

# ***Parents' Guide***

## **Welcome to Espoo School of Art!**

Espoo School of Art is an art school for children and youth between the ages of 5 and 20 years. The school curriculum is based on the National Curriculum for the Comprehensive Course in Visual Arts and the Act on Basic Education. The school provides a chance to engage in arts as a hobby, supports art education provided by schools and kindergartens, as well as offers education for youth aiming at careers in the field of visual arts.

**Espoo School of Art has several studio locations around Espoo.** The school has approximately 1200 students and 110 study groups, some of which are taught in Swedish. The groups meet in the afternoons and in the evenings. In addition, short courses on particular subjects and methods are organized for children, youth, and adults working with children. Short courses are available also to those living outside Espoo.

## **Tuition Fees**

The school gets financial support by the City of Espoo and by the State. It also collects tuition fees from its students. The tuition fee is to be paid by due date.

Tuition fee guidelines

- invoices are sent by semester
- a half of the tuition fee has to pay by due day to be able to start the studies
- tuition fee has to pay in full in one month after due day. If this does not happen, the student's right to study ends immediately.

Application forms for tuition fee support are available also in English on our web page and at the school office. The forms and attachments must be returned to the school office by the deadline. Overdue or incomplete applications will not be processed.

## **Discontinuing studies**

Wishes to discontinue studying mid-semester must be reported **in writing (e-mail: [toimisto@espoonkuvataidekoulu.fi](mailto:toimisto@espoonkuvataidekoulu.fi)) to the school office**. Studies cannot be cancelled only to the teacher. The day the letter of resignation is received will be registered the earliest day of termination of studies.

If the cancellation notification is received before the time of the second half payment day, the second batch will not have to pay. When the studies are cancelled any later, the full tuition fee has to pay.

## **Student artwork**

Student artwork can be taken home at the end of each semester. When exhibitions of student works are arranged, information will be provided on when the artwork can be collected from the school. Due to limited storage space, student works will not be stored past the pickup date.

Student artwork can be used in internally and externally distributed publications, newspaper articles about the school etc. Photographs of classroom situations can also be used in publications and presentations of the school if the permission for this is not denied by parents. To deny permission, contact school office (toimisto@espoonkuvataidkeoulu.fi)

With the student's consent, some artwork can be added to the school archives.

## **Lost and found**

Enquiries on lost items are to be directed to the teacher responsible for the particular studio.

## **Student information database and student diplomas**

The school has a student information database consisting of studies and courses for each student. To get credit for a course, attendance on 2/3 of the sessions is mandatory.

The student will receive a diploma after finishing of basic studies and after finishing comprehensive studies (workshops). To receive a diploma for completing the broad curriculum requires, however, that the final work (see more: Studies in the Nutshell) is completed.

If the student has attended only a few years of studies or if studies are discontinued, the student will receive a certificate of participation at request.

## **Temporary absence**

Temporary absence can be granted for a student whose family will move temporarily to another city or country, or who will spend time abroad as an exchange student. The period of absence **must be reported to the school office in writing**, and the school must be informed well in advance whether the student will continue studying after returning.

## **Enrollment of continuing studies**

Enrollment to the school must be renewed every spring in due time. The teachers inform students when this must be done. The guardians are sent an e-mail containing the personal codes. Continuing enrollment is then made in Eepos-service (espos.eepos.fi). **Plans to discontinue studying, whether at the end of or during a semester, have to be reported directly to the**

**school office in writing.** Openings will be offered to students on the waiting list.

### **Parent-teacher meetings**

The teachers organize parent-teacher meetings for the youngest student groups and for study groups with a new teacher. Invitations to these meetings will be sent home with students.

Fitting in to a new group may cause difficulties in the beginning. If any difficulties arise, the teacher of the group needs to be informed right away. Discussing the difficulties will enable faster adjustment to the group.

### **Changes in personal information and insurances for students**

Any **changes in personal information** (e-mail address, phone number, etc.) **have to be reported to the school office immediately.** In case of emergencies, it is crucial that the school office knows the mobile phone and work phone numbers of the parents, even if secret.

Students are insured for emergencies. The insurance covers class sessions and journeys between home and school. The school office needs to be notified immediately of any emergencies.

### **Absences**

Art studies are based on continuity; therefore it is important that the student attends classes regularly. Two or more consecutive absences must be reported to the teacher.

### **Communication**

At the beginning of the school year, students get information leaflets or e-mail that contain information on the school and events organized during the year. Annual reports will be distributed for the students in late spring or early fall. Information on current events and issues can also be found on the school website: [www.espoonkuvataidekoulu.fi](http://www.espoonkuvataidekoulu.fi)

### **Projects and field trips**

Due to the varying nature of art projects, teaching can occasionally take place outside usual class hours (e.g. on weekends). Field trips to exhibitions, museums and artists' studios can also take place. Parents will receive information leaflets on any changes in schedule and on possible field trips.

### **Being on time**

A classroom session often starts with preparation for a new working project. The teacher provides information on and asks questions concerning the project at hand, providing the students with an opportunity to deliberate and discuss the subject in question. The working process is based on this exchange of ideas, often followed by an introduction to a new method, technique, or phenomenon in art. Therefore, it is of main importance that **all students arrive on time and attend classes regularly.**

At the end of the session, the art works of students are examined and discussed, and tools and the classroom are cleaned. This is an essential part of the learning process and thus the students should be present until the very end of the session.

### **Working clothes**

Variety of materials and tools are used during the sessions. Therefore, students need to wear suitable **clothes that do not require caution or special attention.** The school is not responsible for any damage inflicted on clothes. Some working clothes and aprons are provided by the school, but bringing along own working clothes (such as an old men's shirt, an apron...) is encouraged.

### **Support your child's hobby**

Children need to be supported by their parents also in their hobbies. Interest, understanding, and discussions on art sessions signal respect for the child's hobby and endeavors.

In art, goals can be achieved only through insight and dedication. Artistic expression develops gradually, through trial and error and through mental growth. The aim of teaching is to catalyze a process of personal growth, the results of which can possibly be seen after the child has grown up.

The central idea in Espoo School of Art is not to produce works of art, but rather to teach different abilities. During the sessions, the process might be of greater importance than the actual outcome. The journey to one's own artistic expression is long and winding. Do not demand too much from your child. Talk to the teacher to get more information on the aims and methods that were practiced within sessions and on works of art produced by children.

## **Studies in a nutshell**

The elementary courses

5-6 year olds, 2 x 45 min/week

- Getting acquainted with art through play, observation of environment, practicing one's senses and visual expression.

The basic courses

7-10 year olds, 2 x 45 min/week / 11-12 year olds, 3 x 45 min/week

- Developing artistic thinking and artistic expression by practicing visual skills through a vast variety of techniques.

Elementary and basic courses are conducted by professional art teachers.

The comprehensive courses (specialized workshops)

13-20 year olds, 3 x 45 min or 4 x 45 min/week

- Searching for one's very own artistic expression through more independent working process and by forming a personal relationship with cultural and esthetic values.

Workshops are conducted by professional artists. Workshops concentrate on furthering one's knowledge of a certain field of art and methods related to it.

Therefore, **a minimum of two years in a specific workshop is advised.**

Even though different workshops can be tried out, careful consideration should be given when deciding on a workshop.

Students of 16 years of age and older may choose to complete their studies by realizing a so called final work. The requirements for the final work are introduced in a special booklet available in all locations.

**More information about Espoo School of Art:**

[www.espoonkuvataidekoulu.fi](http://www.espoonkuvataidekoulu.fi)

## **The office:**

WeeGee-house, Ahertajantie 5, Tapiola  
Mail address: PL 6670, 02070 Espoon kaupunki  
E-mail: [toimisto@espoonkuvataidekoulu.fi](mailto:toimisto@espoonkuvataidekoulu.fi), tel. 09 4257 8920

## **The studios:**

Espoonlahti, tel. 044 777 7430  
Yläkaupinkuja 1, 02360 Espoo

Kalajärvi, tel. 040 838 6276  
Kalajärven koulu, Hiirisuontie 1, 02970 Espoo

Karakallio, tel. 044 777 7431  
Karatalo, Kotkatie 4, 02620 Espoo

Kauklahti, tel. 044 777 7432  
Klippinkitie 1, 02780 Espoo

Leppävaara, tel. 044 777 7434  
Ruutikatu 9, 02650 Espoo

Olari  
Olari1: Kuusikallionkuja 3 F, 02210 Espoo, tel. 044 777 7435  
Olari2: Länsiportti 1, 02210 Espoo, tel. 040 534 2848

Opinmäki  
Opinmäen oppimiskeskus, Lilhemntintie 1, 02250 Espoo

Tapiola  
WeeGee, Ahertajantie 5, 02100 Espoo