

Svenska Skolan i Wien

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Business plan school year 2018–2019



1. Introduction

It is with pleasure that we look forward to start a new school year at the Swedish School. The future is bright and there is great interest in our kindergarten, pre-school and elementary school.

Kindergarten Bullerbyn has full groups of 15 children and 21 children in Junibacken. In the pre-school class there are 10 students and in elementary school Grades 1-6, we have 22 students enrolled. We will also have 1 student in grade 7 who is reading through "Sofia Distans" and we do the supervision at our school. The students in elementary school will be divided into three teaching groups during most of the lessons.

We are also proud to inform you that the pre-school and elementary school were, by the Swedish School Inspectorate, in March 2018 approved without any remarks.

During the summer break there has been a major reconstruction in the basement, which means that the room gets much more daylight and healthier air. It looks very nice, please check it!

A project that will be focused at the beginning of the autumn term is to find a permanent solution for the children / students' wardrobe in the basement.

We have introduced a new fee system at kindergarten and pre-school class, which means that we can maintain the high staff level of three pedagogues in each group. We have also received a very positive feedback that we educate in three languages, which we will continue. In kindergarten, pre-school and at after-school, we have teachers who speak Swedish, German and English.

The Staff from last year remains the same except the teachers who worked as assistants, due to those children / students are longer stay at our school.

The new School board came into force on July 1st -18, when Anders Klippholm remained as chairman, Merle Frömel as Deputy Chairman and Johny Abi Haidar as Treasurer. Other members of the board are included in the document.

Those who work and work in the Swedish School of Vienna should emphasize the Scandinavian and international learning and, as far as possible, live up to our keywords:

"Safe and secure children take great steps into life"

2. Organization

Goal: Conduct school operations satisfactorily with qualified and competent staff.

2.1

Management, administration and service duties will be divided on below persons:

Susanne Hiort	Principal
Ulrika Göthlin	Administrator
Marlene Zotter	IT project
Mats Hiort	Handyman & Kitchen
Reinhard Koblmüller	School doctor
Stefanie Gritsch	Safety officer

2.2

Elementary school. Grade 1-6

All teachers in school have holiday-employment which means that they do overtime and which is taken out in connection with when students have free days. Teachers in elementary school are part-time employed. We have prioritized so that teachers, as far as possible, will teach in the subject to what they have qualification.

In elementary school the following pedagogues will work:

Cecilia Zechner	Class teacher grade 2
Emma Leduc	Class teacher grade 3-7
Ann-Louise Nilsson	Class teacher grade 1
Katrin Raschböck	German teacher grade 1-7
Susanne Hiort	Math teacher grade 1-7
Gunnel Nilsson	Physical education teacher grade 1-6
Julia Hartmann	Native English grade 1-6
Katarina Kähre	Extra resource grade 2 + German teacher grade 3-7

To have a clear definition and security for the students and parents they will have a responsible teacher to whom they can turn to and who will also be responsible for their development talk.

2.3 Preschool class

At preschool there are two duties divided on three pedagogues.

At preschool class will below persons work:

Natalie Mikikits	Extra resource / Class teacher
Vanda Hadzic	Class teacher
Martin Gomez-Riviere	Native English

2.4 After-school

The staff in after-school speaks Swedish, German and English to preserve and enhance the students' knowledge in all three languages.

At after-school below pedagogues will work:

Natalie Mikikits	Kindergarten teacher
Vanda Hadzic	Swedish pedagogue
Martin Gomez-Riviere	English pedagogue
Katherine Stamerjohn	Responsible for afterschool, English pedagogue

2.5 Lönneberga preschool

Lönneberga der Bilinguale Kindergarten is a part of Swedish school.

Kindergarten is divided into two groups, Junibacken for children age 3-5 and Bullerbyn for children 2-3.

At Kindergarten will below persons work:

Ida Ahlfont	Junibacken, Swedish kindergarten teacher
Stefanie Gritsch	Junibacken, Austrian kindergarten teacher
Katherine Stamerjohn	Junibacken, English pedagogue
Martin Gomez-Riviere	Junibacken, English Pedagogue (one day/week)
Marleen Zotter	Bullerbyn, Swedish/Austrian kindergarten teacher
Lisa Hartmann	Bullerbyn, Austrian Pedagogue
Verena Antonov	Bullerbyn, Austrian kindergarten teacher

2.6 Complementary Swedish

In complementary Swedish will below persons work:

Katarina Kähre	Swedish teacher degree
Ann-Louise Nilsson	Swedish teacher degree

3. Staff

Goal: *Employment security for staff. The association shall comply with recommended salary tables and employment conditions according Austrian regulations.*

The Staff from last year remains the same except the teachers who worked as assistants, due to those children / students are longer stay at our school.

The work week is 38 hours for all employees (excluding overtime). The requirements set out in current regulations on minimum wage apply to all employees, follow-up and necessary revisions are made. The wages will be updated on January 1 each year when the new agreements comes into force.

The total cost of staff salaries (including social security contributions) amounts to 655 830€ in the budget.

3.1 Competence development

Goal: *Enable the staff to increase their competence.*

For competence development its allocated 5 000 €. What's new for this year is that all staff have an amount of 200€ / person. In consultation with the principal how to use the allocated money.

The principal and teachers from the different classes will attend a network meeting with other Swedish foreign schools, organized in Marbella 18-21 October -18.

4. Board

Goal: *High knowledge regarding the school organization and activities.*

The Board is utmost responsible for the school's activities. This means that the Board has utmost responsibility for education, finance, staff and administration and shall ensure that the activities are conducted in accordance with applicable laws, regulations and conditions.

The Board's role is also to ensure the operation of the business so that the quality of the association's activities are of high quality, the school and its environment create safety for the children, that the operation develops and meets the needs of members as much as possible and the school's economy allows, for long-term operation of Swedish School in Vienna.

The Board shall continuously evaluate the operational activities based on the visions, goals and strategies stated in the school development plan, as well ensure that these are reflected in other management documents and in the daily activities.

The Board shall meet on a regular basis (Board meetings) and be appointed by ordinary or extraordinary annual meeting. Details of the number of members and term of office of the members are stated in the articles of the association.

The Board consists of the following persons:

Anders Klippholm	Chairman
Merle Frömel	Deputy chairman
Johnny Abi Haidar	Accountant
Susanne Hiort	Principal
Reinhard Koblmüller	Board member
Jan Norrman	Board member
Frida Palmér	Substitute
Jeanette Bergström	Representing School association
Ulrika Göthlin	Administrator
Nominated in August	Representing staff
Auditor	Peter Ahlfont
Auditor	Frank Wagenbauer

5. Student situation

5.1 Elementary school

Grade 1	9
Grade 2	6
Grade 3	3
Grade 4	3
Grade 5	1
Grade 7	1

The state contribution from the National Agency for Education in the Primary School is estimated at 111,000€ for the whole fiscal year.

The fees for the students and for grades 1-7 are estimated at 209 500€

5.2 Preschool class

Born -11	3
Born -12	7

5.3 Kindergarten

Born -13	6
Born -14	9
Born -15	13
Born -16	8

The contribution from MA10 in Vienna is estimated to be 229 383€ for the year.

The fees for children in preschool class and kindergarten is estimated to be 225 597€.

5.4 After-school

After-school will be daily open 1330-1700.

Most children in preschool class and elementary school are expected to also be in after-school activities.

The fee for after-school is included for preschool class and for students in elementary school the annual fee is 1 500€.

5.5 Complementary Swedish

Groups for supplementary Swedish we plan to conduct on Mondays in school premises and on Tuesdays in Hietzing, 13 Bezirk.

Depending on how many students will be enrolled, we plan for one or two groups both days. If more than 10 students, there will be two groups.

The fees for supplementary Swedish are estimated at 11 960€. The state contribution from the National Agency for Education is estimated at 6 500€.

6. Swedish school in Vienna's operation and activities school year 2017-18

6.1 Elementary school

Goal: Give each student the opportunity to develop as far as possible according to their own prerequisites.

The school day starts every day at 0820 and end according to each schedule for respective grade. The activities will be divided into three teaching groups, grade 1, grade 2 and grade 3-7. The school's priority areas are Knowledge, Language, Culture and Cooperation.

Themes we will focus on during the coming academic year will be presented at the Parent Meeting in September.

6.2 Preschool class

Goal: Give the children a safe transition from preschool to grade 1.

Pre-school class works with school preparatory activities. The activities are conducted in Swedish, German and English and are aimed for children the year before they begin grade 1. The pre-school class has the same opening hours and time tables as elementary school.

Themes we will focus on during the coming academic year will be presented at the Parent Meeting in September

6.3 Kindergarten

Goal: Give each student the opportunity to develop as far as possible according to their own prerequisites.

Kindergarten is daily open 0800-1700 and will be closed 2 weeks during Christmas vacation, week 52 and week 1, and also 4 weeks for summer holiday week 30-33.

Kindergartens' operation is divided into two groups, Bullerbyn with 15 children age 2–3 and Junibacken with 20 children age 3–5.

Weekly timetable and themes will be in focus in the coming school year, it will be presented for the board and on the parent-teacher meeting in September.

6.4 After-school

Goal: Offer the children fun and developing activities after school, at the same time trained in a playful way in the social interaction with other children and adults.

The after-school operation will be open daily from school ending until 1700, also during the school holidays. In connection with the summer holidays, it is open June, closed July and until the start of the school in August.

The children are offered different activities, e.g. day-trips, outdoor activities, crafts. Since last year after-school is tri-lingual which it will continue to be also 2018-2019.

6.5 Complementary Swedish

Goal: Strengthen and develop the Swedish language both verbally and writing.

The education is aimed towards students who attend other elementary schools. Students should have basic knowledge in Swedish.

We plan to conduct the education on Mondays and Tuesdays by educated teachers in Swedish. The children are divided into groups by age and level so that the education can be as individualized as possible, yet with friends on the same level.

6.6 The complete operation

Goal: *Ensure a safe and pleasant environment for children and pedagogues*

Plan to how prevent discrimination and offensive treatment is reviewed together with staff and board at each new academic year and revised when needed.

In addition to the plan there is a mapping of offensive treatment. The mapping is done once / semester in collaboration with pedagogues, parents and children. The mapping is evaluated at the end of each semester.

Goal: *To maintain a solid financial situation for the complete operation*

The administrator makes monthly follow ups and budget updates in consultation with the school principal and accountant. The budget will then be followed up at each board meeting. The school has a contract with a tax consultant who handles accounting and manages the payroll to employees.

Annual financial meeting with presentation of the yearly book closing will take place in October 2018.

The school operation auditors are Peter Ahlfont and Frank Wagenbauer, in the coming academic year.

Goal: *Ensure good preparedness in case of crisis management.*

The school has a contingency plan for crisis management if anything would happen at school.

The crisis group currently includes Principal Susanne Hiort, staff representing Ida Ahlfont, the priest from the Swedish Church and Reinard Koblmüller (school doctor) The crisis group shall have an initial meeting at the beginning of the autumn semester for a review of the contingency plan, clarification of the roles included in the plan, checking that the contingency plan and materials mentioned in the plan (e.g. first aid bag) are available at the school and discussion of possible revision of the plan.

Goal: *To promote the school operation towards strategic target groups.*

Marketing

The principal is continuously working with marketing the school. That means to participate in various activities arranged by the Embassy and other Swedish organisations. To be well-known at the different Scandinavian Embassies and at the biggest relocation companies in Vienna is also a part of our marketing.

Sponsor group

Prior to the coming academic year, a new sponsor group needs to be added. The request will be issued to parents if someone is interested in participating.

1 500€ is allocated in the budget for marketing.

Goal: *Ensure a comfortable and safe environment as well as maintain the school's premises, garden and playgrounds in good condition*

Contact with our landlord Frau Hietel is continuously, which is very important for continuous reporting of our operation and changes we do. The school also has a handyman who manages various jobs inside and outside.

3 000€ is allocated in the budget to the school's premises and garden.

Goal: *Maintain high quality of the operation –Quality work*

Kindergarten and the school's educational staff make continuous planning, evaluation and follow-up to maintain the quality of the various activities. Each new semester begins with planning days for the staff, where a rough planning is made which themes should be included the coming semester. Detailed planning is then made by each team and teacher on a regular basis each week.

Follow-up and evaluation according local-goal-plan and the teaching is done after each school year.

Development talks are done each semester according below routine:

- Elementary school

Individual goals for each student will be established at the beginning of the semester and followed up on development talks discussions conducted once per semester with students and parents. For documentation of the conversation we use the Swedish Agency for Education's written evaluation for future planning.

- Kindergarten & Preschool class

Development talks are once per year done by kindergarten teacher together with parents. As base for this the staff has observed the child according an observation-template and also by interview each child.

- Board

The board shall keep members informed of the decisions of the Board and other important information relating to the school operation. The Board meeting minutes shall be available after each board meeting in English.

Goal: *The Staffs' ambition is to maintain a continuous and open dialogue with the parents.*

The staff put big effort for the daily contact with the parents. Parents are invited to a parent-teacher meeting in the autumn semester and a parent activity in the spring semester and are also asked to fill in a survey regarding well-being in school (May 2019).

7. Budget 2017/2018

Attached budget is adopted by the members on the annual meeting 8 May 2018. *Appendix 1*

Established by Principal and approved by the chairman 20 August 2018

Susanne Hiort, Principal

Anders Klippholm, Chairman