



PARENT & STUDENT POLICIES (Useful Information)

(NOTE: This list is subject to modification at any time as needs dictate)

General Policies:

- Dress code:** We have considered this issue with sensitivity, taking into account the needs of our entire Lighthouse community. By definition, we use the word 'appropriate' to mean comfortable, functional and reasonable. However, this also extends to define appropriate from a safeguarding perspective.
(Tops should be reasonably loose fitting, allowing freedom of movement and have a hemline that reaches the waistband of trousers, shorts and skirts. Skirts should be of a length that permits functional movement throughout the day and allows students to sit down and still remain appropriately covered. Shorts should be long enough to again maintain that students are appropriately covered when they are engaged in all activities. Students should refrain from wearing flip-flops on their feet due to health and safety.)
If a student is in breach of the above dress code we will contact the parent and ask that a change of clothing is brought the SAME DAY to the Lighthouse for the student to change into, or that the student returns home.
It's useful for our younger children to have a spare set of clothes in their bag.
- Punctuality:** It helps avoid missing valuable lesson time and prevents disruption of classes. At the bus stop, drop off time is 07:30 and pick up is 13:45.
- Absences:** Please send email or call Admin to give reason for absence. *Missing three consecutive days* will require a doctor's note that the student is healthy and not contagious before s/he can return.
- Admission:** All students are admitted conditionally for the first 60 days to ensure the Lighthouse can support their needs, there are no conflicts with other student needs, and *parents agree to carry out any additional assessment* needed to identify possible needs. However, if the needs of a student change over time and we believe we cannot continue to meet those needs, the continuation of a student's studies with us may not be possible.
- Individual Learning Plan:** The **ILP** starts out based on the objectives of the English National Curriculum for the level in which the student is assigned based on assessments during admission. However, the goals and course work can be modified by the "TEAM" if the need arises.
- The **TEAM** is made up of all the stake-holders (**students, parents, teachers, facilitators** and anyone who can *meaningfully contribute* to the ILP). All members are considered equal partners in the process and decisions should be made by consensus. If parents feel that their child's needs are not being met by a teacher they should **FIRST** discuss

this DIRECTLY with the teacher to resolve. If this fails a meeting should be requested with the appropriate Facilitator ALONG WITH THE INVOLVED TEACHER to find a solution. Going directly to Facilitators without following these guidelines is not productive or considered TEAMWORK.

7. **Phone access:** Is restricted to ensure age-appropriate issues are respected and for students to choose more screen-free activities, as well as facilitating more actual social interaction. Students are expected to give their phones to staff. Phones used without permission will be confiscated until a parent comes to pick it up. Continued phone-policy violation can result in extended confiscation periods.
8. **Parents collect students at 13:20 pm sharp please.** Students will wait in the shade at the gate for collection.
9. **No birthday cake/sweets please** due to allergies in school.
10. **Pick-up/Drop-off guidelines:**
 - **Do not STOP in front of the gates** where the cones are set.
 - **No U-turns in the street** in front of the building, as it is dangerous. Please use the field opposite or across from the gym further down.
 - **Be aware and considerate** of others when you park so as to leave space.
 - **Avoid parking at the side of the road** in front of the field, as this narrows the street and obscures the vision of oncoming drivers or pedestrians.
 - **Do not stop in the road** (do not block traffic), even for a few seconds, as this puts children at risk.
 - **Walk your children across the street** and don't leave them to cross the road alone!
 - Use the area in front of the building as a drop-off zone. Avoid sitting in your car for prolonged periods of time, especially if you are parked in the street. This causes traffic congestion, and puts others at risk.
 - Do not park in the area designated for the school bus.
 - Avoid backing up into the main street.
 - Use your indicator when turning or planning to park.
 - Value the safety of people, especially our children, over your convenience.
 - Staff have the right to ask you to move your car if they feel it compromises safety.

Behavior Policies:

11. **Be respectful at all times:** Aggression, inappropriate or unkind choices will lead first (a) to a discussion to understand the context or issues involved, and then (b) appropriate consequences to ensure the safety of all students and staff. The consequences are not all pre-set and may vary according to the circumstances. In rare cases they may lead to a period of home-schooling until the issue is resolved.

12. All students have access to the Student Affairs Facilitator. This is a safe space to discuss any social or emotional issue that may impact a student's well being and/or academic potential.
13. Students who attempt to unlock the school gate may be fined 20 Euro as a replacement fee for a new lock.

Academic Policies:

14. **Student reports** will contain a brief description of progress made and a pass or no-pass evaluation at the end of the academic year
15. Students will *participate in their own evaluations* with the support of their teachers.
16. **Homework:** Homework supports learning and teachers set at an appropriate level for your child, taking into account their individual learning needs. Parents can let the teachers know if there are any issues arising around homework.
17. **Incomplete assignments:** Teachers may require students to stay during their breaks to finish the work as this is a necessary feedback tool to assess student progress.
18. **Physical Education (PE):** P.E. is an integral part of improving the child's mental and physical well-being and they are expected to participate in the lesson, unless an exception has been made by the parent in advance. *Students must arrive on the day of the PE lesson wearing suitable clothing, such as shorts, t-shirts and trainers.*
19. **Language:** Children are expected to speak English during lessons (unless they are translating for each other), and are free to speak as they wish outside as long as they speak respectfully.
20. **Online Lessons:** **(A)** Students have the option to join "live" or synchronous lessons if they have a contagious illness (and provide a doctor's note). The synchronous lessons offered are **only Math and English**. The other subjects will be asynchronous (no video) or independent studies. **(B)** **If more than 50%** of a class is absent then besides PE/Projects ALL OTHER LESSONS WILL BE LIVE. (Note: zoom links are in their corresponding google classrooms) **(C)** Students are expected to be **ACTIVELY** present during online lessons. If they are not responding to teachers, parents will be informed and must **JUSTIFY** their child's behavior. Regardless of reason the student will also be marked as absent for that lesson.
21. **Attendance policy:** For any students with more than 25% attendance in any subject, we recommend an examination/-assessment at the end of a three-month period. This will ensure that students are meeting the relevant learning goals. In case of failure, students will have the right to study and retake the examination. Not passing these exams may lead to a repeat of the level or subject.



Financial Policies:

22. Deposit refund policy:

For New Students

- (a) Cancellation 12 months or more before start date: 2/3 refund
- (b) 6-11 months before start date: 1/3 refund
- (c) Less than 6 months before start: **No refund**
- (d) Full refund is allowed at the end of the academic year **ONLY IF ALL BALANCES or FEES PAID**
- (e) The refund must be **REQUESTED IN WRITING** no later than **6 months after the last date of attendance** and will be issued only by bank transfer or cheque.

Returning Students

- (a) Will be asked in December if they wish to re-register and commit/rollover their deposit. (b) If they do not re-register, their **FULL DEPOSIT** is refundable upon **REQUEST** if there are no pending balances at the **END** of the school year.
- (c) Once students are re-registered there can be no refunds until the end of the **FOLLOWING** year assuming the new year is fully paid.

23. **Monthly Fees** are due on the **1st of each month** (although invoices may be issued slightly later). We recommend parents *set-up recurring payment plans* with their bank.
24. After the 15th of each month there is a 25 euro **LATE fee** and after the end of the month *this increases* to 50 euros. Following this there is an additional 50 Euro fee for every 15 days delay. (So, for example, a January fee paid March 1, will incur a 150 Euro late fee.) If you have exceptional circumstances let us know in advance so we can reconsider payment options.
25. **Reports or letters of attendance** can only be issued when all financial balances are in good standing.
26. The **first invoice** must be paid before students can start.
27. **EXTRA Fee Reductions**- Last updated 1st of April 2022 In order to be as fair as possible to parents on low incomes or in dire straits financially due to unforeseen circumstances we are updating our policy in this matter. From now on families will need to assume they will not receive any reduction besides the standard ones described in the tuition section of our web-page.
- However, families are welcome to make a claim, in writing (with supporting documentation) in October each year as to why they **definitely need** a further reduction.

A board will meet to review these claims and the *most compelling and urgent* will surely receive as close to their requested (extra) reduction as possible (which will start from November onwards). Lighthouse will set aside a budget annually for these situations.

As we cannot foresee how many requests we will receive we cannot in advance commit to any reductions. **This applies to any parents currently receiving extra reductions**. In other words, all families will need to **reapply** for a discount and wait until the end of each October for a reply.