



Espoon kuvataidekoulu
Esbo bildkonstskola

Espoo School of Art's GUIDELINES FOR STUDENTS

Common guidelines have been created in order for you to get the most out of your studies, and to make you feel safe and at home on your lessons.

- Attend lessons regularly and be on time.
- Let the teacher know of your absence e.g. by sending an SMS.
- Do your part in creating a pleasant working environment; follow the instructions you are given.
- Taking care of the equipment used and cleaning your workspace makes up part of your studies. If you lose or damage the equipment or other school property on purpose, you are obliged to compensate for the damage.
- You are not allowed to touch other students' artwork, it may get damaged or broken.
- Do not leave the school premises during lessons without your teacher's permission. If you do so, the school insurance does not cover for possible accidents that might happen to you.

Espoo School of Art's GUIDELINES FOR PARENTS

- Bring your child to and fetch her/him from the lessons on time.
- Inform the teacher with an SMS if your child is allowed to leave the lessons exceptionally early, or if she/he is going to be absent from a lesson.
- **Keep your contact information updated.** In case of emergency (e.g. accidents) the teacher needs to be able to contact you.
- Student artwork and pictures of students at work are displayed i.e. in exhibitions organized by the school, in brochures, and on the school website. If you do not wish for your child's work or photo to be included, enquire in the school office for a form prohibiting the use of them.
- Tuition fees need to be paid on time in order for your child to study at the art school. Following principles concerning tuition fees have been set by the school board: half of the tuition fee will be collected, if the student decides to end her/his studies within 3 to 6 weeks from the beginning of the semester. The whole tuition fee will be collected if the student decides to end her/his studies after that time. Unpaid tuition fees will be collected by a collection agency and can lead to recovery proceedings without a court order. – Tuition fee support can be applied for by 15. September and 31. January.
- If your child decides to end her/his studies, you must inform the school office immediately in writing. The official last day of studies will be the day when the notification reaches the office.
- Your child will receive an enrollment application for the following year in the spring semester. Applications for temporary leave can be requested from the principal (e.g. in case of study abroad, temporary move to another city).
These common guidelines ensure a pleasant working environment for all. Sometimes, however, dilemmas and disorder arise. In such cases the following procedure is used:
1.) Teacher discusses the matter with student, 2.) Teacher discusses the matter with parents, 3.) The matter is discussed with the principal, 4.) The matter is discussed in school board.