

PARENT & STUDENT POLICIES (Required Reading)

(NOTE: This list is subject to modification - the most recent date of change is March 2025)

General Policies:

1. **Dress code:** Wear 'appropriate' clothes; ie, 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 so underwear is not revealed. Shorts should be long enough so that students are appropriately covered when they are engaged in all activities. Students should refrain from wearing flip-flops for warmth & safety reasons.)

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.

2. **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 13:30. Learning starts at 8 am. If children are consistently late:
 - (a) S/he will only be allowed in after his/her parents meet with the General Facilitator (who is not usually available before 8.45 am) to explain the circumstances.
 - (b) Consistently being late (tardiness) without good reason may lead to repetition of the school year or withdrawal from the Lighthouse.
3. **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. Students who accumulate an absence percentage of 15% will get a letter of notification requiring a written response and will be called in for a meeting when it reaches 20%.

 Lighthouse Private Primary School attendance guidelines

4. **Conditional Admission:** All students are admitted conditionally for the first 30 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 academic or social 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.

5. **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, goals and course work can be modified by the "TEAM" if the need arises. Furthermore, the methodology (pedagogy) used by teachers is based on Scottish skills and active learning based approaches that are more Inquiry and Project Based and/or experiential. This helps motivation and student agency (control/initiative).
6. The **TEAM** is made up of all the stake-holders (**students, parents, teachers, facilitators, outside agencies** 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 is insufficient 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 leave their phones in their bags **AT ALL TIMES** or not bring them. Phones used without permission may be confiscated until a parent comes to pick it up. Continued phone-policy violation can result in extended confiscation periods. Emergency calls should be made via the office (not on mobiles).
8. **Parents please collect students at 13:20 pm sharp when lessons end.** Students will wait in the shade at the gate for collection. Any students still in school by 1.30 pm will be located in or next to the library.
9. The school has a strict no-sugary food policy, and students are not allowed to bring candy, sweets, sodas, crisps, or any other junk food to school. We encourage parents to provide nutritious, balanced meals and snacks, such as fresh fruits, vegetables, whole grains, dairy products, and proteins, to support students' concentration, energy levels, and overall well-being throughout the school day. Students found with prohibited food items will be asked to put them away, and *repeated violations will result in parents being required to meet with facilitators to resolve.*
10. **Fresh Water;** Students are expected to bring a filled water bottle every day, take it home at the end of the day to clean it and bring it back filled the following day. Should this need refilling during the day, fresh water is available in school.
11. **No birthday** cake/sweets please due to allergies in school.
12. **Pick-up/Drop-off guidelines:**



- **Do not STOP in front of the gates** where the cones are set.
- **DANGER: No U-turns in the street** in front of the building. 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** (or 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!
- **Do not let your child out of the car onto the roadside.** Please ensure they exit the vehicle on the pavement side.
- 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.**

Behaviour Policies:

13. **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. Finally, students/parents will be notified after a second serious incident of aggressive or unacceptable behaviour that the next episode will likely result in expulsion (see below).
14. **Bullying Behaviours/Aggression Towards Others** - The first agenda in addressing such actions is to understand the underlying need/motive and support the student to realise there are better/kinder ways to meet their need starting with more effective communication. Furthermore, we believe reactions to 'provocations' can count the same if not worse than the provocation itself (thus justifications based on 'who started it' are not considered valid). Given the seriousness of such behaviour we have a detailed definition both of the nature and potential remedies in the policy linked below;
[W Anti Bullying Policy V1.docx](#)
15. In the extreme case that all of the above methods to manage a student's aggressive or disturbing behaviour are tried and unsuccessful, and after a written warning has been given (and the United Nations Charter on Children's Rights has been seriously



considered), and after constructive discussion with parents/guardians/student have been exhausted, THEN the Ministry of Education will be notified to approve the decision to unenroll the student from the school. All intermediate steps taken will be documented and recorded in the student's personal file.

16. Students will be guided and taught through Personal, Social and Health Education lessons (PSHE), to effectively and respectfully communicate their needs and to listen to other students' needs. Those requiring extra support with this may have additional input with the school counsellor/Student Affairs Facilitator.
17. 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.
18. Keep hands, feet, and objects to yourself and never intentionally harm another student.
19. Bear in mind there is a time and place for everything. Use school appropriate language and behaviour at all times while maintaining friendly and welcoming behaviour.
20. BE RESPECTFUL. If you see someone being hurt/disrespected, intervene by reminding them of kind choices or immediately report it to a member of staff.

Academic Policies:

21. **Student reports** are issued twice annually and contain a brief description of progress made and an evaluation to indicate if progress is as expected, beyond expectations or working towards expectations.
22. **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.
23. **Incomplete assignments:** Teachers may request a meeting with parents to discuss with the student the reasons for incomplete work (if ongoing) as this is a necessary feedback tool to assess student progress, and determine together a method to ensure future completion of the work that respects all of the children's rights under the UN Charter in this area.
24. **Physical Education (PE):** Physical Education (PE) is an essential part of a student's overall development, contributing to both their physical and mental well-being. To ensure safety and full participation, all students must come to school wearing proper PE attire on the day of their lesson. Appropriate PE clothing includes closed sports shoes with socks underneath, shorts and a t-shirt in warm weather, and tracksuit bottoms or leggings with a suitable t-shirt and sweatshirt or jacket when the weather is cooler. Clothing that is **not** suitable for PE includes short skirts, cropped t-shirts,



flip-flops, slippers, boots, or any other type of inappropriate footwear. **Students are strictly prohibited from participating in PE barefoot.**

Students who do not wear proper PE attire will not be allowed to participate in the lesson. Instead, they will sit out, remain supervised by the PE teacher, and be required to read a book for the duration of the lesson. They will not be permitted to go elsewhere or engage in any other activities. If a student arrives without proper PE clothing **three times, their parents will be called in for a meeting.** If this happens five times, we will need to take further action, such as issuing an official warning. If a student is unable to participate in PE for any reason, a parent or guardian must inform the school in advance.

25. **Language:** Children are expected to speak English during lessons (unless they are translating for each other). They are free to speak as they wish outside during break times as long as they speak respectfully. If there are a mix of students speaking different languages, the default language for all is English.
26. **Online Lessons:** **(A)** Students can request 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 a synchronous lesson is set up, 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.
27. **Attendance policy:** See following for details; [☰ Lighthouse Attendance Guidelines](#)

Financial Policies:

28. Deposit refund policy:

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 & FEES PAID**
- (e) The refund must be REQUESTED IN WRITING no later than **3 months after the last date of attendance** and will be issued only by bank transfer, cash or cheque (not credit towards fees) or else the deposit is permanently forfeited.

Returning Students



- (a) Will be asked in January 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.
29. **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.
30. After the 15th of each month there is a 50 euro **LATE payment fee**. 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 200 Euro late fee.) If you have exceptional circumstances let us know in advance so we can reconsider payment options.
31. **Reports or letters of attendance** can only be issued when all financial balances are in good standing.
32. The **first invoice** must be paid before students can start.
33. **EXTRA Fee Reductions**- 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.

INFECTIOUS DISEASES

32. Should a student be identified as having an infectious illness they are required to stay home and follow **asynchronous** lessons online (if they are in a state to do so) until a doctor's note is provided that they are no longer ill or infectious.
33. Parents are **REQUIRED** to immediately notify the school once they learn their child has an infection so all other parents in that child's class can be informed and take appropriate action as they see fit. **This information is ALWAYS treated with the strictest confidentiality.**