

Basic policies and Procedures

Attendance

Attendance is very important. Students are expected to attend school daily from Monday to Friday unless they are sick or grieved. A student must be in school five (5) teaching periods per day to be counted present.

Tardiness and check-in

School begins at 8:00 a.m. Students are considered tardy if they are not in their classroom when the bell rings at 8:00 a.m. If students arrive at school after 7:55 a.m., parents must call ahead to inform the office. In case the office was not contacted ahead of time, parents must come into the building (to the office) to sign their child in.

Excessive tardiness will be reported to the Principal and disciplinary action will be taken.

Check-out policy

All students leaving school before 4:30 p.m. must be checked out through the main office by parent/guardian or designated adult with a named contact (contact name) on the verification of address form. (All)all non-official guardians, drivers, or any other person sent to Bright Angels to check out a student should be prepared to show and leave a copy of their identification when checking students out. We have a closed-door policy during class time.

Absences

A note or a phone call to the Director of Studies explaining a daily absence from (school) home is required on the day the student returns. All notes (phone calls) should contain the following information:

1. Date (the) note is written
2. Exact date(s) of absence(s)
3. Exact and specific reason for absence
4. Doctor's note if required
5. Signature of parent or guardian

The school discourages family trips during the school year because classroom discussions, programs, and any group instruction once missed can never be completely

recovered or made up. However, if a child must be out, advance arrangements should be made with the individual teachers for make-up work.

The Principal will need to be notified ahead of time to determine any educational value of the absence; otherwise, the child will be checked absent.

Withdrawal from School

The procedure for withdrawal is as follows:

1. The parent/guardian must accompany their child to school or send a letter on the date of withdrawal.
2. The main office will furnish the parent/guardian with a withdrawal form (Certificate of attendance), which must be signed by the Principal.
3. The parent/guardian must come to the school to pick up their child's withdrawal form.
4. Twenty-four (24) hours' notice is required for paperwork to be completed.

Students dress code

School attire contributes to the school atmosphere. A clean, neat, appropriately dressed student advertises the fact that he/she respects himself/herself in a way designed to win respect from others.

1. The school uniforms are to be worn on the days indicated by the Teacher, sports uniform as well.

Please label your child's items with their names. Each student is responsible for his/her own items. The children should take note of the following:

1. Children are encouraged to keep their belongings in their backpacks when they are not in use.
2. Learners are required to wear closed shoes at all times and their shoelaces must be properly and securely tied.
3. Hats or sunglasses should not be worn on the school premises. For special cases, prior written permission must be sought from the school office.

4. Home clothes are not permitted. If a child is found in attendance donning home clothes, the office will call you to bring your child's appropriate clothing.

• On PE/Sports days, a sports uniform is required for class participation. Learners without a sports uniform will sit out of the sports sessions for that particular day.

School Supplies

Bright Angels International school strives to offer the best services to its parents at affordable costs. The school supplies are part of these services. We keep harmony in our classrooms by promoting unanimity/uniformity of materials used by students. Therefore:

1. All class supplies look the same.
 2. No outside school supplies are accepted in class.
 3. The supply list is available at the school office.
 4. The supply list cost is attached to our school fee's structure and is paid at the school prior to the collection of supplies.
 5. For primary and lower secondary, parents get a bag of supplies from our school store after the payment is made. For the nursery school, materials are kept in respective classes to be used under the teacher's supervision.
 6. The supply list is taken home for labels and returned to the classroom.
 7. Some materials are kept in the classroom while others are kept by the parents for further use.
 8. In case of significant damage or loss, parents will be required to pay for the replacement at our school store.
1. If a book or any other materials gets used up or finished before the end of the academic year, the parent will be responsible for the renewal via our school store.

Medical supplies/medication

It is against the law for school officials to supply medicine for a student who is ill unless the school has a current “Physician’s School Medication Form/Release of Liability” form on file. The school can help with such things as emergency first aid. If a student is too ill to attend classes, he is too ill to remain in school and parents will be notified to come for the student.

Students who have medical supplies that are prescribed for use during school hours should have a statement from their parents and report this to the administrative office or resident school nurse. At arrival, the parent may be required to sign our first aid form.

All students that have medical problems or special needs that could cause a problem should report them to the office. All medication is to be submitted to the school nurse's office by the parent/guardian along with the parent's permission note. The written instruction will include:

- a. Student's name
- b. Name of medication
- c. Time to be administered
- d. Dosage and route

Communication with parents

A note will be sent home via the student's diary. A phone call can be made by the main office in case of an emergency. We broadcast (individual messaging) administrative information via our what's up WhatsApp platform, google classroom, or email. Parents' what's up WhatsApp groups are designed to communicate matters regarding emergencies, general information, or some urgent academic issues.

Students' diaries: Communication between parents and teachers is crucial. If you feel the need to communicate with us, please call the respective school phone number or send a note in the students' diary. We will get back to you as soon as we can.

The student's report card is given to the parent/guardian on a certain special day called ***Open House***, usually at the end of each academic term.

Classroom rules

We discuss our rules together during circle time or devotion time or general school assembly in the mornings. Here is a general list of rules; every teacher enriches his/her class rules along with the students.

1. We keep our hands and feet to ourselves.
2. We use nice words for everyone.
3. We listen when someone is talking.
4. We play and share with friends.
5. We are careful with classroom materials.
6. We keep our class clean.
7. We care about our own health and the health of everyone around us.
8. We take good care of our environment.

Please review these rules with your child and discuss with him/her how to respect themselves and others at school.

Birthday policy

Students love to celebrate birthdays with their friends at school, as it is a memorable time to share with others. If you wish your child to celebrate his/ her birthday at school, please follow these simple guidelines;

All birthdays will be celebrated from 2:30 pm - 3:30 pm (9:30 to 10:15) for nursery and 3:30 to 4:30 pm for primary in order to avoid wasting valuable time on learning) during full-time days for primary classes. Half-day students including all Nursery will be celebrating their birthdays at 9: 30 am.

- On Wednesdays (half days), all birthdays are celebrated from 9:30 am – 10:30 am for both primary and nursery classes.
- If there is more than one child in the class with a birthday, the celebrations will be combined.
- Parents have to inform the office two days prior to the actual day.

· Parents are asked to order birthday cakes and drinks from school. If any additional items are brought to the party, parents are required to report to the office for checking before they proceed to their children's class (es). This is done for security purposes. Advice will be provided before the item is purchased.

For more information, please contact the office. As a parent, feel free to join and celebrate with your child on such a joyful day!

Homework policy

Homework will be given to your child from Monday through Friday. There will be exceptions, which will be announced by the classroom teacher via your child's class diary (communication book). Below you will find the allotment of time your child should spend on homework each night. The listed times are an average amount:

Nursery 1 and 2: a few minutes, twice a week.

Nursery 3: 20 minutes

Grades 1 and 2: 30 minutes

Grades 3 and 4: 40 minutes

Grades 5 and 6: 1 hour

Kindergarten and primary learners will be given developmentally appropriate assignments. The primary learners will be given homework assignments that will reflect the Cambridge Program framework (English, Maths, Science), the French Curriculum, and the Rwandan Program for Social studies and Kinyarwanda.

Research has shown that students who complete homework nightly have better achievement scores. According to a survey by MetLife, 45% of students spend at least one-hour doing homework each day. 90% of parents noted that helping their children with homework provides an opportunity for them to talk and spend time together. It was also noted in the survey that homework helps students learn more in school.

Students have been given a homework file and a school diary that will contain their homework assignments for the evening. Please sign this diary every week to acknowledge that you have reviewed your child's notebook and homework assignments for that week.

Homework files and diaries need to be returned to school every day.

Please see your child's teacher should you have any questions about the homework policy.

We appreciate your continued support as we move full steam ahead into the academic school year.

Home time

- Half Day: 12:15 - 1:15 (Nursery only)
- Full Days; pick up time 4:30 pm-5:30 pm. The school gates open at 4:20 pm for all full-day classes.

Late pickers are required to present themselves to the office to sign the late pick-up book and explain the reason for their tardiness.

Thank you for your trust and welcome to Bright Angels International School!