

Information for BA personnel

2024/2025

The administration at Balettakademien

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Joanna Tåje, Assistant principal
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Johanna Reece, Course and Educational Administrator, Subject manager Ballet 60+, Contact person for musicians
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johanna.reece@folkuniversitetet.se

Josefin Henebäck, Subject manager Contemporary, Jazz, Hiphop/Street
08-789 41 10
josefin.heneback@folkuniversitetet.se

Shala Babakhan, Project manager BA Dance for Health & Outer city
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shala.babakhan@folkuniversitetet.se

Reception

Telephone number to the reception during the day: 08-789 42 90 (manned between 08:00-21:30 Monday-Thursday, 08:00-20:00 Fridays, 09:00-16:00 Saturdays and 10:00-19:30 Sundays).

Receptionists HT-24: Erica Davidsson, Myra Mayers, Sandra Thelander, Vanessa Olsson, Rebecca Huhtala, Sarah Söderberg, Linn Nordström, Cazandra Rundeberg, Maja Nilsson Rune.

Responsible for the reception – evenings and weekends:

Yasemin Nilsson Altan: yasemin.nilsson-altan@folkuniversitetet.se

Service and support

IT-support@folkuniversitetet.se

lon.stockholm@folkuniversitetet.se

General information for all employees

Introductory and basic training for course leaders

Balettakademien is a part of the foundation and educational association Folkuniversitetet, which provides public education and adult education. All teachers within the association must undergo an approved introductory education regardless of other education and experience. The mandatory introductory training is digital and you who have not completed it will receive a link via email from the subject manager.

Liability

We strive for a good working environment where everyone feels welcome and seen. Folkuniversitetet sees diversity as an asset. Discrimination based on gender, gender identity or expression, age, functional diversity, ethnic affiliation, sexual orientation, religion or other beliefs must not occur. In order to maintain a good working climate, all employees must handle their contacts internally and externally with respect and consideration for differences.

You are responsible for taking part in the information contained in this document as well as the information available about you, your courses and under the title "Bra att veta" on the website.

Administrative procedures and documents

You find information regarding time reports, various action plans, checklists, etc. via the link:

www.folkuniversitetet.se/bapersonalinformation.

Teacher invitations (kallelse) are sent out when the course has a sufficient number of participants to start. The invitation is sent out for an entire course. If you only teach or accompany a part of a course, check that the number of study hours matches what has been agreed.

Read through what is written about your course and how your teacher description is formulated on the website. Notify the subject manager if something needs to be changed or updated.

Time reporting and salary payment

By the last day of each month, you must report/check the hours you have worked. You report your hours in our digital time reporting system (Flex HRM). FLEX HRM is also available as a mobile app, search for HRM Mobile in the app store or Google Play store.

For those who work with the evening courses:

The Flex HRM payroll system is connected to the digital attendance system (E-list) and your hours will automatically be entered into Flex when you have registered attendance for a class. Please note that teachers who work together with accompanists must take extra care to fill in correct attendance for their fellow musicians (does not apply to temporary work for the musicians).

Both musicians and teachers log into Flex at the end of the month and check that the hours charged from the digital presence are correct. You must wait to mark the monthly report ready

in Flex until the end of the month when all hours have been transferred from the E-list. When the report is marked ready, no more hours can be transferred from the E-list.

For those who work with the day time educations:

You report your hours in the system yourself, if you have not logged in before - follow the instructions via the link below. For information on how to report time in Flex, see the instruction for time reporting hourly employee. Instructions and document: [FLEX HRM](#)
Contact the administration if you encounter any problems.

It is of **utmost importance** that you check that the hours are correct and approve the time report no later than **the last day of each month**. The salary is paid on the 25th of each month and is calculated on hours worked from the previous month. If the 25th is a Saturday or Sunday, the payment takes place the Friday before.

Discounts and benefits

As an employee at Balettakademien/Folkuniversitetet, we offer a discount on courses at Folkuniversitetet. A discount is given on 50% of the course fee, but no more than 1500 SEK/semester (only one discount can be used per person and semester. Retroactive claims for discounts are not accepted).

Teachers at Balettakademien participate free of charge in the open dance classes within the course activities, subject to availability. Tell the receptionist which class you want to attend.

During the summer courses, you who are permanently employed dance free of charge, subject to availability. Hourly employees have a discount of 50%.

Balettakademien subsidizes a maximum of 3000 SEK for exercise and health care per calendar year and employee. The amount is reduced in proportion to how much of the year you are employed. The offer applies to all employees, i.e. both permanent and temporary employees. The exercise grant applies to training at for example the gym, swimming, and group training (such as Friskis & Svettis) as well as various racket sports. Also massage for preventive purposes (does not apply to the treatmentinjury). On Skatteverkets website, you can see what is approved health care.

You make an outlay on behalf of Balettakademien and make sure you receive a physical or digital receipt. You report your expenditure via Flex HRM. Ask the office if you need guidance.

Further training

Balettakademien allocates funds for teachers' further education. Joint competence development efforts are often carried out at the beginning or end of a semester. There is also the possibility to apply for individual skills development. This is done in writing where you describe the purpose and the amount you are applying for to principal Jan Åström: jan.astrom@folkuniversitetet.se. Feedback is provided individually by the principal.

Information and teacher meetings

Teachers meetings are held continuously during the academic year. Notification of times for meetings is sent via e-mail.

Outlook

Outlook is Folkuniversitetet's internal e-mail system, and you who are a teacher with us have the option of getting an e-mail address linked to Folkuniversitetet. If you are interested, you register your interest at the office and we will send you the login information.

Illness, leave and temporary work

For staff at the course activities:

If you get sick, call or text the reception: 070-169 42 90. Texting is preferable! If the notification of illness is made during the reception's opening hours, you will receive a confirmation that we have received your notification. If you do not receive a response within an hour, please try again or contact the subject manager.

The sooner you notify us that you are ill, the better chance we have of finding a substitute. Sometimes we have to cancel the class due to illness and in that case you have to give a class the week after the original last class of the semester so we can make sure we are offering the participants 14 occasions in one semester. The participants and any musicians in the class receive notification of canceled lessons via SMS. The reception is responsible for this.

If you need to take leave, you must apply for this to the subject manager with reasonable foresight.

For staff at the educations:

Contact the head teacher first if you are ill, the sooner you notify us that you are ill, the better chance we have of finding a substitute. If you do not get in touch with the head teacher, you can contact the reception on 070-169 42 90, alternatively to the education leader or education administrator.

If you need to take leave, you must apply for this to the education leader with reasonable foresight.

Reception

We have a manned reception both during the day and in the evening. If you are a new teacher or musician at Balettakademien, it is important that you introduce yourself to our receptionists. It is important that they know who you are and what you teach. You can also turn to the reception with problems that need to be solved during your working hours if the subject manager is not there.

Emergencies, injuries and illnesses

First Aid

First aid kit and ice packs can be collected from the reception. Next to the cafe on the ground floor there is also a defibrillator.

Procedures for fire evacuation

- The fire alarm sounds with a strong, persistent sound without signal interruption.
- As a teacher, you are responsible for the evacuation of your class. You count the students and ensure that the escape route is clear and then give the go-ahead for evacuation.
- The meeting place is Ellen Key's park outside studio 4.

You can find the policy on procedures for fire evacuation on the start page of the staff page.

Action plan against eating disorders

Balettakademien collaborates with the National Association against Eating Disorders, Frisk och Fri. On their website there is information on how to detect, treat and prevent eating disorders. There is also a chat for both affected and concerned teachers and various forms of support and knowledge material. Links to useful documents can be found on the start page of the staff page.

Premises

Studios and public areas

Our house is open to everyone. Don't leave anything unattended - thefts unfortunately happen. Inform your participants that only indoor shoes may be used in the studios and to put bags, outerwear and other things in the shelves found in each studio. Changing takes place in the changing rooms – not in the café, lounge or corridors.

Each studio has a window key. Only the windows marked with a green dot may be opened. As a teacher, you are responsible for closing the window again when the class is over. The windows must not be open when music is playing in the speakers.

Equipment

In each dance studio there is a sound system with a cord and Bluetooth for playback from a computer, tablet or phone. In studios 7 and 9 there are CD players. In case of urgent problems with the sound, a separate amplifier can be borrowed from the office.

Make sure your music doesn't disturb other classes going on at the same time. Also consider the risk of hearing damage. The sound must never be so loud that the sound ear found in some studios shows a red light! Children's and young people's hearing is more sensitive than adults'.

It is not allowed to place your belongings or other on the instruments in the studios. Water bottles, cups, clothes and bags must be kept away from drums, pianos and grand pianos.

Report errors on the sound system or other equipment as soon as you discover them. Go to reception and explain as thoroughly as possible what is not working. This also applies to other faults in the premises, for example on windows, toilets or floors.

Studio booking

Subject to space, you can borrow a studio for lesson planning. At the reception there is a booking folder with a studio schedule for one week at a time. The booking rules are stated on the cover and must be followed, otherwise your appointment will be cancelled. If you want to book a studio to train with others or prepare projects that do not concern your teaching at BA, you must pay rent for the studio. Such bookings are made via the office.

Tv screens in the café

In Café Arte, there are two TV screens that show what is happening in studio 4 and studio 5 respectively. If you are teaching in one of these studios, it is therefore visible to people in the café. We ask you to never turn off the TV screens. If you do not want your class to appear on the screens - inform the reception and they will help you.

Courses and participants

The autumn semester starts week 35 and ends week 49. Any cancelled occasions are taken again during week 50.

Try-out days are organized during w. 34.

Holidays

- Höstlov: week 44 (28th of October-3rd of November)

Registration period

The first three weeks of the semester count as the registration period for the courses. During these weeks, participants can change or be reassigned to another course. It is not permitted for teachers to take time off during the registration period. Greet your participants and inform them about rules and routines, holidays and any closings/performances at the end of the semester. If there is a risk that the course will be cancelled, you will receive an email about a week before the start of the course. This also applies to accompanists.

As the course leader, you are responsible for, if necessary, re-placing participants to a more suitable level during the registration period. Also inform the subject manager. Participants can also change courses themselves during this period by contacting the reception.

Attendance reporting

Attendance reporting for all courses is handled by the respective teacher. Participants who attend an open class with a Dansa-kort or pay drop-in register at the reception before class.

All attendance reporting takes place digitally using Gustav's E-service (E-list) which is connected to both our administrative system and the salary reporting system.

- Go to: www.gustav.folkuniversitetet.se
- Log in with your social security number (10 digits) and the password you received in a previous email.
- Inside the e-service you will see all your courses that have already been started. Planned courses are not yet visible.

If you have problems with your login or need a new password, please contact the IT department: IT-support@folkuniversitetet.se

Social media

On the courses from the age of 16 and up (adult courses), we would like you to film parts of classes and choreography that can be posted on social media. Be sure to confirm with all participants who appear in the picture that they are ok with being filmed. Participants under the age of 18 are not of legal age and therefore the guardian's approval is actually required. Therefore, film the group as a whole and do not focus on close-ups of individual individuals. Email your videos to Daniel Rörström daniel.rorstrom@folkuniversitetet.se who are responsible for posting pictures and videos on the Ballet Academy's social media channels.

For courses for children and young people, see information below regarding photography and filming.

Filming and photography at classes for children and young people aged 3-16

We do not want parents or others watching the class filming or taking pictures of the children in the studio as not everyone can or wants to be in the picture, for example we can have participants with protected identities.

Stage courses

Stage courses are marked with SCEN in the course name and mean that the participants take part in performances at the end of the semester.

The stage course manager is Yasemin Nilsson Altan, yasemin.nilsson-altan@folkuniversitetet.se.

The person in charge of stage courses selects which courses will be stage courses for the coming semester. The stage groups can be changed every semester/academic year to get a good spread in the content of the performances. The stage course manager convenes meetings and coordinates all necessary information regarding the stage course performances. Information about ticket handling, lighting rehearsals, program information etc. will be sent out well in advance of the performances. Please note that it is important for those of you who have stage courses to attend the production meetings that are held.

As the course leader for a stage course, you are responsible for being able to answer questions from participants or participants' guardians regarding information about the stage course performances.

Educations

The autumn semester starts w. 34 and ends w. 51

Holidays:

- Höstlov w. 44

The spring semester starts w. 2 and ends w. 23.

Holidays:

- Sportlov: v.9 (24 feb-2 mars)
- Påsklov: v. 16 (14-21 april)
- 1 maj
- Kristi himmelfärdsdag 29 maj
- Sveriges nationaldag 6 juni

You find a more specific date plan [here](#)(with reservation for changes).

Schoolsoft and attendance reporting

We use the platform Schoolsoft, where you can see your schedule, attendance-report the classes and print out information for students.

You can get your password and login from the administration.

Link to Schoolsoft:

<https://sms.schoolsoft.se/fuost/jsp/Login.jsp>

Schoolsoft is also available as an app, select Folkuniversitetet Balettakademien in the list that appears.

To report attendance - go to Attendance and choose your class. You will get a list of all students, you only need to mark those who are not present, and then press save. There are also attendance lists on paper at the reception.

Our Educations

Professional Dancers Education – YDU

The Jazz/Commercial Dance Education - DJC

The Modern/Contemporary Dance Education - DMN

The musical Education – MU

Actors Education - SKU

Actors Education second year – SKU år 2

Artistic project – KP

Jan Åström - jan.astrom@folkuniversitetet.se

Principal / Artistic Director

Linnea Jensell - linnea.jensell@folkuniversitetet.se

Educational leader

Johanna Reece – johanna.reece@folkuniversitetet.se

Educational administrator

Jeanette Bolding - jeanette.bolding@folkuniversitetet.se

Pedagogical education leader/head teacher modern and contemporary YDU

Susanne Jaresand - susanne.jaresand@folkuniversitetet.se

Head teacher DMN

Eytan Sivak - eytan.sivak@folkuniversitetet.se

Head teacher Ballet YDU

Adrienne Åbjörn - adrienne.abjorn@folkuniversitetet.se

Head teacher Jazz YDU

Daniel Rörström - daniel.rorstrom@folkuniversitetet.se

Head teacher/Coordinator DJC

Sophie Goldea - sophie.goldea@folkuniversitetet.se

Head teacher MU

Mia Poppe - mia.poppe@folkuniversitetet.se

Head teacher SKU

Madeleine Stenlander Marquart - madeleine.marquart@folkuniversitetet.se
Head teacher BA Prepare Advanced

Daily training for professional dancers

In collaboration with Danscentrum and Teaterförbundet, we offer daily training for professional dancers Monday-Friday. If you are authorized for daily training, you can buy a professional card via the reception. Schedule and contact persons are available at www.dagligtraning.se.

A warm welcome to Balettakademien 2024/2025!