



BRIGHT LEARNERS PRIVATE SCHOOL PARENT HANDBOOK



INSPIRE

INNOVATE

EDUCATE



| | |
|--|-----------|
| Mission & Vision | 4 |
| Timings of the School Day | 5 |
| SIBLINGS | 5 |
| DROP OFF / PICK UP | 5 |
| DROP OFF - Entry Procedure Map | 6 |
| PICK UP | 7 |
| Parking | 7 |
| SOCIAL DISTANCING | 7 |
| Classrooms | 8 |
| KG Classrooms | 8 |
| Primary and Middle Classrooms | 8 |
| SOCIAL DISTANCING IN CORRIDORS AND ONE WAY SYSTEM | 8 |
| SANITIZATION | 8 |
| HAND SANITISERS | 9 |
| EQUIPMENT CLEANING | 9 |
| MITIGATING RISK | 9 |
| REMOTE MEETINGS | 9 |
| EQUIPMENT: | 9 |
| School Office Hours | 10 |
| Late Arrivals | 10 |
| Unexcused Absences | 10 |
| Sickness and Absence | 11 |
| COVID 19 procedures | 11 |
| Leave of Absence | 12 |
| Snacks and Lunches | 12 |
| Food Allergies | 12 |
| Birthday celebrations | 12 |
| Transport | 13 |
| “Stay and Play” Programs | 13 |
| Extra-Curricular Activities | 14 |
| External ECA Provider | 14 |
| Curriculum | 14 |
| Classes | 14 |
| SCHOOL VISION, MISSION, RATIONALE and QUALITY ASSURANCE | 15 |
| Our School Mission & Vision | 15 |
| The Three Pillars | 16 |
| Our Core Values | 16 |
| House System | 17 |
| Field Trips | 17 |

| | |
|--|-----------|
| Assemblies | 17 |
| Home learning | 17 |
| School Uniform | 17 |
| Kindergarten to Grade 5 | 17 |
| Grade 6 | 17 |
| PE | 18 |
| Swimming | 18 |
| Additional | 18 |
| Lost Property | 18 |
| Digital Conduct & Mobile Phones | 18 |
| Telephone Calls | 19 |
| Parent Council | 19 |
| School Photos | 19 |
| Communication with Parents | 19 |
| Contact Details | 20 |
| Useful School Contacts | 20 |
| Report Cards | 20 |
| Lanyards | 21 |
| Queries and Concerns | 21 |
| Tuition Fees 2020-2021 | 22 |
| Payments | 23 |
| Payment Methods | 23 |
| New Enrollments | 24 |
| Existing Pupils | 25 |
| Late admission | 25 |
| Late Fees | 25 |
| Discounts | 25 |
| Withdrawals | 26 |
| Refunds | 26 |

Our Mission: To cultivate an inclusive learning community that challenges learners to reach their optimum success and empowers them to become contributing members of the local and global community.

Our Vision: A community where all children feel loved, inspired, and empowered to achieve their fullest potential

Timings of the School Day (Timings for Monday - Thursday)

| Year Group | Drop off | Dismissal |
|------------|---------------|-----------|
| Pre KG | 07:30 - 07:55 | 1:30pm |
| KG1 | 07:30 - 07:55 | 1:30pm |
| KG2 | 07:30 - 07:55 | 1:30pm |
| Grade 1 | 07:30 - 07:55 | 3:00pm |
| Grade 2 | 07:30 - 07:55 | 3:00pm |
| Grade 3 | 07:30 - 07:55 | 3:00pm |
| Grade 4 | 07:30 - 07:55 | 3:00pm |
| Grade 5 | 07:30 - 07:55 | 3:00pm |
| Grade 6 | 07:30 - 07:55 | 3:00pm |

***Please note 1st period will start 8:00AM sharp**

Timings of the School Day (Friday)

On Fridays, school will start at 07:30 and finish at 11:30am for all grades.

SIBLINGS

1. All children from one family **must arrive at the time of the YOUNGEST sibling starting learning that day.**
2. All children from one family must **depart school at the time of the ELDEST sibling finishing learning that day.**

DROP OFF / PICK UP

We have devised a strategic plan for Drop off using two **STOP DROP and GO areas.**

- Area 1: **Through Gate 1**, KG parents will Stop Drop & GO in the KG parking near the Sports Hall.
- Area 2: **Through Gate 2**, Stop Drop & GO in front of the school for Grades 1-6.

Families with children in different year groups (KG & Primary/Middle), please drop off at the Kindergarten side.

PICK UP Procedure

- **KG** parents please enter Gate 1 and proceed to KG reception and enter the KG quadrant to pick your child from the class teacher by waiting outside your child's respective classroom or in the KG quadrant. No parents should enter the classroom during pick up. Please keep socially distance on school premises.
- Parents in Elementary and Middle will enter Gate 1 at the designated time of your **oldest** child (1 & 2 at 2:52pm, 3 & 4 at 2:55pm, 5 & 6 at 3:00pm). Elementary and Middle school parents will show the security guard your family/student number and proceed to the roundabout in front of the Sports Hall. At the roundabout, parents will wait in their cars and our staff will escort your child(ren) to your vehicle. Please keep your number in the window each day when you pick up your child(ren).
- All sibling children, must be picked up at the eldest child's designated time
- ****Exception: On Friday's Elementary & Middle will dismiss from the front of the school campus. Parents will enter from Gate 2***

Please note

- KG Parents please arrive for drop off no sooner than 07:30. **Gate 1 will open only at 07:30.**
- KG Parents please arrive no earlier than 1:30pm to pick up your child(ren). Gate 1 will open at 1:30pm.
- If you are able to pick children up as an individual parent coming into school, please do so.
- If you have young children / infants / babies and you need to bring them into school to pick other siblings up, please be advised you may do so.
- At all times, any children who are with you **MUST** remain supervised and either hold your hand or remain in close proximity to you. Please do **NOT** allow your children to run through the school campus or corridors.
- **If you are coming to the main admin for purchasing uniforms, purchasing notebooks, or to pay school fees please adhere to the designated timings for such transactions and wait in the main reception area.**
 - **Timings for school fees and notebooks (8:30 am - 2:30 pm & 3:15 pm - 4:00 pm)**
 - **Timings for uniform (8:00 am - 3:00 pm)**

Parking

- Parking for KG parents is provided on-site to the right of the sports hall.
- For Elementary and Middle, parking is available **off-site** just outside the gate or across the street in front of the Majilis or the convenience store.
- For more information, please see the drop off procedure described above.

Parents and drivers are respectfully asked to drive with due care, within authorized speed limit, and with consideration and adherence to the following guidelines:

- Give priority to pedestrians and school buses.
- Drive at a maximum speed of 5km per hour.
- Follow the requests and directions of our security guards and any other member of staff assisting with the flow of traffic.
- Do not block entrances and exits.
- Observe the one way system.
- Ensure children are wearing a seatbelt at all times.
- Do not use your mobile phone when driving.
- Park in the designated parking spaces.

Classroom

- It is recommended that children are socially distanced as necessary.

SANITIZATION

- The school maintains a clean and sanitized environment with regular cleaning schedules and a robust cleaning team under the supervision of the operations manager
- Bathroom cleaning schedules are monitored throughout the course of the whole day.
- KG & Grade 1 classrooms will be disinfected at the end of each am / pm session.
- ALL classrooms will be disinfected at the end of each day.
- Corridors are cleaned at the end of each day.
- The Sports Hall floor will be sanitized at the end of each day.

HAND SANITIZERS

- Hand sanitizers are found inside each classroom.
- Children and staff will hand sanitize before they go into the classroom and when they leave the classroom.
- Sanitizers are also be found at the entrance to each bathroom and at all entrances to school.

EQUIPMENT CLEANING

- All children will have their own personal equipment. With the exception of the Chromebooks, the equipment will be left in school and sanitized each evening.
- KG2-Grade 6 children will be sharing school technology, hence any devices being used will be thoroughly disinfected before moving from class to class.

School Office Hours

The school reception is open from 7.30am to 4.00pm Monday to Thursday. On Fridays, reception is open from 7:30am to 12:00pm.

Attendance

Late Arrivals

We understand that there are times when the traffic in Dubai can cause delays. However, if your child is persistently late a letter will be sent home from the Principal and if lateness continues parents will be asked to come in and see the Principal or a member of school leadership. Please be aware that continued poor attendance and punctuality will affect your child's progress and development. In addition, we are required to submit details of persistent late arrivals to the authorities and that lateness will be recorded on your child's school report.

- KG, Primary and Middle children arriving after 07:59 am must report to the **main reception area** and be signed into the late book. **It is vital so that every child is properly registered and attendance is documented accurately.**

Students' absenteeism and tardiness affect the school's ability to provide effective educational services and impacts learning not only for your child, but other children as well. Especially, in circumstances that disrupt the learning environment due to late arrivals.

Parents will receive a written warning and/or phone call for any child that has (3) late arrivals in any quarter of the academic year. Tardiness will be noted in the students' progress report.

Any additional tardies in excess of the (3) initial tardies will require a scheduled meeting with the Principal or Senior administration. Parents and students will be required to sign a written pledge not to repeat the offense. Tardiness will be noted in students' progress report.

Any additional incidents to the above. the discretion of the school, decision might include one or more of the following

- *Community hours at the school. (Age-appropriate)*
- *Detention during school hours.*
- *A written notice announcing refusal to re-enroll the student in the school for the following academic year.*

Unexcused Absences

All children should come to school everyday to ensure there is no interruption to learning. Children that are sick must bring a doctor's note from an authorized medical provider. Children that have excessive unexcused absences will be tracked and parents will be notified. If unexcused absences continue, the school has the right to make decisions that may include lower marks, detention, and retention as per school policy.

**Absenteeism - this refers to frequent or habitual absence from school or from lessons without a valid medical or family related excuse.*

****For the four(4) incidents of absenteeism in a short period of time such as a month or an academic term. The student will receive a written warning and notify parents. Absent days will be noted in the students' progress report.***

Up to an additional three(3) instances of absenteeism in a short period of time. Parents and student to be called to a meeting with the principal or a designated person by the principal. Parents and student to sign a written pledge not to repeat the offence. Absent days to be noted in students' progress report

Any additional incidents to the above. the discretion of the school, decision might include one or more of the following:

- *Community hours at the school.*
- *Detention during school hours.*
- *A written notice announcing refusal to re-enroll the student in the school for the following academic year.*

School Clinic

We have a fully-equipped clinic, staffed by one full-time nurse and a part-time Doctor. The school nurse maintains medical records for every child and requests parental help in keeping these records up to date. Health forms need to be completed and returned to the school nurse as soon as possible. If your child has a persistent condition like allergies or any medical illness like diabetes or seizures that the school should be aware of, please specify in detail in the health forms.

Medical checkups - The Dubai Health Authority (DHA) requires that students in grade 1,5, 9 and 12 and all new admission have a medical examination by the school doctor which will be informed prior via email.

First Aid, accident and emergencies - School clinic is equipped to give first aid for any illness or injuries or emergencies and if needed, administer medication after parents' consent. The school nurse or school personnel will notify the parent or guardians in the event of accidents and / or cases of emergencies.

Infection control - In order to prevent the spread of infections in the school, the parents are allowed to follow the below guidelines:

- 1) Please do not send your child to school if they have :
 - Fever / Nasal discharge / Persistent cough / sore throat
 - Skin rashes
 - Vomiting (return to school after 24 hours of last episode of vomiting)
 - Diarrhea (return to school after 48 hours of last episode of diarrhea)
 - Head lice
 - Red, watery or sticky discharge from eyes.
 - Head lice or nits.

- 2) **COVID 19 procedures**
 - If children show symptoms of COVID, please do NOT bring them to school. (Please refer to the school Health & Safety policy as outlined by the DHA)
 - If your child is ill and unable to come to school, please inform reception by 7:45 am on the first day and subsequent days of absence.
 - The below are the covid protocol followed in the school:
 - If children show symptoms of COVID(upper or lower respiratory symptoms with or without fever) keep him/her under supervision in a single isolated room with good ventilation within the school facility .
 - The DHA will be informed and updated guidance given to school.
 - Depending upon this guidance, parents will be informed to pick children up from school OR parents will be informed of a referral hospital.
 - An adult will remain with the child during their time in isolation; adults will wear FULL PPE following standard precautions.
 - The nurse / Doctor will check the student/staff during their time in isolation; they will also wear full PPE.
 - Parents, if requested, are expected to come to school to pick up children IMMEDIATELY.
 - OR a designated adult will take the child to a referred hospital where they will meet with parents.

Please ensure the school has all updated contact numbers and emails.

- 3) When students return to school after being absent due to health reasons for more than two days they must first visit the clinic to ensure they are fit to attend their class, and / or submit a **medical certificate from their doctor** stating that they are fit to return to school. Children who are absent **with a contagious infection, must have a written consent from a doctor before they return to school.** This must be handed into the school nurse upon the child's return to school. Health related absences should be reported to the school nurse via email.

- 4) In a normal non-COVID situation, children who become ill at school are cared for by the doctor and nurse until they are well enough to return to class, or their parents can be contacted and arrangements made for them to be collected and taken home.
- 5) It is essential that the school has access to every child's medical details in case they become ill or injured at school. Please keep the nurse informed and updated about your child's illnesses or medical conditions.

Please keep the school clinic/reception informed of any changes in telephone numbers/emails or addresses which occur. It is essential that, if school phones these contact numbers, someone can answer the call.

Leave of Absence

- Requests for leave of absence during the semester must be made in advance to the Principal. Forms downloaded from the school's website and emailed to the school.
- Leave of absence is given at the discretion of the Principal and all requests will be considered on an individual basis. The Principal's decision will take account of the reason for the absence, the child's attendance record, the timing and duration of the leave and KHDA's recommendations.
- No staff member has the authority to grant students early leave prior to a vacation or end of the school year.

Leave will not be authorized by the school at the following times:

- At the start of the academic year.
- In the weeks/months prior to the end of the academic year
- During and immediately prior to assessment weeks.
- When a pupil's attendance record is below 92%.
- During and immediately prior to holidays and school vacations.

In accordance with the KHDA guidelines, the school reserves the right to hold pupils back in their current year group if they have been absent for more than 21 consecutive days or 30 non-consecutive days OR have an attendance profile below 89%. Please be aware that attendance and punctuality will be a real focus this year. This also includes through distance learning, parents will still be required to ensure students are attending lessons and registering.

Snacks and Lunches

Currently, the school does not have catering facilities to provide for the children. ALL children in kindergarten, primary, and middle require a packed lunch. Please be mindful that all children need to bring the following each day:

- A water bottle clearly labeled with the child's name and class. A bottle with a 'sports-cap' is recommended to avoid spillages in the classroom. No glass water bottles are allowed in the school.
- A healthy snack, like a cereal bar or a piece of fruit.
- A healthy lunch (Ex. Fruit, Chicken / vegetable sandwich, pasta/ wholegrain noodles/ rice, etc.)

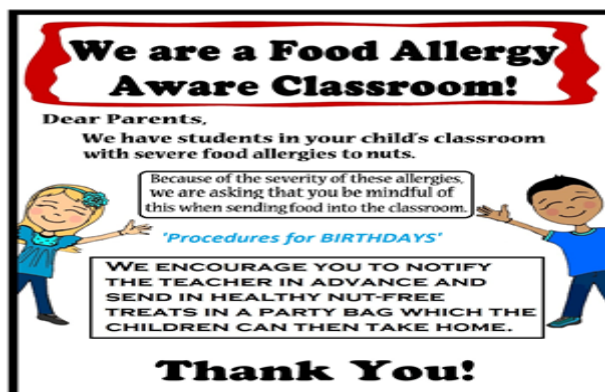


Parents are asked to support us in promoting healthy eating and teaching children to enjoy treats in moderation. If parents require help with what should be included in a healthy lunchbox, please don't hesitate to contact the school for advice. Any lunches that are unhealthy such as foods with high sugar and high fat, the school reserves the right to not permit its consumption during school times. Parents will be notified if this happens and parents will be requested to not bring such food items again. If further action is required, the school may ask the parents to sign a written agreement to comply with school lunch policy.

Food Allergies

There are certain foods that we ask you to avoid packing in your child's lunchbox. **These include nuts of any kind, including chocolate spreads that contain nuts, fizzy drinks, and sweets. It is really important that NO nuts are brought into school due to severe allergies, which could be FATAL to children. Please read our Allergy Medicine Policy.**

Regular checks of children's lunchboxes are carried out by staff and parents will be contacted if these do not adhere to our policy.



Birthday Celebrations

Please note there is NO sharing of food. Parents must notify the school in advance if they plan to bring food items for celebration. After approval by school administration, parents can only bring food items that are store-bought and individually wrapped. Teachers will distribute the parents' store-bought 'Goodie bags' at the end of the day and children can take them home. Parents can then decide what their child will consume. Short birthday celebrations are not to interrupt learning and/or instruction. They may occur during the second break with coordination with the main administration and the corresponding teacher.

Transport

School transport is jointly operated by BUSCO and the school; BUSCO is an RTA approved company. All their buses adhere to the strict RTA standards and the bus drivers are authorized and trained by the RTA. A Bus Attendant will travel with each vehicle to ensure the safety and welfare of the children. The children are both met and taken to their classrooms by our own staff.



Health & Safety while on the school bus is a priority and students are to follow school rules and code of conduct at all times. Bus transportation is a privilege that can be revoked by the school at any time. If a bus attendant reports the misbehavior or poor conduct of a child to the school administration, parents will be notified. If the child's behavior does not improve, both parents and child will be asked to sign a written pledge. Further violations will result in bus privileges being revoked.

For prices and information on registering your child for school transport, please visit the school's website or contact BUSCO at 055 522 5842 or via email at busform@busco.ae. Registration forms are also available from reception.

“Stay and Play” Program

The Stay and Play facility will be held in the PreK classroom from 1:30pm-3:00pm. This program is for KG children with siblings in Elementary or Middle school. Other children without a sibling in upper grades, that are repeatedly late pick ups, will incur a fee.

***Please note the school has the right to charge fees for the “Stay & Play” program**

Extra-Curricular Activities

Extra-curricular activities will begin in October and will be held once a week from 3:10 pm-3:50 pm. The designated day for ECAs will be determined by school administration.

External ECA Providers

Please ask reception for further information about external paid ECAs such as swimming, basketball, padel tennis, and football.

Curriculum

Bright Learners is an American curriculum PreK-6 school following Common Core standards from the state of Massachusetts. (NGSS for Science)

In the Kindergarten phase, our curriculum follows the Guidelines for Preschool and Kindergarten Learning Experiences. In Kindergarten, we use a Reggio Emilia inspired approach to teaching and learning.



In Elementary, our curriculum is rigorous and focused on “Mastery Learning”. In addition it is based around themes that link learning across different subjects and provide a meaningful context for learning.

Themes introduce a concept approach to learning which will allow children to engage in different levels of questioning resulting in deeper levels of learning and mastery of subjects.

From KG1 upwards, ALL children learn Arabic. Our Muslim children also begin receiving Islamic Education starting in KG1. Thematic play and instruction in kindergarten include international cultures and traditions, including those of the UAE.



In grades 1-6, students are taught about the history, culture, traditions, and values of the UAE through Social Studies and Moral Education. The Arabic and Islamic curriculum is delivered in Arabic, and English for non-Arab speakers, in line with MOE and KHDA guidelines. Non-Muslim students participate in remediation and extension activities during Islamic lessons.

The American Common Core standards is a broad and balanced curriculum, however we enhance the curriculum by:

- promoting moral, cultural, mental, and physical development of pupils in school and society.
- preparing pupils for the opportunities, responsibilities, and experiences of later life.
- supporting wellbeing and the social and emotional development of learners
- promoting Islamic values, tolerance, and inclusion.
- promoting and preserving the Emirati culture.

The American curriculum provides learners with an introduction to the essential knowledge that they need to be educated and productive citizens. It introduces learners to the best concepts and ideas that are required for 21st century learning; and it helps engender an appreciation of human creativity and achievement.

Students will also study Moral Education and UAE Social Studies alongside the CCSS subjects as part of the KHDA guidelines.

Classes

Classes are named through Class Dojo and our new school management system Nexsquare, based on the grade level and division. Over the course of the year, all students will adopt an Emirate which they will research and share information about with their year group peers.

Classes may need to be combined in the event of excessive sickness that impacts the staffing of the school. Should any changes need to be made, student and staff safety will be at the center of the decisions and we will communicate this with parents in these situations.

SCHOOL VISION, MISSION, RATIONALE and QUALITY ASSURANCE



Our Mission: To cultivate an inclusive learning community that challenges learners to reach their optimum success and empowers them to become contributing members of the local and global community.

Our Vision:
A community where all children feel loved, inspired, and empowered to achieve their fullest potential

The Three Pillars



Learning for Self
Learning for Change
Learning for All

Our vision is underpinned by 3 pillars that permeate throughout the school:

- Learning for self (this will include metacognition and using strategies to improve themselves and success)
- Learning for Change (resilience and using 21st century skills. Adaptable to change in own environment as well as making a positive impact on the changing environments surrounding them)
- Learning for All (collaborators that recognise every person is a valuable member of a community where success depends on each other.)

Our Values

Linked to the VISION are SIX core values which are demonstrated and adhered to by everybody on a daily basis regardless of color, race, gender, nationality, age, or position in school.

These Values are:



These values support the whole school environment and create the ambience of school. These values are non-negotiable, they are what Bright Learners expects from everyone.

House System

The school house system will be shared in November (currently under review). The House system will encourage children of all ages through academic work and sporting activities to work together and strive for excellence. There are 4 houses in which every child, upon arrival into school, will be allocated. Children will also receive house points for excellent standards of work as well as behavior, which reflects the Bright Values. The Houses play an important part in the Moral and Social aspect of education.

Field Trips

Field Trips will require adherence to the educational visits policy and undertaking of a risk assessment. Parents will be notified in advance of any additional expenses for field trips.

Assemblies

Assemblies will take place on a bi-monthly basis at minimum, once for KG phase and once for Primary and Middle.

Home learning

Regular home learning is not permissible by KHDA unless the child is sick for consecutive days and/or has COVID symptoms. Home learning is set to consolidate learning in class or to prepare the children for what they will be learning next. It is important that all children complete their home learning and that it is supervised by parents.

The amount of home learning your child will receive and the time they should spend on it will vary according to their age. It might include reading, spelling, writing tasks, research, math activities, or mini-projects.

Most home learning will now be delivered through digital platforms. In KG-6 this will be HMH, SeeSaw, Reading A-Z, Prodigy Math, and IXL.

School Uniform

All children are expected to wear the school uniform which consists of the following items:

- Bright Learners issued polo-shirt
- Khaki skort or pants (girls)
- Khaki/cream cargo shorts/trousers (boys)
- White socks
- White tights (optional for girls)
- Black, closed shoes with black laces
- Bright Learners Cap (optional)

In addition, all children require the following PE and swimming kits:

PE

- Blue PE shorts (boys and girls)
- Blue PE skort (Primary girls)
- White PE T-shirt
- Any color trainers

Swimming

- Blue swimming shorts (boys)
- Blue swimming burkini (girls) - Compulsory
- Blue swimming cap
- Towel, flip-flops
- Swimming goggles (optional)

Additional

- For safety reasons, we ask that long hair is tied back for school.
- Stud earrings and watches may be worn, but other items of jewelry are not allowed.
- Nail polish and make-up should not be worn at school.



Please note:

Swimming will resume in the Fall 2023-24. (TBD by school administration)

Lost Property

It is very easy for children's clothes, bags and lunch boxes to get mixed up. Please ensure that all your child's belongings are clearly named, so that mislaid items can be returned to them quickly. Unnamed items of clothing are put in the 'lost property' cabinet in the reception and held onto for one month. Any items not collected after one month will be given to charity or disposed of.

Digital Conduct & Mobile Phones

Please be aware the school has a strict no phones policy.

Children who have special permission to bring in a mobile phone must leave these with reception during the school day. The school will not accept responsibility for the loss of mobile phones or any other electronic items. Toys, electronic games and MP3 players should **NOT** be brought into school.

Students who use mobile phones to arrange transport at the end of the day who have obtained permission, may only access the phone in reception under supervision of the reception team.

Students who are found to have a mobile phone, regardless of it being switched off, will have this confiscated by the classroom teacher, or any other member of staff on site. This will be locked up at reception until such time as the parents can come into school to collect the device. Refusal to hand over a device will be regarded as direct defiance of the schools behavior policy and consequences will be enacted as per policy.

Telephone Calls

In order to encourage the children to be more organized and responsible, only phone calls of an urgent nature will be made by the receptionist on the children's behalf. Phone calls related to forgotten items, such as library books, homework, PE bags and swimming kits, will not be allowed. However, an exception will be made for forgotten lunch boxes.

Parent Council

The Parent's Council works side by side with the school in order to share their ideas and suggestions regarding different aspects of the school. We believe a quality education requires engaging our families in the education and development of their children, promoting positive change at the school, developing collaborative networks and working together to deliver a calendar of social and school events.

School Photos

- School photos will be taken regularly to document our school learning journey and for marketing purposes. If you do not want your child to be photographed for these purposes, please contact administration and make the request in writing. Class lists of children who are not permitted to take photos will be excluded.
- Please note teachers are not expected to interrupt lessons on a daily basis for taking photos of children. Weekly photos will be shared of children in the learning process, but this should not interrupt learning.

Communication with Parents

- Open and ongoing communication with parents is one of our top priorities as such we have invested in the Class Dojo system where parents can message teachers between 07:30 and 17:00. Teachers will look to respond within 24 working hours to messages sent on this platform.
- Parents are encouraged to schedule regular virtual meetings with teachers to participate in the learning process. The class teacher can send a Zoom link for this via email or Class Dojo.
- We will also have the Nexsquare parent messaging portal for urgent whole school announcements and student reports. This will be enacted soon.
- The school website will also hold important information and policies for parents in a central location.
- The school's social media platforms on Facebook, Twitter @blpsdubai and Instagram @brightlearnersdubai will only ever communicate non urgent information to parents.
- Email will be used by members of the school leadership team to communicate directly to parents. In addition the class rep phone will be with a member of the school leadership team to allow for informal class whatsapp groups to receive information and communicate questions to the SLT.
- Please note teachers and school staff are not permitted to share personal numbers or participate in whatsapp groups.
- Interactions between teachers and parents must always be professional and adhere to school policy and guidelines. If school communication policies are violated by parents, lines of communication will be restricted and redirected towards school administration

Contact Details

In the event of an emergency or an accident, it is important that the school has up-to-date contact information. Please inform us if you change your email address or telephone numbers.

Useful School Contacts

| | | |
|------------------|-------------------|-------------------------------------|
| Principal | Sulaiman Akbar | principal@brightlearners.ae |
| Vice Principal | Bianca Dugas | bianca.dugas@brightlearners.ae |
| Head of KG | Shantee Henderson | shantee.henderson@brightlearners.ae |
| Registrar | Alaa Ibrahim | alaa.ibrahim@brightlearners.ae |
| Arabic Secretary | Asma Eltantawy | arabic secretary@brightlearners.ae |
| Main Reception | Zandra Hufana | zandra.marie@brightlearners.ae |
| KG Receptionist | Louisa Escaro | louis.escaro@brightlearners.ae |
| English Lead | Charnese Green | charnese.green@brightlearners.ae |

| | | |
|---------------------------------------|---------------------------------|--|
| Head of Foreign Languages & Wellbeing | Nicole Wiley | nicole.wiley@brightlearners.ae |
| Mathematics Lead | Ashley Rounds | ashley.rounds@brightlearners.ae |
| Arabic & Islamic Coordinator | Iman Ibrahim | arabic.coordinator@brightlearners.ae |
| IT Administrator | Farhan Khalanthar | itadmin@brightlearners.ae |
| SENCO | Melody Tariro Madoro | melody.madoro@brightlearners.ae |
| Deputy Child Protection Officer | Ligia Hernandez | ligia.hernandez@brightlearners.ae |
| Nurse | Jaya Binu | nurse@brightlearners.ae |
| HR | Ameena Ziyaul | hr@brightlearners.ae |
| Accountant | Muhammed Rasal | accounts@brightlearners.ae |

School website: www.brightlearners.ae

Telephone: +971 43353203

Mobile: +971555972500

Facebook: @brightlearnersdubai

Instagram: @brightlearnersdubai

Twitter:

Report Cards

The American curriculum has two semesters and report cards are issued to parents with updated progress, attainments, targets and a general comment at the end of each semester. The final report card is issued by the end of June which informs parents about their child's progress and achievements through the year.

Please note parents are welcome to make an appointment at any time to discuss their child's progress with school leaders or teachers to develop further understanding and to support their child's next steps.

All report cards will be digitally submitted on the Nexsquare app.

In both Semesters, Student Learning Conferences are held.

Lanyards



The school requires parents to wear lanyards, which enables school staff to identify the adults who are authorized to be in school. Please remember to wear your lanyards; lack of a lanyard will mean denied access to school and you will be asked to visit the reception desk to hand over ID.

All staff in school wear lanyards, these are color coded to establish the different roles of staff. The color codes are:

1. Yellow : Parents
2. Red : Visitors
3. Green : Staff

Please note visitors to school will need to sign in at the main reception, where they will hand in their ID in exchange for a lanyard. The ID will be returned when the adult then leaves the school.

Questions and Concerns

We welcome comments and suggestions from parents and take any concerns that are raised very seriously. Parents are asked to bring any issues to our attention as early as possible so that the matter can be resolved before it becomes more serious.

For questions or concerns about activities inside the classroom, please contact the teacher first before contacting the office to expedite your request.

Tuition Fees 2023-2024

Tuition fees for the 2023/2024 academic year will be as follows:

Bright Learners Private School Fee Policy 2023/24

FEES STRUCTURE 2023/24:

| Grade Level | Term 1 40% | Term 2 30% | Term 3 30% | KHDA Approved Fees |
|-------------|---------------|---------------|---------------|-----------------------|
| Pre- K | 9,372 | 7,030 | 7,030 | 23,432 |
| KG 1 | 9,784 | 7,339 | 7,339 | 24,462 |
| KG 2 | 10,608 | 7,957 | 7,957 | 26,522 |
| Grade 1 | 11,432 | 8,575 | 8,575 | 28,582 |
| Grade 2 | 11,432 | 8,575 | 8,575 | 28,582 |
| Grade 3 | 11,432 | 8,575 | 8,575 | 28,582 |
| Grade 4 | 11,432 | 8,575 | 8,575 | 28,582 |
| Grade 5 | 11,432 | 8,575 | 8,575 | 28,582 |
| Grade 6 | 11,600 | 8,700 | 8,700 | 29,000* |

*The KHDA approved fees for Grade 6 is AED 31,158, the amount that is given in the above table is discounted for 2023-24 and is valid for one academic year only.

In addition, the following annual fees apply:

- Non-refundable Registration fee of 500 dhs

Digital Resources fees are payable at the beginning of the academic year or in the first term of your child joining the school. Please note that uniforms, school trips, chromebooks, after-school care programmes, school meals, transportation and school events are charged separately.

Payments

- School fees are payable in full or in three installments.
- Term 1 fees MUST be paid in full during August along with the two post-dated cheques for the 2nd and 3rd term. In case of cash/debit or credit card payment, the cheque will be kept as a security deposit and should be collected before the cheque date. These cheques will be deposited on the date if the parents fail to pay cash/debit or credit card.

- Parents will receive a maximum of three reminders for overdue payments, after which the school reserves the right not to re-register your child for the following school year. Failure to pay fees on time could also lead to fixed-term exclusion and withholding of your child's progress reports.
- If a cheque is returned by the bank for any reason, a 250 dhs fine will be applied. The school will not accept responsibility for any returned cheques.
- All parents must provide the school with deposit cheques with no exception. Cheques will be deposited into the school account on time and will not be held back for any reason. Please keep a record of all your cheques.
- Discounts are only deducted from fees during the 3rd term and only given for students who complete a full year at Bright Learners Private School. If payments are failed to be met, all discounts will be revoked from immediate effect
- If you are facing difficulties with meeting the payment deadlines, please contact us immediately so we can discuss how we can support your needs.

Payment Methods

School fees should be paid by following terms and payment methods:

Term 1 – August 15, 2023

Term 2 – November 15, 2023

Term 3 – February 15, 2024

- Bank transfer

Account Name: BRIGHT LEARNERS PRIVATE SCHOOL LLC

Account No:011140438012

IBAN No: AE800570000011140438012

Bank Name: Ajman Bank

- Cheques (payable to Bright Learners Private School LLC)
- Cash
- Debit/credit card

New Enrollments

- An assessment fee of 500 dhs is required at the time of registering for an assessment. This fee is nonrefundable, non-transferrable & non-adjustable.
- When an offer is made, a non-refundable admissions fee of 500 dhs is charged.

- In order to secure the place, a tuition deposit of 10% is required. This amount is deductible from the first term's tuition fees, but is non-refundable unless the family has to move outside the Emirate before the start of the academic year. The school reserves the right to ask for proof of this move.

Existing Pupils

- Re-registration deposit of 5% of the total tuition fee or AED 500 (whichever is higher), deductible from the Term 1 fees for the following academic year, should be paid by 15th May 2024 to ensure a place is retained for your child in the following year. If this deposit is not received by this date, then we cannot guarantee a place for your child in the next academic year.
- This deposit is non-refundable unless the family has to move outside the Emirate before the start of the academic year. The school reserves the right to ask for proof of this move.

Late admission

If new students enroll in our school during the course of the academic year, the school will charge tuition fees starting from the month of enrolment. (For example, if a student enrolls in the school in the 3rd week of October, the school will charge tuition fees from the beginning of October).

Late Fees

Discounts

- Sibling discounts are offered when two or more children from the same family attend the school. A 10% discount is given for the second child and a 20% discount for the third child onwards.
- The Sibling/Corporate discount is applicable only if Term 1 fees are fully paid and two post-dated cheques are submitted on or before the start of the term.
- The Sibling/Corporate discount is to be reflected on the last installment payment. If any of the payments are late, the discount will be revoked.
- If the cheque is dishonored due to insufficient funds, the discount will be revoked.
- Parents who 'Refer a family' to the school will be rewarded with a 10% discount on their youngest child's tuition fees. Referrals must be submitted prior to an assessment and discounts will be received once the enrolment is confirmed and the child completes one academic year. Referees must fill in the name and contact details of the Referrer in the Assessment form at the time of submission of the form. The referral discount will not apply if the name of the Referrer is not mentioned at the time of submission of the Assessment form.
- Please check with the Accounts regarding the companies that are eligible for special discount. A valid I.D/letter from the company must be provided to avail this discount.
- Parents who pay the whole year's fee in one payment at the beginning of the academic year, will receive a discount of 500 dhs per child.

Please note that only one discount can be applied per child.

Withdrawals

Parents wishing to withdraw their child from the school must fill in a withdrawal form with the Registrar or Accounts. A 30-day notice period is required to ensure all necessary documents are ready.

Refunds

Tuition fee refunds will be calculated as follows:

- Fees will be charged for one full month if the pupil attends school for two weeks or less.
- Fees will be charged for two full months if the pupil attends school for more than two weeks and less than one month.
- Fees will be charged for the entire school term if a pupil attends school for more than one month

Kindly note it will take up to 3 months to process refunds. Bank charges will be deducted from the refund amount if the fee was paid by credit or debit card.

All information in this policy follows the guidelines set out in the KHDA School Fees Framework. The Board reserves the right to make exceptions to the above policy for special circumstances at their discretion.