

## PARENT & STUDENT POLICIES (Useful Information)

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

### General Policies:

1. **Dress code:** Dress comfortably and reasonably (skirts not too short, etc) and in general wear athletic shoes (and appropriate clothing) so the children can run around or play ball games during break. It's useful to have a spare set of clothes for younger children 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 13:45.
3. **Absences:** Please send email or call Admin to give reason for absence. *Missing two consecutive days* will require a doctor's note that the student is healthy and not contagious before s/he can return.
4. **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.
5. **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.
6. 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.
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.

### Behavior Policies:

8. **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 the avoidance of further such reactions. 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.

9. 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.

### Academic Policies:

10. **Student reports** will contain a brief description of progress made and a pass or no-pass evaluation at the end of the academic year
11. Students will *participate in their own evaluations* with the support of their teachers.
12. **Homework:** Students have the right to discuss the amount and content of any homework assigned although their preference needs to be justified.
13. **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.
14. **Physical Education (PE):** (a) Students should participate to the best of their abilities. However, parents may request temporary exemptions for their children if they send an email to admin. Students not attending PE (assuming they have permission,) will then be assigned reading time or HW with their teacher. (b) *Students should arrive on the day of the PE lesson wearing suitable clothing.*
15. **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.
16. **Online Lessons:** **(A)** Students may join "live" or synchronous lessons if they are legitimately sick (providing a doctor's note), diagnosed with covid or have been in close contact. This applies **only for Math and English** lessons. The other subjects will be asynchronous 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.
17. **Attendance policy:** For any students with less than 50% attendance in any subject, we recommend an examination 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.

## Financial Policies:

18. **Deposit refund policy:** (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 at the end of the academic year ONLY IF ALL FEES PAID.
19. **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.
20. 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 and then RECURS on the last day of the next month thereafter until the fee is paid. (So, for example, a January fee paid in April will incur a 150 Euro late fee.)
21. **Reports or letters of attendance** can only be issued when all financial balances are in good standing.
22. The **first invoice** must be paid before students can start.
23. **EXTRA Fee Reductions**- 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.



## Covid Policies:

The most updated information regarding Covid-19 you can find it under **pio.gov.cy**:

- [Important announcements](#)
- [Information Guidelines](#)
- [Press releases](#)
- [Information for all Stakeholders Concerning Flights from/to the Republic of Cyprus](#)