

Student and Parent Handbook



Providing an excellent standard of education based on Christian principles

Lighthouse Foundation Statements

Vision Statement

Lighthouse Primary and Secondary School is a community-minded Christian school that seeks to educate students to discover their identity and purpose.

The school aims to stimulate a passion for learning, creativity and community service, undergirded by a high moral standard.

Lighthouse strives to:

- Produce learners who apply their rigorous education to serve God and their communities in a practical way
- Awaken learners to the potential and implications of their own relationship with God
- Create an environment for learning which enables all students to reach their full potential, valuing and developing the whole person (body, mind and character)
- Instill in our learners a life-long curiosity and thirst for learning, with humility and wisdom
- Foster a community of learners where students and adults engage in experiential learning built upon international best practices
- Provide an affordable and accessible education for all families
- Partner with parents to promote healthy parenting, so they can equip their children to be productive members of their societies

Philosophy of Education

The school aims to stimulate a passion for learning, creativity and community service, which is undergirded by high moral standards:

Lighthouse believes:

- The ultimate end of education should be for a person to better understand his or her place in God's world and equip him or her to serve God in it.
- Great schools encourage self-directed inquiry and deduction.
- Assessments should be used by educators and learners to continuously inform them of learners' progress and what they still need to learn, and to help them

adjust their teaching and learning. An exam should be used to improve education rather than being an end in and of itself.

- A significant part of the day should be spent in physical activity, either through hands-on, experiential learning, play, the arts, or exercise.
- Effective education should create lifelong learners who ask questions, identify problems and potential solutions and who have a love of learning.
- Teaching methods should recognise and accommodate children's developmental levels, and should differentiate between different types of learners in the group.
- Insofar as possible, students should be in contact with creative and engaging texts as well as primary sources, either in place of or to enhance a standard textbook.

Our Six Core Values

We aim, through careful instruction and personal demonstration, for these Six Core Values infuse everything our staff and students think, say and do:



GRACE: Because God's grace is infinite, we commit to mutual acceptance, open communication and trust



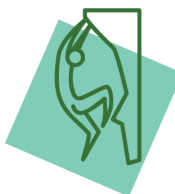
INTEGRITY: Our actions align with our words and thoughts, so that we can be trusted and do our best



CITIZENSHIP: We think in the interest of the community and adapt to culture



CURIOSITY: We explore, imagine, invent and seek to understand



RESILIENCE: In the face of difficulty, we do not give up and we keep our commitments



CARE: Because God values us, we value and respect others and build relationships, loving people

Contacting the School

School reception: +230 243 7100 or info@lighthouse.edu.mu.

For any particular query about your child's learning or area of concern, please first contact the teacher through the communication book or by email.

GENERAL INFORMATION FOR PARENTS AND STUDENTS

Attendance Policy (found [here](#))

Attendance Expectations

Regular attendance is important in determining a learner's success in school and is the responsibility of the parent. Students who arrive late or who are absent impact the learning of everyone.

Absence Policy

If a student is sick, he or she should stay at home. Parents/caregivers are expected to email attendance@lighthouse.edu.mu and primary homeroom teachers or phone the school office by 8:15 a.m. on each day the student is absent. If a child needs to be taken out of school for an extended absence, the parents should discuss with the Head of School. The school will do its best to work with parents/caregivers to plan for missed assignments or learning when given ample advance warning.

Excessive Tardiness: In the case of excessive tardiness, parents will be notified and corrective action will be taken.

Excessive Absences: For excessive absences, please refer directly to the Lighthouse Attendance Policy as outlined.

Birthdays and other celebrations

Parents/caregivers are welcome to prepare a special treat for their child's birthday to celebrate at school. Parents should let the teacher know at least one day in advance that a treat will be brought in so the teacher can plan to celebrate and serve it at a convenient time during the day. Please provide enough for the whole class and remember that all treats must be nut-free. If parents wish to have a birthday party at their home, we request that, unless the entire class is invited, invitations be extended discreetly outside of school time.

Code of Conduct (found [here](#))

Duty of Care Policy (found [here](#))

The school has an extensive and detailed school policy on how the school keeps children safe. It ensures students feel safe and are included in an environment where they can thrive. If your child has any problems with a member of staff or a student that remains unresolved, please contact the school and meet with the class/homeroom teacher.

Communication between Parents and Teachers

At Lighthouse parents are welcome to speak with staff as often as they like. It is best to contact teachers directly via e-mail and allow for a reply within 24-48 hours.

Lighthouse also has Class Parent Liaisons (CPLs) that create WhatsApp groups for each class group who communicate through this channel periodically. For urgent needs, please contact the school directly by telephone.

Parent-Teacher Conferences happen regularly throughout the year. Parents will be requested to pick a time that is best for them. Attendance is strongly encouraged.

Fee Schedule and Financial Policies

An [updated fee schedule](#) is sent to parents by the beginning of Term 3 for the following year. Please contact the front office for a copy of the latest fee schedule if desired.

As stated in the fee schedule, **“The refundable deposit per child has a value equivalent to three months’ of that child’s applicable tuition fees. The amount will be re-evaluated, as tuition fees change, and any net adjustments due will be invoiced every two years.”**

Note that a notice period of three months applies if a child is withdrawn from school. Parents are responsible to pay tuition and meal fees for this period as from the date of notice.

Field Trips & Excursions

The school regularly schedules field trips. We believe that this is an extension of students’ learning. A limited number of parents are welcome to accompany children on the trips. Field trips may incur additional costs and are announced at least two weeks in advance.

Fundraising

Lighthouse Primary and Secondary School is 100% owned by The Lighthouse Trust, a charitable trust registered in Mauritius. Consequently, there are no shareholders entitled to dividends; rather, all money generated by school fees is used only for the furtherance of the school’s objectives, and for the benefit of children in Mauritius. In order to keep costs low and to support scholarships, the school accepts charitable donations and from time to time will engage in fundraising.

Grievance Policy

At Lighthouse, we earnestly desire to be peacemakers! If you have a problem or concern, please do the following:

1. All concerns about the classroom must first be presented to the teacher by the parents or if the student is mature enough, by the student themselves. If the student presents the concern, a respectful demeanor is requested at all times.
2. If the problem is not resolved, parents or students are to contact the Head of School.
3. For both the primary and secondary schools, if there is still no resolution, parents are welcome to request a hearing from the Lighthouse Primary and Secondary School Board.

Parents have agreed to this procedure when they completed and signed the application form.

Head Lice

School Protocol when head lice are identified:

1. All teachers will immediately be informed and teachers will quickly check all children.
2. If any children are found with either lice or nits (their eggs – les lentes), parents will be informed and asked to pick up their child from school.
3. The parents in the class concerned will be informed of the occurrence and asked to check their children.
4. Teachers will simply note “lice alert” in the communication book.
5. The school will launder any fabrics that may have been touched by students.
6. Children found with lice will only be readmitted to school once treatment has been completed.

Meals

The school provides a healthy, nutritious snack and lunch every day. No other food besides that provided from the schools is permitted except upon special arrangement with the Administration. Children are expected to bring a water bottle to school every day. No juice or soft drink should be brought to school, except for special occasions.

The school will provide a menu to parents each term.

Meals will either be totally vegetarian, or with an added protein source including fish, chicken or lamb. Students may opt for a vegetarian menu if they wish. Parents with children who have any other dietary restrictions, may make special arrangements with the Administration and kitchen staff.

If parents feel that their children need a snack on the van for the ride home or prior to after-school sports or clubs, they are permitted to send something that should stay in the student's bag during school hours.

Medical Conditions and Emergencies

Parents should fully disclose any medical conditions or relevant medical history relating to their child to the school upon application or as they arise. It is to the benefit of the child that the school be fully aware of any ongoing condition or past issue that may impact the child in the present or recur in the future. Staff will endeavor to be well-educated on the condition and what they need to do to help the child.

Should any medical emergency occur, the school will attempt to contact parents and, failing that, the emergency contact person that parents have provided upon admission. Failing any parental instructions in an emergency, the school is authorized to take any necessary emergency medical decisions as agreed in the Parent Agreement.

No medication is to be carried in any student bag; all medication should be kept in the school office accompanied by the parental authorization form.

Photos

As stated in the Parent Agreement, photos containing your child can be used in school-controlled public relations materials.

School Calendar and Hours

Lighthouse operates on a January-to-November school year, being separated into three 12-14 weeks terms (approximately). Besides public holidays and term breaks, school will be closed for various professional development days and parent-teacher conferences. Calendar terms are shared with the community prior to the commencement of a new year.

All students should arrive at the school between 7:30 a.m. and 7:50 a.m. to be ready for an 8:00 a.m. start in the classroom. For students in Grades 1-13, the school day finishes at 3:00 p.m., except on Wednesdays for the primary school, when the day finishes at 12:40 p.m. Children in Reception are dismissed at 2:00 p.m. daily, except on Wednesdays as the day finishes at 12:40 p.m. for them as well.

Stationery and School Materials

A stationery list is sent home to all parents of students in Grades 1-13 prior to the start of the new academic year with all required materials to be purchased by parents. It is the expectation that students arrive on their first day of school with these materials. If materials are damaged or lost, the school reserves the right to charge the replacement costs to parents.

Student Relationships

Lighthouse provides a meeting place for young people with diverse backgrounds and it is our desire that our students will develop deep and long-lasting friendships through diversity and inclusion with one another. Students should display behavior that is above reproach and recognises respect for their peers and the rest of the community.

Technology

All devices (personal or school-owned) should be used in accordance with the [Technology Policy](#). In particular, parents should note that students are not permitted to use mobile phones on campus. Families are encouraged to have insurance for personal devices as the school is not responsible for any damage, theft or loss.

Transport

Lighthouse helps coordinate paid transport to school as a service to its parents. The school strives to select qualified drivers to provide services but the drivers are not employees of the school and as such cannot be managed by the school. Any family interested in transport should let the Administration know and the relevant driver will be notified. Places will be accorded on a first-come, first-served basis. Students are not guaranteed an available place upon demand. Please take note that children in Reception are too young to take the transport provided by Lighthouse unless they are accompanied by an older sibling.

Parent responsibilities regarding transport:

1. Students commit to be at their assigned stop at the assigned time for pick-up. If students are not on time the bus driver reserves the right to leave to ensure that the rest of the children do not arrive late for school.
2. Parents need to inform the driver by 6:00 a.m. (at the latest), if a student will

- not be coming to school to ensure that there are no delays.
3. The driver may request that the pick-up be at an alternative place that is a reasonable distance from the student's gate, if the road or maneuvering space is unsuitable.
 4. The parent and student are responsible for ensuring good behavior on the van. Continued bad behavior will be dealt with in terms of the Code of Conduct.
 5. Please note that students in Reception with older siblings who take the van may stay at school until the dismissal time of 3:00 p.m. with the permission from the class teacher.

Uniforms and Appearance

Students in Grades 1-13 must wear the school uniform at school and on field excursions. Children in our Reception classes are to be appropriately clothed in regular clothes (no uniform required).

Please see [Dress Code Policy](#)

Visiting the Campus – Volunteering

Parents are asked to consider the following guidelines, established for the safety of our learners, when visiting the school or when volunteering for activities at the school:

- It is required for all visitors to enter the building through the Hub and sign in.
- Any child leaving early must be signed out by their guardian.
- Parents and other friends are welcome to volunteer to assist the school; such arrangements should be made in advance and will be guided by a signed Volunteer Agreement.
- When a parent is dropping off something that a child has forgotten from home, the item can be brought to the Hub. The office staff will deliver the item to the classroom.
- At no time during the school day, should a visitor to the school go directly to a classroom without signing in at the Hub.

Weather-Related School Closings

Guidelines regarding weather-related school closings can be found in the [weather related policy](#).

What to bring to school and what not to bring to school

Children should not bring any personal belongings (toys, stuffed animals,etc) to school, unless otherwise authorized as part of an assignment or as agreed upon with the teacher. The school cannot take responsibility for personal property.

Withdrawal from School

If a student is to be removed from the school, parents must give at least three paid months' notice in writing. In the event that proper notice is not given, the net equivalent of three months' tuition fees will be charged in lieu of notice. The school reserves the right to offset any amounts owed against the deposit and to withhold any student reports or letters for the transferee school until all amounts due to the school are paid. The remaining balance of the deposit will be refunded once all school property is returned in good condition and the account is settled.