the different stakeholders (board, principal, staff)
- Ensure proper wages
- Ensure dissemination of information and encourage open discussion
- Clear and present leadership
- Open and educational climate between the staff of School, through peer learning

Strategy

- Job description for all staff
- Create an individual development plan for each employee
- Encourage further education and be supportive of same by means of financial support and / or create space of time
- Give priority space for evaluation, learning, coordination and meetings
- Encourage wellness/fitness
- Review of the staff comfort rules

Financial sustainability

Vision
To secure financial stability in order to develop the operation

Goal

- Investigate the possibility for new sources of income
- Maintain the Swedish Schools reserve fund and the investment fund according 2015 level
- Plan for the use of the investment fund
- Continue to attract the legal guardians' interest to utilize their skills and commitment

Strategy

- Update budget and forecast on a monthly basis
- Invest smart to increase the quality of operation
- Proactive marketing of the School by Nordic Embassies, relocation companies etc
- Annual evaluation of the reserve fund and the investment fund (May)
- Arrange brainstorming sessions on the issue of additional revenue
- Continue to have an active sponsor group with members from the parent group
- Identify guardian competence and ask for support where needed

Communication

Vision
The Swedish School should have a clear and including communication towards the World outside school

Goal

- Develop the web page further
- Develop a web page for preschool which will be linked to the main page
  The Swedish School's activities shall be visible, e.g. on Facebook but with special attention to children's vulnerability
- Strengthen the Swedish School in the local surroundings
- Develop dissemination of information to the legal guardians, particularly with respect to the target communication according to the curriculum

Strategy

- Continue to have external events, e.g. Lucia, Walpurgis Night
- Review the information tool as a replacement for Infomentor
- Update our Homepage and Facebook regularly
- Increase the awareness of our operation in the local area, e.g. by pediatricians, local shops, café's

Retain and recruit new families

Vision
Being the first natural choice for Nordic families with their resident in Vienna who has children from age 2 until 6 grade and as well attract children / students in the local area with our bilingual operation in preschool, and as well the school's focus on languages

Goal

- To be aware of the different qualities and strengths the Swedish School possesses in comparison with Austrian and international preschools and schools in Vienna.
- To maintain and develop the Scandinavian pedagogy and to communicate externally what it means for children / students
- To have competetive fees
- Being known and visible for Nordic companies and organizations
- To maintain and develop the bilingual concept in kindergarten and preschool
- To have a school operation with a distinct language profile

Strategy

- Participate in events that promote our School operation even outside the Swedish School
- Annual marketing plan to keep existing and to recruit new families
- To be in contact with media on subjects related to our operation
- Continue to have meeting with relocation companies and the similar
- Have an understanding of the differences between the Nordic countries curriculum
- Identify the key factors driving guardians choice of school for school / preschool, e.g. interviews after approx. 6 months
- Create a questionnaire about when choosing preschool / school
- To have actively maintained, attractive Homepages for preschool and school
- Increase parental activities to ensure good succession planning for the Board