

NYCKELVIKSSKOLAN

Important information for students

Academic year 2022-2023

Lidingö, 12 August 2022

Welcome to Nyckelviksskolan!

Hello,

Now it's getting closer! How fun it will be to see you at the call on Monday, August 22 at 9.00 in Ansgarskyrkan in Lidingö town centre.

In this document, we have collected things that are important for you to know in order for your education to be as good as possible. It is about: the structure of the teaching, study materials, the organization of the school, our buildings, financial matters and much more. In connection with the start of the semester, this information will be reviewed educationally, but we appreciate it if you already take note of it.

For the sake of clarity, we want to emphasize a few important things:

1. Be on time! The teaching starts sharp at 9.00 every day. The basic principle is that you must have at least 80% attendance in the various courses of the education when the school year ends in June in order for you to be considered to have completed the various courses of your education. It will be stated in your education certificate which courses you have completed. The education certificate is the document that certifies that you have completed your studies at Nyckelviksskolan. Uncompleted courses may affect future loans from CSN.

The program is full-time and the teaching takes place during weekdays at 9.00–15.45. We want to be clear that you are expected to participate in the teaching on a daily basis according to Nyckelviksskolan's pedagogical model. This model involves on-site work in the school's premises and workshops with teacher supervision, given tasks as well as exercises and reports together with your class. In addition to this compulsory participation, you will also have the opportunity to work at the school at other times as well.

2. You are expected to pay your vocational fees according to the time intervals specified in this document. The student fee for the entire academic year is SEK 35,000. The fee includes basic teaching materials.

3. During the academic year 2022-23, parts of the school grounds will be a construction site as we are in the process of building new studios for ceramics and sculpture. It is the responsibility of Nyckelviksskolan to ensure that the teaching and life at the school is affected as little as possible by the construction project so that your studies will be just as valuable and good as any other year. There will be disruptions, but of course we do our utmost to minimize these. See more under the heading "Information on new construction".

A warm welcome to a content-rich year!

Greetings from all of us at Nyckelviksskolan through Cecilia Darle, principal

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Nyckelviksskolan

Student

The school has 192 students divided into eight programs and twelve groups or classes. You will be in a class with 15 other people that you meet every day. Seven of our courses are one-year (40 weeks). Vocational education in craft education is the only two-year education (80 weeks). During an academic year, you as a student meet a number of different teachers. One of them will be your training leader and mentor.

Supervisory authority

The provides what is formally known as Arts and Culture courses ((Konst- och kulturutbildningar) and is under the supervision of the Swedish National Agency for Higher Vocational Education. Our mission (according to regulation 2013:871) is to provide education that prepares for university studies, that contributes to qualified professional skills or to preserving our cultural heritage. The authority distributes state grants to and other schools at the same level in the education system and, if necessary, also administers special educational support. See www.myh.se/in-english/arts-and-culture-courses-konst-och-kulturutbildningar .

Student union

At the beginning of the autumn term, you and your class appoint two representatives to the school's student body. The student union is an important forum where you, as a student, can make your voice heard and influence how this academic year turns out. Nyckelviksskolan's student body belongs to the Stockholm Students' Central Organization (SSCO), which means that all students are automatically members of SSCO. Through SSCO, you can, among other things, apply for student housing during the education period. However, our form of education is not connected to student health.

Internal communication

Current, important information about everything related to life at the school can be found in the weekly newsletter that is emailed to everyone on Thursday of each week. The weekly newsletter gives you access to up-to-date information about things happening at the school and affecting teaching and education – for example schedule changes, lectures, study days, information from the student body and building information.

In connection with the start of the academic year in August, all students will receive an email address through Nyckelviksskolan and login details for Microsoft 365 so that you – wherever you are – have access to web-based Office programs of the latest version: Word, Excel, PowerPoint, Outlook and a well-measured cloud-based storage through OneDrive. Your account can be found at www.office.com

Teams (which is also part of Microsoft 365) is our digital network. For example, all groups or classes each have a Teams group. On Teams, there is also an overall group for the entire school for internal communication and a digital bulletin board, for example for external exhibitions and lectures, open calls, scholarships, design

competitions, housing and job advertisements. On Teams you will also find relevant documents.

You can have Teams, your email via Outlook and OneDrive available via apps on your mobile phone or computer.

You also log in to the school's printer / copier with your Nyckelviksskolan email.

Vocational fee

Nyckelviksskolan's educations are financed by state grants and student fees. For the academic year 2022–2023, the student fee is a total of SEK 35,000, i.e. SEK 17,500 per semester. The semester fee includes teaching materials.

In order for you to be registered as a student, part of the fee (SEK 4,000) must be paid no later than Friday 12 August 2022 to bankgiro 5022-1803 or via Swish to the number 123-513 78 15 (SWIFT=DABASESX, IBAN=SE33 1200 0000 0125 5014 3191). Don't forget to write your name in the message for the payment for that we should be able to link it to the right student! The remaining part of the autumn semester's semester fee (SEK 13,500) and the spring semester's fee (SEK 17,500) are paid to the school according to invoices sent by email.

You who apply for a student loan also have the option of applying for additional cost loans for the vocational fee. Additional cost loans are only granted for the part of the semester fee that does not refer to teaching materials. You can be granted a maximum of SEK 14,000 per semester. CSN has all information about the cost of the tuition fee as well as the payment plan registered in their education register. You do not need to attach any certificate or letter proving the tuition fee. Read more:

www.csn.se/languages/english

A mutual commitment

When you accept the offered place, it means a mutual commitment for the entire education. The school undertakes to carry out the education and you undertake to participate in the teaching and to pay the semester fees (a total of SEK 35,000). If you choose to cancel your studies from the start of the education on 22 August, your commitment to pay for the entire education remains. If a reserve accepts the seat you have left, you will be released from this, otherwise not. (In the event of illness or pregnancy / parental leave, special rules apply – see under the heading “Study breaks” in this booklet.)

If you are going to start the two-year Specialist Craft Tutor program, you are aware that the semester fee can be increased during the course of the education and that it refers to a two-year education.

Nyckelviksskolan reserves the right to the fact that even during the 2022-23 school year we may have to introduce restrictions in the event of a pandemic, for example a new, more serious variant of covid-19. These can affect teaching in different ways.

Student financing

You apply for student loans and grants via The Swedish Board of Student Finance CSN's website: www.csn.se. Please, read the qualifications you need to fulfil in order to have the right to Swedish student finance depend on if you are planning to study in Sweden or abroad, and what citizenship you have. CSN grants study support per week and all Nyckelviksskolan's educations cover 40 weeks per academic year.

Study funds are granted for the one-year courses at what CSN calls upper secondary level. Our programs are categorized as Arts and Culture courses by CSN. The quota for study funds for studies at so-called upper secondary level is a total of two years (80 weeks) if you have a three-year upper secondary education or the equivalent previously.

The total number of weeks you have to apply for student funding applies to both grants and student loans. This means that even if you do not take out a loan for all the weeks, but only take the grant, the weeks are counted as used.

For studies at post-secondary level, the maximum period for study support is 240 weeks. This quota applies to those who apply to the two-year Specialist Craft Tutor program). The Specialist Craft Tutor program education is also categorized as Arts and Culture courses.

You who are a student and born in 2003 or later can choose for yourself whether you want to apply for study funds with grants and loans or whether you want to take student aid (a small grant – SEK 1,250 / month). Report immediately after the start of the academic year to Magnus in the chancellery if you are satisfied with study assistance. If you take study aid, you can also apply via CSN for extra supplements and/or registration supplements, you can find more information at: www.csn.se.

You who worked before your studies and had income above a certain limit can apply for a supplementary loan. You can do that from the year you turn 25. See info at www.csn.se.

Please also note that you must sign the "Studieförsäkran / School's certificate – to receive your payment". The form can be found in the decision on study funds from CSN. Leave it to Magnus at the office. The school certifies that you study with us and forwards the form to CSN. It then usually takes a week before the payment reaches you.

Staff

Nyckelviksskolan has 25 permanent teachers, a number of substitute teachers and, in addition, about 50 guest teachers who teach for a shorter or longer time. All teachers are professionals with their own businesses in art and design and are part-time employees at the school. All have university education.

At the school's office, there are five employees who work with technology, property, administration and finance at the school's office. Contact details for the staff can be found on the website, and in the school catalog that will come in October.

The school office

The school's office is located directly to the left inside the entrance on Granvägen 1. This is where principal Cecilia Darle, finance manager Marina Sundberg and communications manager Magnus Svensson work, who also administers most of what concerns the students. Here you will also find Ronnie Wendelius, who works with technology and real estate issues and Ljiljana Burkić who is a housekeeper.

Make spontaneous errands to the office between 08:45 and 12:00. Outside of this time, we need quiet work, but we accept pre-booked visits or urgent matters.

Management

Nyckelviksskolan is governed by Föreningen Nyckelviksskolan, a non-profit association that appoints the school's board at the annual meeting. The board members are active in finance, architecture, pedagogy, and other areas. The chairman of the board of the association is named Erik Westin. The school's board normally meets about six times a year and makes decisions on general issues, such as the school's budget, properties and educational plans.

At board meetings, the principal and representatives of both staff and students at the school participate. More about the board and presentation of the members can be found on the school's website under the heading "Om skolan – Föreningen".

The school's staff and students collaborate continuously on small and large issues. The entire staff meets regularly in workplace meetings. Questions relating to the school's ongoing operations are dealt with there.

School premises

The school has four buildings. Three of the buildings are located at the top of the hill: Granvägen 1, Granvägen 3 and the green pavilion that houses the pottery workshop. There is a house below the hill on Friggavägen, "Tallbo".

At Granvägen 1 there are, among other things, the school's office, the library, lunch room, premises for the Image and Graphic Design course, theory room, graphics workshop, drawing and painting studios as well as staff and student areas.

At Granvägen 3 there are metal, wood and textile workshops, two sculpture halls and a studio.

In Tallbo there is a wood/metal workshop, a weaving room/fiber studio and a mixing studio.

Information about new construction

Nyckelviksskolan is building a bright, modern and climate-smart studio building with two sculpture studios and a ceramics workshop designed by the architectural firm Marge. The new building connects two of the school's buildings - Granvägen 1 and 3. We are increasing the school's work and social areas, increasing our flexibility and equipping ourselves for the future.

During the 2022-23 school year, construction will be in full swing and we will most certainly experience some disruptions from time to time. This may involve heavy

transport across the schoolyard, noise from certain construction stages or other things that can be perceived as disturbing from time to time. During the year, we will also lack storage space. But we will of course do our utmost to minimize the impact on teaching and invest in an academic year that is just as good as usual! Communication and planning will be of great importance to all of us.

The new studio building is expected to be ready in the summer of 2023, so that we can start there at the start of the academic year for 2023-2024.

Scholarships

There are no special scholarships to get help with the semester fee for studies at . However, it may sometimes be possible to obtain scholarships from various local and national scholarship funds. During the academic year, we distribute information about 15-20 scholarships through the digital bulletin board on Teams.

On the school's website, under the "Contact" tab, there is a compilation of links. There you will find a small selection of scholarship funds. Check what it looks like in your hometown, as many scholarship funds have local connections. You can find basic information at: stiftelser.lansstyrelsen.se, where you can search at county and municipal level as well as by purpose.

The education

The start of the school year

On the start-up day, you meet the other 15 students in your group. You will share most moments during the education period at . Working in a group provides many perspectives on tasks and projects and enhances briefings and discussions.

During the very first days of the autumn semester, you get to know the school, the class, the teachers, the schedule and more. Afterwards, the school organizes a lecture on the theme of the individual and the group - "We are them".

At the beginning of the autumn term, you will also undergo a First Aid course, which is important for you to have a safer working environment and to have the opportunity to work independently in the school's workshops and studios. The start week with its various stages is part of the course "The individual and the group".

The teaching at wants to encourage an investigative and experimental approach. The pedagogy is based on the work of the hands and senses with different materials. Briefings, discussions and conversations are other important parts of the work at the school. During the weeks, you and your class will work in workshops and studios - therefore order and care for the school's equipment and premises is another important part of the education. You will receive the schedule for the academic year and lots of detailed information at the start of the academic year.

Teaching time and self-study

A teaching day starts at 9:00 a.m. and ends at 5:00 p.m. The teacher-led time is Monday to Friday between 9:00 a.m. and 3:45 p.m., with the exception of the school-wide lectures that take place during the year. The lectures usually take place somewhere other than the school. Please note that attendance is mandatory during the teacher-led time and during lectures.

Self-study takes place after classes at 15.45 - 17.00 and on certain days in connection with Christmas, Easter and certain other weekends. See how the school year is laid out in the document "Tidplan 2022–23".

Materials and equipment

The semester fee includes materials and equipment needed for basic tasks and projects. This amount is approximately SEK 7,000 per academic year. You pay for materials for work and your own projects in addition to the basic ones yourself. Your teacher will tell you what applies to the different courses. In the subject of drawing and painting, you will need to purchase your own brushes, for example. You will receive information from your teacher and in a separate document about this.

The material included in the vocational fee covers the assignments within the teaching, but not individual projects or materials for application tests to the university or other preparatory art schools. You need to purchase it yourself and transport it to the school.

Lectures

On four occasions per term, the entire school gathers for joint lectures of approximately two hours each time. The purpose of the lectures is to give everyone a theoretical basis for our educational areas and is an obvious part of the teaching at the school. The lectures are examined as a separate course. In some cases, the lectures can also be held online.

Lunches

Lunches will initially be able to be taken on the school's patios in good weather and in workshops, studios or Grottan at Granvägen 1. More information about lunch routines will be available in connection with the start of the academic year.

Library

Nyckelvikskolan's library is a reference library. This means that books and magazines are read on site and cannot be borrowed at home. A list of the school's books can be found in the folders you will find in the library. There you will also see the color markings that describe their place on the shelves. Purchases for the library take place continuously. Of course, we are interested in suggestions from your students.

Computers, internet, printers and copiers

In several places in the school's premises there are computers with internet connection and wifi (password is tallbo123).

In the office, there are sixteen portable Mac computers, eight portable PCs, four iPads, four digital cameras, photo stands, sound recording equipment, speakers and the like for loan. If necessary, you book this equipment in our booking system via your mobile phone through Power Apps and have easy access to it. In order for everyone to be able to see what technology is on loan and which premises are booked, there is a tab, "Bookings overview" in the Teams group "Whole school". Please note that as a student you may only borrow technology for one day at a time and may not borrow it home.

On the laptops are the updated versions of Adobe Creative Cloud. Unauthorized downloading of copyrighted material is prohibited as the school protects copyright. Printers / copiers are available in all houses where you can print, copy and scan. In order to be able to print, copy or scan, you must log in to your Xerox WorkPlace account (follow the instructions on the right hand side of the printer). You then enter your email and your password (which you use for Microsoft 365, Teams, email and so on).

You will receive training in how to handle the school's technology at the beginning of the academic year.

School equipment

The school has a variety of machines, tools and equipment so that you, as a student, have good conditions for creation. Training in the various workshops is an important part of the work at the school. The equipment is common and handling it is something we attach great importance to. In case of carelessness or negligently handled

equipment, you may be liable for compensation for repairs. Review your home insurance!

Working hours, evening and weekend work

Under normal circumstances, the teacher-led teaching takes place every weekday between 9:00 and 15:45. The teachers adjust the work so that enough breaks are given. The holding time for lunch is in two intervals between 11:45–12:45 and 12:15–13:15.

After the approval of the teacher in charge, the opportunity can be given to work in the evenings and weekends. Then the special rules that apply must be followed. Note in particular that you may never work alone in our premises outside of normal working hours. If something were to happen, there should be several of you to assist each other.

Self-study

An academic year at includes 180 teacher-led teaching days and 20 self-study days. Self-study refers to the deepening of knowledge or skills and takes place outside the teacher-led part of the education. The content of the self-studies can be deepening of independent work with own or a task determined by the teacher/supervisor, for example: sketch work, research work through reading, visits to exhibitions or other interesting places, etc.

The self-studies aim to give you practice in solving problems and reflecting on your own and in this way strengthen your individual development. It also aims to prepare you for higher studies where self-study occurs in a more extensive form.

Expected study results

Anyone who has completed one of Nyckelviksskolan's courses is expected to:

- demonstrate good and relevant basic knowledge and skills in materials and crafts
- show the ability for artistic reflection and critical thinking
- be able to describe one's own design process
- in practice demonstrate basic ability to work independently
- be able to provide an overview of the conditions for work in each area

For each education, there are detailed education plans and course plans for each part. For each course, you will also receive a course plan and schedule from your teacher.

Examination

For each education, expected study results are formulated both for the education as a whole and for the individual courses. The teacher assesses the student's development and conducts a dialogue with each student based on the individual's progress.

For a course to be considered completed, it is required:

- participation in teaching
- completed tasks and projects
- participation in reports individually and in groups

The guideline for active participation in teaching is at least 80% attendance. Attendance is recorded every day by the responsible teacher. Arriving more than 60 minutes late is counted as half a day's absence.

The assessment of how well assignments and projects are completed is made by the teacher responsible for the course. Great importance is placed on your understanding of process, materials and methods rather than on the finished result. The assessments that form the basis of whether a student is to be considered to have completed a course or not (the examination) take place continuously during the academic year.

Several teachers on a course can jointly assess a student's overall study results. A teacher responsible for a course must always warn a student who is at risk of failing a course. When there are special reasons why a course has not been completed, for example due to illness, a student can be given the opportunity to supplement with extra tasks.

Examination takes place only at course level. At the end of the academic year, a training certificate is awarded, which shows which courses have been completed and which have not been completed.

Sick leave

Students who are absent due to illness or caring for a sick child must report this in the first instance to the teaching teacher affected by the absence or the office (tel. +46(0)8-544 81 500) and in case of longer illness also to the school's principal.

In case of suspected long-term or serious illness, you should also contact the Insurance the cash register in cases where you know you will be away from teaching for two weeks or more. Then you can pause your student grants and loans while you are ill. CSN can also take into account the fact that you have been ill when they then examine your study results.

Study break

In occasional cases, it happens that one of the school's students wants to interrupt their studies, in order to resume them the following school year. Application for such a break, with the right to return to school without a renewed application, is granted by the headmaster and only in case of long-term illness, pregnancy / parental leave or other special reasons. If you find yourself in such a situation, you must immediately contact the chancellery – primarily principal Cecilia Darle. We always try to do the best possible!

Cleaning

The daily and continuous cleaning of all teaching premises - workshops, studios, computer rooms and theory room - is managed by you students under the guidance of teachers and in consultation with the cleaning manager.

Cleaning of common areas – living areas, stairwells, and toilets etc. – is handled by the school's housekeeper Ljiljana Burkic.

The school's twelve groups / classes are jointly responsible for order and comfort in our common lunch areas for three weeks per group during the academic year.

The spring exhibition and other external activities

The teaching includes one or sometimes several larger projects, often externally oriented. The biggest event of the year is the school's spring exhibition, which engages the entire school and attracts several thousand visitors. Other events that the school has participated in in recent years include exhibitions at blås & knåda, Eric Ericsonhallen, Vintervikens Trädgårdar, Stockholm Furniture Fair and Tekniska museet. The projects vary between years and usually involve hard and intensive work, which for a limited time dominates the lives of teachers and students.

The experiences from the projects are very good and often lead to new valuable contacts and experiences for our students.

Nyckelviksskolan also participates in education and recruitment fairs such as SACO Student Fair, Kunskap & framtid and Bazaren.

Study counseling

An important part of the education at is to give you as a student support in acquiring knowledge about ways to continue after your year with us. You will, for example, meet representatives of universities and other education providers during the spring term.

We collect all the information we receive about relevant Swedish and foreign universities with the school's study counselors, with whom you can book individual counseling from and including the end of November. You will have the opportunity to have a portfolio discussion with our study advisor or teacher if you want to apply further.

We will also inform about different career paths, organizations and industries within the school's area of activity.

Contacts with working life

During the academic year, you will make study visits to active professionals as well as to workplaces and companies connected to our fields. As our teachers have their own professional activities alongside their teaching role, they can often provide you with important everyday knowledge about the conditions of work in the field.

Miscellaneous

Residence

It can be difficult to arrange housing in the Stockholm area. The school does not have a boarding school, but we receive offers for available rooms and apartments, especially on Lidingö, and are happy to pass them on to interested parties. Send an email to post@nyckelviksskolan.se if you need help, and you will receive ads for rooms, part of a villa or apartment, especially in Lidingö. Such advertisements will continuously appear on the Digital Notice Board on Teams.

One tip is to place a classified ad in the local newspaper Mitt i Lidingö (<https://tidningsannonsen.se/mitti>). Then state in the advertisement that you are a student at Nyckelviksskolan. We have a good reputation on the island.

Nyckelviksskolan's student body is connected to the Stockholm students' central organization (SSCO) and you can get help arranging accommodation through SSSB: sssb.se , email via the contact form on the website or call tel. +46(0)8-458 10 00.

However, students on our type of education unfortunately do not have access to student housing provided by the Stockholms Bostadsförmedling, for example Skatteskrapan. This also applies to student apartments rented out by Svenska Bostäder.

Akademisk kvart is a housing portal that directly addresses students. Academic quarter strives to provide live-in and second-hand solutions that have a reasonable rent level in relation to students' general finances. Read more: akademiskkvart.se

Working environment

Nyckelviksskolan strives for a safe and secure working environment. We carry out regular inspections of, among other things, machinery, fire protection and handling of dangerous substances.

We protect a good working climate for both students and staff. If difficulties and conflicts do arise, you as a student can turn to your teacher, the student union, the principal Cecilia Darle or the school's chief protection agent, Ronnie Wendelius. The principal leads the work in the school's work environment group, where both staff and students are represented. The school also has an equal treatment group with staff and student representatives.

Support in difficult situations

We have no employed staff for school health care. If you experience particular difficulties, you should contact the school's principal, who will connect you to relevant help. Also see the contact details page at the end of this document.

Phone calls

Have your mobile set to silent during class time! If someone needs to reach you urgently, it is always good for the person looking for you to call the school switchboard (+46[0]8-544 81 500). We will then look for you and pass on the information.

Drug policy

The school has a strict drug policy which means that no drugs are allowed. It is only at pre-planned openings and pubs that moderate amounts of alcohol are allowed on the school grounds. Make sure to always have non-alcoholic options available.

The school refers smoking to a single place, below the recycling station at the school's entrance. Smoking is not permitted in other places on the school grounds.

Nut and perfume free school

There are students at the school with a strong nut allergy, especially peanut allergy, associated with danger of death at the mere touch of other people who have eaten this. Therefore, we appeal to all students and staff not to bring any kind of nuts to school themselves, nor food or baked goods that contain them. We also ask pub and party organizers not to offer nuts or almonds as snacks.

Likewise, there are students with perfume allergies, so we ask everyone to avoid wearing perfume at school.

Security

Safety is primarily about protecting students and staff from harm. It can be about accidents when using machines, fire or other sudden negative event. To prevent personal injury, there are strict procedures for the use of risk-classified equipment and chemicals. Your teachers and the school's safety officer will inform you more about this. Collective accident insurance is arranged by the school. The insurance covers school time and travel to and from school from the start of the academic year on August 22, 2022 through to and including June 30, 2023 after the end of the academic year. Please note that this only applies to Swedish citizens.

Security is also about the protection of property. Social control is important, that each of us is aware of possible uninvited visitors and then informs the teacher, security officer or principal.

In the school's contingency plan for crisis and accident (which you receive at the start of the school year) there are concrete rules of conduct for different situations.

Visitors

The work environment responsibility (which is ultimately the principal's) applies to every person staying at the school, regardless of whether it is a visitor, staff or student. If you want to receive a visit from, for example, a friend or relative, you must coordinate this with the teacher concerned and report the person to Magnus Svensson in the office. Outsiders must never stay on the school premises after school hours, unless a special agreement has been made.

GDPR - the data protection regulation

According to the general data protection regulation GDPR, we treat your personal data with great security and confidentiality, and sensitive data is only saved during the time you are in education at Nyckelviksskolan.

Protection agent

The main protection agent is Ronnie Wendelius, property manager. Safety representatives have the authority to stop an activity that they deem to be dangerous, but are also interested in getting opinions on how we can improve the work environment in various respects, including the psychosocial. Do not hesitate to contact the safety representative if you have any questions about the work environment!

Lockers

The school provides lockable storage space for individual materials needed for school work and valuables. Lockers are distributed at the start of the autumn semester and taken back at the end of the academic year. You may provide your own padlock.

Parking for cars and bicycles

We ask those with cars to park on the streets around the school. However, do not park in front of the entrance to the school grounds so as not to obstruct heavier transport and emergency vehicles.

Bicycles may only be parked in the bicycle rack on the gable outside the Ceramics workshop (the green pavilion) and outside Tallbo. In other places, bicycles will be an obstacle.

Equal treatment

Nyckelviksskolan has an equal treatment plan that is revised regularly. The work on these issues is led by the school's equal treatment group. In the school's equal treatment plan, there are detailed action plans and policies on, for example, treatment, neuropsychiatric diagnoses as well as sexual harassment and other abusive treatment.

Ethical platform

The school's ethical platform reads as follows:

The activities at are based on each individual's inherent power and ability to develop themselves. Curiosity about others, respect for differences and trust in fellow students and colleagues must permeate the daily work. The freedom to find one's own path within broad limits and under responsibility must be affirmed.

In all activities, personal integrity, respect and responsibility for people and the environment must be guiding principles. Diversity and equality must be promoted. Activities carried out under the auspices of the school or in collaborations must never violate the law in force or maliciously offend individuals.

Nyckelviksskolan sees itself as an important participant in society and must be open to contacts with the outside world. Nyckelviksskolan, its staff and students must be carriers of knowledge and attitudes, which favor personal maturity and a democratic and sustainable social development. In a world where technology shrinks distances, and

creates new spaces and conditions for expression and communication, protects freedom of expression, copyright and freedom of culture.

It is the responsibility of every student and employee to act in accordance with the ethical platform.

Our environment, our planet

The school is keen to contribute to sustainable development and works continuously to improve material handling and resource use both in teaching and in operation and maintenance. We want to be much better! Nyckelviksskolan is a material-intensive business then 192 people spend all day creating and building things. We will continue with that. But we must at the same time take our responsibility for our common environment. Our daily small and big decisions matter. It could be about printing less paper, using less chemicals or avoiding disposable packaging for your lunch. It can also be about reuse or the use of improved materials. You will receive more information about recycling and garbage disposal in the first weeks after school starts.

Quality work

Nyckelviksskolan conducts systematic quality work, which includes, among other things, work with the development of course plans, continuing education for teachers and recurring evaluations. As a student, you will notice this, for example, through oral and written evaluations after completing courses.

We also do a more comprehensive survey at the end of the academic year. The school continuously conducts student flow measurements to follow up how our former students are doing.

Your participation with answers to our evaluations is very important so that we can continue to develop and improve the school!

School finances

The school's finances are based on a combination of government grants and student fees.

The government grant accounts for 71% of the approximately SEK 22 million that the school turns over in a year. See separate information, "Den studerande och skolans ekonomi".

Nyckelviksskolan's operations are non-profit-making and every single krona of government grants and student fees is used for the courses, properties, communication and IT as well as marketing and recruitment.

Contact details for 's office

The school's overall issues, personal matters

Principal, Cecilia Darle mobile +46[0]72-555 07 22

cecilia.darle@nyckelviksskolan.se

Schedule, study materials, certificate, information, sick leave

Communications manager Magnus Svensson mobile +46[0]70-577 95 93

magnus.svensson@nyckelviksskolan.se

Term fees

Financial manager, Marina Sundberg mobile +46[0]72-454 50 65

marina.sundberg@nyckelviksskolan.se

Real estate, security, work environment, recycling, IT

Property manager Ronnie Wendelius mobile +46[0]70-577 68 70

ronnie.wendelius@nyckelviksskolan.se

Housekeeping, cleaning materials, interior design

Housekeeper Ljiljana Burkic mobile +46[0]70-521 59 05

ljiljana.burkic@nyckelviksskolan.se

The school's exchange number, phone +46[0]8-544 81 500

post@nyckelviksskolan.se

Medical care – daytime

- Sjukvårdsrådgivningen / Vårdguiden, phone +461 177. Open 24 hours a day.

- The nearest emergency hospitals:

Danderyd Hospital vx +46[0]8-123 550 00

St. Göran's Hospital vx +46[0]8-587 010 00

See also varden.se

If you are at school and suffer from minor injuries or symptoms of illness, contact Capio

Vårdcentral Lidingö, Lejonstigen 2 vx +46[0]8-505 540 50

(telephone hours: 7.30-17.00) Web address: [https://capio.se/hitta-](https://capio.se/hitta-mottagning/primarvard/vardcentraler/lidingo/)

[mottagning/primarvard/vardcentraler/lidingo/](https://capio.se/hitta-mottagning/primarvard/vardcentraler/lidingo/)

In the case of non-urgent cases, see your local health center.

Medical care – evening time

- Vårdguiden, phone +461 177

Psychiatry and youth reception

Norra Stockholm psychiatry clinics in Stockholm, Alvik and Stadshagen.

Open around the clock vx +46[0]8-1 23 492 00

Web address: <https://www.norrastockholmspsykiatri.se/var-d-hos-oss/akut-hjalp/psykiatriskakutmottagning/>

Lidingö city youth reception up to 23 years old, call +46[0]8-731 46 90

Possibility of appointment or drop-in. See Lidingö city's website:

<https://www.lidingo.se/topmeny/barnutbildning/barnochlevhalsa/ungdomsmottagning.4.2e2f4c114d5435c2fd25b9.html>

See also Föreningen Tilia - a non-profit organization for young people's mental health:

<https://teamtilia.se/>

For youth receptions in other districts - see www.umo.se or

<https://www.psykiatri.regionstockholm.se/var-d-hos-oss/>

Within Stockholm County's healthcare area, there are four receptions for young adults 18 years: on Arenavägen in the Globen area, in Fittja, at Sankt Eriksplan and in Södertälje.

<https://www.psykiatri.regionstockholm.se/var-d-hos-oss/for-unga/>

In case of imminent danger or urgent personal injury or fire - always call 112!