



Required Reading for PARENTS & STUDENTS: SUMMARY OF SCHOOL POLICIES

Welcome to the Lighthouse School!

Below is a summary of our policies and links to more detailed policies as necessary.

ADMISSION PROCESS

1. Admissions are allowed throughout the year (based on availability) as follows:
 - Completion and submission of the application form.
 - Upon receipt of the application form an orientation is normally arranged with a facilitator in order to learn about what makes the Lighthouse unique in its mission and process to help you decide if we are the right fit for your child.
 - An assessment or trial day is then required of new students to ensure there are no additional needs or significant academic differences that impact the level of the student's placement. (Students whose academic levels are significantly below average before admission may be asked to cover gaps via private tutoring or to join our in-school support lessons such as EAL, before and after admission to avoid the risk of falling further behind their peers and not qualifying to level up over time.)
 - A place is offered (assuming space is available).
 - Parents accept the placement, submit a complete registration form and ALL required documents and information in a timely manner.
 - An invoice with the deposit and registration fee is sent.
 - The invoice is paid within the set deadline. The registration is non-refundable if the place is not taken up for whatever reason. For deposit refunds, please refer to the deposit policy.
 - Students with any form of Additional Needs (AN) are admitted on a case by case basis depending on availability of space as there is an approx. ratio of 10% AN pupils per class. Please read more here: [Additional Needs Policy](#)
2. We accept all students for a **probationary period of 30 days** in order for us to assess whether we have the necessary resources or staff to fully meet a child's needs and if the needs are more than initially assumed (AN) during registration. On completion of this period, if the support team is confident that the child's educational needs can be effectively met and parents agree to carry out any potential assessments if necessary,



a meeting with the parents may be scheduled (typically at the end of Oct.) to review their child's progress. If, however, there are excessive AN (of any type that the team decides we cannot adequately meet) we reserve the right, ruefully, to reject the application. Any prepaid fee beyond the period attended shall be fully reimbursed along with the deposit. Even after the trial period, if the needs/motivation of a student change significantly over time and we believe we can no longer meet those needs, the continuation of a student's studies with us may not be possible.

CONDITIONS FOR ENROLLMENT (re-registration) FOR EACH ACADEMIC YEAR

3. The school reserves the right not to enrol a student if it deems necessary (e.g., ongoing behaviour issues, school fee defaults, enrollment past set deadlines).

PROTOCOL FOR ENTERING THE SCHOOL PREMISES

4. For safety reasons, the gates are locked during school hours and to enter visitors need to call the administration office. A visitor's sign in/out log needs to be completed.

DROP OFF & PICK GUIDELINES

5. SAFETY FIRST:

- **Do not STOP in front of the gates** where the cones are set to drop off or pick up.
- **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 on 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 let them 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 children, over your convenience.
- Staff have the right to ask you to move your car if they feel it compromises safety.



ATTENDANCE

6. **Punctuality:** Please be punctual as it helps avoid missing valuable lesson time and prevents disruption of classes. Learning starts at 08:00 and finishes at 13:20.
- At the bus stop, drop off time is 07:20 and pick up is 14:00.
 - If children are late:
 - (a) The first time a student is **more than 10 minutes late** the parents will be issued a copy of this policy which they must sign **and return** for our records.
 - (b) Being late more than five times in a month s/he will only be allowed in after his/her parents meet with the General Facilitator to explain the circumstances.
 - (c) Consistently being late (tardiness) without good reason may lead to repetition of the school year or withdrawal from the Lighthouse.
 - **Parents please collect students at 13:20 pm sharp when lessons end.** Students will wait in the shade at the gate for collection. Students still in school by 13.30 pm will be relocated to or near the library.
7. **Absences:** Please send an email or call Admin to give reason for absence. **Missing three consecutive days** will require a doctor's note that the student is ready, healthy and not contagious or vulnerable before s/he can return. Students who accumulate an absence percentage of more than 10% in a month (2 days) will get a letter of notification requiring a written response and will be called in for a meeting when it reaches 20%. Please check [Attendance Policy](#)

APPEARANCE

8. **Dress code:** There is no school uniform. Children are expected to wear 'appropriate' clothes; i.e., comfortable, functional and reasonable. However, this also extends to defining 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 strongly recommended for younger students to have a spare set of clothes in their bag.

MOBILE PHONES

9. 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 direct social interaction. Students are expected to give their phones to staff in the morning or not bring them if they will not hand them in. Phones used without permission may be confiscated until a parent comes to collect. Continued phone-policy violations can result in extended confiscation periods.

FOOD & MEALS AT SCHOOL

10. Please provide your children with healthy snacks. We consider it wise and responsible to avoid sugary foods in school as a general guideline. Birthday cake/sweets are not allowed due to allergies in school and our healthy food guidelines. Feel free to bring party gift bags for a child's classmates instead of cakes.

BIRTHDAY PARTY INVITATIONS

11. Please note that birthday party invitations may only be distributed at school if the entire class is being invited.

HEALTH AND SAFETY RULES

12. Should a student be identified as having an infectious illness they are required to stay home and may follow lessons online (asynchronous) until a doctor's note is provided that they are no longer ill or infectious. Illnesses include and are not limited to:
 - Fever or chills
 - Persistent cough
 - Shortness of breath or difficulty breathing
 - Unusual Fatigue or Headache
 - Muscle or body aches
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhoea



13. 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.
14. Accidents/Injuries Policy: The link below is to a detailed policy of actions to be taken by staff if/when there are any accidents or injuries: [Accidents/ Injuries of Students Policy](#)

STUDENT BEHAVIOUR POLICIES

15. **Be respectful at all times:** Aggression, inappropriate or unkind choices will lead first in addressing such actions 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. The processes we follow to promote positive behaviour and the processes to address any undesirable behaviour are documented in [Discipline & Student Behaviour Policy](#)
16. Bullying - We are aware that students may be bullied in any school or setting, and recognise that prevention, raised awareness and consistent responses to any bullying must be a priority to ensure the safety and well-being of our students. Given the seriousness of such behaviour we have a detailed definition both of the nature and potential remedies in the [Anti Bullying Policy](#).
17. 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 UN 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.
18. 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 wellbeing and/or academic potential.
19. Students who attempt to 'hack' the school gate lock may be fined 20 Euro as a replacement fee for the lock.



ACADEMIC POLICIES

20. **Student reports** will contain a brief assessment of any progress made, recommendations, concerns, effort made and an overall evaluation at the end of the academic year.
21. Students will *participate in their own evaluations* with the support of their teachers.
22. **Homework:** This supports learning and teachers set it at an appropriate level for your child, considering their individual learning needs. Parents can let the teachers know if there are any issues arising around homework in terms of both quality and quantity.
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):** 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.*
25. **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.
26. **Online Lessons:**
 - (a) Students may have the option to join "live" or synchronous lessons if they have a contagious illness (and provide a doctor's note). The synchronous lessons available are **only Maths 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, parents will be informed and must JUSTIFY their child's



behaviour. Regardless of reason the student will likely be marked as absent for that lesson.

27. **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.
28. The **LIGHTHOUSE 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 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**.
29. **Individualised Learning Policy:** To optimise students' individualised learning, when a student seeks an alternative to a given subject, the **team** (Teachers, Facilitators, Student and Parents) will convene to collectively decide potential benefits/downsides from replacing the class with a project or receiving support in other areas based on teacher availability. This policy ensures that educational needs take precedence, with the team striving to enhance student learning while monitoring progress and balancing student interests with curriculum requirements.

FINANCIAL POLICIES:

30. **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**

All Students:

- (d) Full refund is allowed at the end of June **ONLY IF ALL BALANCES or FEES** are paid



- (e) The refund must be REQUESTED IN WRITING no later than **3 months after the last date of attendance** and is issued only by bank transfer/cash/cheque (not credit towards fees).

Returning Students

- (a) In December students must decide to re-register and commit their deposit to next year or they will be automatically deregistered.
 - (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 re-register there can be no refunds until the end of the FOLLOWING year assuming the new year is fully paid.
31. **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.
32. After the 15th of each month there is a 50 euro **LATE 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.
33. **Reports or letters of attendance** are issued ONLY when all financial balances are in good standing.
34. Upon acceptance of registration, the Registration Fee and Deposit are payable.
35. The resources fee is charged on the first invoice of each Academic Year. Resources fees include and are not limited to insurance for each student, all the books, the notebooks, licence registration in several educational programs used and in general all the consumables and supplies the students will need in their academic year.
36. The first months' invoice for each Academic Year must be paid before students start.
37. **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, parents are welcome to make a claim, in writing (with supporting documentation) in October of each academic 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. All families will need to **reapply** for a discount and wait until the end of each October for a reply.