



Vänersborgs kommun
Barn- och utbildningsförvaltningen

[Vänersborg Municipality]
[Children and Youth Services]



VÄL – Vänersborgs kommuns lärplattform *(Vänersborg Municipality Learning Platform)*

The Children and Youth Services' preschool, primary school and youth recreation centre will be included in a comprehensive solution for information – communication – technology that takes into account the operation's needs and corresponds to the municipality's vision and focus.

We use the Internet as a major factor in communication and disseminating information. Therefore, the administration must take advantage of the opportunity this gives us in our operations. A digital web-based learning platform will promote collaboration, communication, documentation, planning, information and administration.

Parents/guardians will experience an expanded service in a comprehensive solution for children in both preschool and primary school. VÄL is a learning platform where information is available around the clock for the entire family (1-16 years old). Here you can monitor your child's knowledge development, report absences, get access to forms, register forms, communicate with educators, book development conferences, report a change in income etc.

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Absence notification (*applies to preschool, primary school and recreation*)

Full day

For full days, the notification can be made for the current day and the next day. Choose whether the absence notification is for today and/or tomorrow. You can then send in the absence notification.

Partial day

If the notification is for part of a day, you can select that option. Then click on the drop-down list for the date and select the date that applies. Then fill in the time.

If this is for two different times during the same day, click on Add Time (*Lägg till tid*). Then another time can be entered. When the registration is ready, click on “Send absence” (*Skicka frånvaro*).

Notified absences

Here you can view previously reported absence days and times. If an incorrect notification has been submitted, you can remove it by clicking the trash can at the end of the row for the incorrect absence notification. If the time/date has already passed, the trash can does not appear and the registration cannot be removed.

Reported absences

Here you can see absences the school has reported. At the top of the page, you can select whether you want to see unexcused or excused absences. Unexcused absences are shown in red and excused absences are shown in black. This is followed by how long the child was absent and the date.

Notification from the school to parents/guardians for unexcused absences and late arrivals

When the teacher saves the absences for a lesson, a notification to parents/guardians is created for students who have an unexcused absence/late arrival. This notification comes in the form of a text message and an email, provided that these are registered in the system.

A “late arrival” counts as an unexcused absence as well as if the student did not attend the lesson.

Child's schedule *(only applies to preschool and recreation)*

The parent/guardian may choose to register scheduled times and/or see a list of submitted scheduled times.

Registration

If the child has more than one placement, a list is shown where the parents/guardians have the option of choosing a placement.

In the calendar, select the month and week that the schedule is registered for. A **green** check mark means that the schedule has been registered for the week.

A **blue** symbol means the schedule has been registered but not saved.

A schedule week without a symbol means that no schedule has been registered for the week.



Home all week

Mark the box Home All Week (*Ledig hela veckan*) if the child will be home the entire week. No scheduled times can be specified if this selection is marked.

Register scheduled times

Parents/guardians can register scheduled times for each day and/or leave empty for days home. At least one day with times must be specified before the schedule can be saved for the week.

You can choose to register your schedule via two different views:

Slider view:



Move the slider to set the start and end time. Click the + Timespan (+ *Tidsspann*) button to add a field for a scheduled time for the day, maximum three timespans. Click the button with an X to remove the timespan.

Time view:

Click the button with a plus sign (+) to add a field for a scheduled time for the day, maximum three timespan. Click the button with a minus sign (-) to remove the timespan.



The default view is 'slider'. If you want to change the time view, click in the upper right corner and deselect the option.



General features

Total time indicates how much scheduled time has been registered for the week.

The *Reset Week (Återställ vecka)* button deletes the times specified.

The *Repeat Week (Upprepa vecka)* button is used to copy the schedule for the week, in order to then copy the schedule for another week.

The *Paste Week (Klistra in vecka)* button pastes the copied week.

The *Confirm Changed Weekly Schedules (Bekräfta ändrade schemaveckor)* button takes the parent/guardian to the list view where they can save the schedule.

When the parent/guardian clicks the *Confirm Changed Weekly Schedules (Bekräfta ändrade schemaveckor)* button, it goes to a list where they can see the registered weeks, days and times. If there is a sibling with a placement, it is possible to copy the schedule for the sibling. In the shared space, the initials of the parent/guardian who has registered the time are shown.

If the parent/guardian wants to go back and register more weeks or change times for a week, click the *Back (Tillbaka)* button.

When the parent/guardian is done with the schedule times, click the *Submit (Skicka in)* button and the schedule is saved in the system and a confirmation is shown.

Copy schedule for sibling

It is possible to copy the schedule to one or more siblings. The existing schedule for the sibling will then be replaced with this schedule.

1. Tick the box for *copy schedule to sibling (kopiera schema till syskon)*.

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2. Tick the sibling to copy the schedule to.
3. If the sibling has more than one placement, you must select the placement.

Shared space, parents/guardians can each submit their schedule

If the parents/guardians live at different addresses, they can each submit their own schedule, neither of the parents/guardians' schedules are overwritten, rather the system merges the parents/guardians' schedules into one schedule for the child.

Reminders

If schedules are missing, a reminder is sent to the parents/guardians that a schedule is missing and needs to be registered.

Schedule overview

In the schedule overview, the parent/guardian can view a monthly overview of their child's schedule.

The current month is displayed, use the arrows to navigate to the previous or next month.

The placement associated with the schedule is displayed, if there is more than one placement, a list where the placement can be selected is displayed. The start date and end date, if any, is displayed for the placement.

Placering
Stadens förskola - Tamburinen1 Placeringsperiod: 2017-08-01 -

Click on *Show All (Visa alla)* under *Monthly Overview (Månadsöversikt)* to see the schedule information for the selected month. Click *Show Less (Visa färre)* to close the monthly overview.

Picking up and dropping off children

In this feature, the parent/guardian or other responsible adult person registers who has the right to pick up and drop off their child. The staff then sees this information in VÄL.



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Click the Add Person (*Lägg till person*) button



Personer som får hämta barnen

Inga tillagda personer.

+ Lägg till person

and fill in the fields. Mandatory fields are Name (*Namn*) and Phone Number (*Telefonnummer*). Once you have filled in the fields, click the Save (*Spara*) button. By clicking on the buttons, you can remove or change the information for a registered person. If you have joint custody, but live at different addresses, the parents/guardians only see the people they have registered themselves and not the other parent/guardian's registered information.

Text messages

As a parent/guardian, you can easily send information to the preschool and youth recreation centre. It can then be seen and read by authorised personnel. If information is sent the day before it applies, it must be sent after 6 p.m.

Message: INFO ID number Free text

For example:

INFO 010814-NNNN Grandma will pick up at 2 p.m.

The message is checked in the system and if something is wrong, an error message is returned. If mobile and ID number match, the information is registered in the system.

Contact information

Email: valsupport@vanersborg.se