

BRUMMANA HIGH SCHOOL



INFANTS' SECTION

PARENT STUDENT HANDBOOK

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BRUMMANA HIGH SCHOOL – MISSION STATEMENT

Brummana High School is a Quaker coeducational day and boarding school which seeks all round excellence in the academic, arts and sports spheres and aims to promote integrity amongst its staff and students. Each member of the school community ensures that students' needs from diverse backgrounds are met. Students are prepared to become responsible citizens and life-long learners, respecting each other and helping the community.

OWNERSHIP

BHS is a private non-profit institution governed by a Board of Governors. The ultimate responsibility for the ownership, Quaker ethos, and well-being of the school rests with the Quaker International Educational Trust (QUIET), based in London and registered under the Charities Act of the United Kingdom.

ACCREDITATION & MEMBERSHIPS

The school is an authorised International Baccalaureate (IB) World School, Diploma Programme (DP); a Cambridge Assessment International Education centre, and has met the high accreditation standards of the Education Development Trust (EDT) and the International Schools Quality Mark (ISQM).

Brummana High School is licensed and accredited by the Lebanese Ministry of Education to be a coeducational, boarding and day school for students in the classes of the Infants, Primary, Intermediate and Secondary schools (No. 421/ April 24, 1947).

The High School International Programme is licensed by the Lebanese Ministry of Education and is recognised by North American universities, including the American University of Beirut (AUB), which functions under New York State charter and the Lebanese American University, which functions under the State University of New York.

The school is also a member of the Independent Schools Council (ISC), the Society of Heads and the Independent Schools' Bursars Association (ISBA).

A SCHOOL IN THE QUAKER TRADITION

BHS was founded in 1873 by Theophilus Waldmeier, a Swiss missionary, who joined the Society of Friends and became a Quaker. Historically, Quakers were among the pioneers in developing a modern form of learner centred education which prized the worth and development of the whole child and student. With other educators, Quakers recognised that schooling involved far more than academic study. Today much internationally accepted good practice in education follows these principles. BHS remains a school which aims to follow the ideals and values of its Quaker founders. The Quaker approach to education focuses on the following:

THE DEVELOPMENT OF THE WHOLE PERSON

Quaker education is committed to helping each member of the School community realise his or her mental, social, creative, spiritual, and physical potential. It recognises that every child is unique, with varying abilities, which must be developed to the fullest extent possible.

EXCELLENCE IN EDUCATION

Quaker education calls for high academic standards and an openness to new methodologies and curricula.

SOCIAL RESPONSIBILITY

Quaker education is committed to helping each person recognise his or her responsibility as a caring member of the school, community, nation and global family. Quaker education seeks to nurture character traits such as integrity, simplicity, honesty, cooperation and compassion. Quakers encourage and believe in freedom of thought and expression. They expect, however, that this freedom be enjoyed with a full sense of responsibility. Quaker education advocates non-violence as the means for resolving conflict in every aspect of life.

EQUALITY

Quaker education promotes the belief that all people are equal before God regardless of gender, religion, culture, colour or social status. Quaker education is built on the belief that there is 'that of God' within each person.

SCHOOL SONG

As I was travelling round the world I landed in Brazil,
And there I met an ancient friend who loved Brummana still.
"How is the dear old school," he said, "and is she thriving yet?"
Oh, we won't forget Brummana School, and won't let you forget!
Oh, we won't forget Brummana School, and won't let you forget!

As I was travelling to New York, its wonders for to see,
A comrade from Binghamton came and met me on the quay.
"Oh, tell me of the school," he cried, "where my affection's set!"
Oh, we won't forget Brummana School, and won't let you forget!
Oh, we won't forget Brummana School, and won't let you forget!

As I was travelling in the South, I reached Australia's strand.
And there a man from Lebanon came up and seized my hand.
"I owe Brummana this," he said, "come let me pay the debt!"
Oh, we won't forget Brummana School, and won't let you forget!
Oh, we won't forget Brummana School, and won't let you forget!

As I was travelling round the world, I reached Beirut again.
And as I climbed the mountainside, I heard the joyful strain.
From all the boys and girls at once: "Well met my friend, well met!"
Oh, we won't forget Brummana School, and won't let you forget!
Oh, we won't forget Brummana School, and won't let you forget!

Tune: The Lincolnshire Poacher by Christofer G. Naish

MESSAGE FROM THE PRINCIPAL

Brummana High School is a fine establishment which has played an important role in Lebanon's educational history. It has produced great leaders, professionals, innovators, and pioneers in many fields who have practised their talents in Lebanon and all over the globe for over 150 years. In keeping with our Quaker ethos, we find the individual in every child, aim to nurture and develop their unique talents, instil in them our expectation of excellence in all things and prepare them for the responsibilities they will assume in a world which needs them to make a difference. They will be diligent and determined, purposeful and respectful and seek peaceful resolutions to the matters they address through effective communication and teamwork, discussion and debate. At the end of their school days we must be sure that they are confident to enter a tough world with confidence, independence and commitment, enthusiastic for the challenges which lie ahead.

David Gray
Principal

OLD SCHOLARS ASSOCIATION

The Old Scholars' Association is composed of graduates of Brummana High School. These old scholars, through their love and devotion to BHS, encourage the continued excellence of the school's programmes and facilities. Their generosity, both in terms of time and money, helps support the quality education available at BHS. The Old Scholars Association is a major asset to Brummana High School.

PARENTS' ASSOCIATION

The Parents' Association represent the parents of Brummana High School. The members of the association meet regularly to discuss issues and concerns of BHS parents, to plan activities for holidays and to provide support for school events. The Parents' Association works to support the quality educational programme provided at Brummana High School.

INFANTS' SECTION POLICIES & PROCEDURES

INFANTS' SECTION STRUCTURE

The Infants' Section cares for students in KGI, KGII, and KGIII classes. Each class has a homeroom teacher and an assistant who are with the students throughout the day nurturing their intellectual, social and emotional development. In a child-centred environment teachers encourage the students to learn through exploration and hands-on activities. The curriculum also provides an introduction to values through discussion and exploration of themes.

ACADEMIC CALENDAR

The year is divided into 3 terms. Report cards are delivered at the end of each term as indicated in the academic calendar.

ACADEMIC PROGRAMMES

Students in the Infants' Section are offered a child-centred education that focuses on their developmental characteristics, interests, and needs following the Cambridge Curriculum and techniques and the PHSE programme. Instruction utilises hands-on activities, use of manipulatives, creative problem-solving, cooperative group work, and class discussions. Students in the Infants' Section follow the same programme: Arabic, Maths, English, Science, Art, Music, French, Library, Physical Education and activities.

TEACHERS

In each Infants' Section class, there is a homeroom teacher and an assistant teacher who teach Maths, English, Science, Art, and Physical Education and implement all activities. Since the homeroom teacher works with the students during these subjects and circle time, the teacher has numerous opportunities to observe the students in the learning/social environment and to monitor their academic progress. Arabic, French, and Music are taught by subject teachers.

SCHOOL COUNSELLOR & LEARNING SUPPORT

BHS has a part-time counsellor who is available to tend to children's needs and give guidance to the teachers and parents if needed. The counsellor works with the Head of the Infants' Section to promote student well-being. We also have a learning support teacher to help students with educational needs and to develop effective learning strategies that promote academic improvement.

BOOKSHOP

The school operates a bookshop on the campus. The shop carries a complete line of school supplies including textbooks, notebooks, and writing utensils. The bookshop is open Monday – Friday, 8:00 a.m. until 2:00 p.m.

HOMEWORK

Homework in KG III lays the foundation for good work habits in later years. Furthermore, positive homework helps establish the home-school connection and involves parents as partners in their child's education. Students' homework should not exceed twenty minutes on each occasion.

Parents will be regularly informed what the students will be learning during the school year. Every two weeks, parents will receive a letter from the homeroom teacher of what will be covered in the following two weeks. In addition, the student is required to read one book each week. These books can be read to the student, or the student can read them with the parents. Occasionally, additional homework may be sent home. The assigned homework will be posted on MS Teams and the books will be placed in the child's folder to complete.

ASSEMBLY

All students attend a monthly morning assembly that takes place on a Monday. It is an opportunity for the Head of the Infants' Section and the teachers to communicate with the students. Each class will have a turn at preparing a

presentation based on the value for the month. The assembly starts with the National Anthem and the School Song and concludes with the Quaker tradition of a moment of silence.

PARENT-TEACHER COMMUNICATION

Brummana High School believes in the partnership between parents and the School. Both share a common goal and seek to provide the utmost care for children. Parents are encouraged to contact the school for enquiries about their child or other matters and arrange to meet with the appropriate member of staff.

PARENT-TEACHER MEETINGS

There is one organised Parent/Teacher meeting per year. Parents receive report cards every term and have the opportunity to meet teachers to learn more about the progress of their child and any particular concern that needs to be addressed. The Head of Section is available to answer questions.

OFFICE HOURS

All teachers have office hours when parents can meet and discuss student matters in detail. These times are sent to the parents at the beginning of the school year. Parents should contact the Section Secretary who will inform the teacher. Parents are asked not to enter the classroom or the staff room without prior notice.

SCHOOL TRIPS

Permission slips and cost information will be sent home prior to each trip. Students are reminded that on a school trip they are representing Brummana High School. No behaviour that jeopardises the good name of the school will be tolerated.

USE OF PHOTOS AND VIDEOS OF STUDENTS IN SCHOOL PUBLICATIONS

Brummana High School provides students with a safe and secure environment for the school's values to be instilled, those of self-reliance, co-operation, friendship, non-violence, honesty, simplicity and compassion. BHS' motto "I Serve" is inherent in all educational practices and indeed in all members of the school community too.

The school welcomes positive publicity. Children's photographs add colour, life and interest to this publicity. In order to help highlight the educational practices and activities throughout the year, both on and off campus, the school captures photo and video material. Making use of the material from current pupils at BHS, and ex-pupils who have provided permission, in school publicity materials can increase pupil motivation and staff morale and help parents and the local community identify and celebrate the school's achievements. This material is publicised on different communications platforms, including but not limited to: BHS website, brochure material, electronic publications including the newsletter and official social media accounts. Given BHS' philosophy of providing a holistic education for each student, the range of activities that can be included is vast, encompassing anything from the May Festival to BHSMUN initiatives, from athletic competitions to music and drama productions, and from classroom activities to individual and group projects as well as recognition of students for their achievements and awards.

Photographs and videos will be used in a responsible way. BHS respects children's, staff and parents' rights of privacy and the school is aware of potential child protection issues. We seek to protect the rights and identity of children, staff and parents against unwanted external contact. Wherever possible, students will be photographed with their peers in a group, rather than individually. Full names of students will not be disclosed on certain platforms, particularly social media accounts. BHS teachers are prohibited from posting images of their class or students on personal social media accounts. The school developed a procedural document in this regard and which can be found: <https://bhs.edu.lb/policies/>

Unless otherwise stated in writing, parents and/or legal guardians authorise BHS to use images or videos of students for the above purposes.

INFANTS' SECTION BEHAVIOURAL EXPECTATIONS AND RULES

SCHOOL POLICIES

Every community needs rules to live by. Rules for the Infants' Section are consistent throughout the grade levels.

Each rule has a purpose and is related to the basic rules followed by all community members.

BHS is a community. The actions of any one member may affect other members of the community. Every student is expected to act in a responsible manner, to respect the rights and property of others, to cooperate with school regulations and behave on campus, at extracurricular activities, and within the wider community in a manner that gives credit both to the school and to the student. In upholding these standards, parent cooperation is expected.

STUDENT BEHAVIOUR POLICY

By enrolling at BHS, each student agrees to abide by its rules, and all parents agree to support the school's policies. The administration will be responsible for creating rules and procedures governing student behaviour on campus and at all school-sponsored activities, as well as, disciplinary procedures for social misconduct.

STUDENT DISCIPLINE POLICY

The basis of the discipline policy is the school's philosophy that students are to be nurtured to develop personal integrity and mature behaviour and

to become self-confident individuals who will contribute significantly to the world in which we live. BHS wants its students to develop self-discipline and respect for themselves and the diversity of the BHS community, to make responsible choices and to accept the consequences that result from their conduct.

The principle that students can learn from their mistakes, and should be given the opportunity to do so, forms the framework for consequences for social misconduct. Students will be disciplined compassionately with appropriate speed and with the intent of encouraging the correct conduct.

Disciplinary action will be fair and effective based on clearly stated behavioural expectations and consequences. The school's rules, and the consequences and procedures for their violation will be disseminated and applied consistently to ensure that consequences are predictable.

INFANTS' SECTION RULES

The goal of these rules is to maintain discipline so students can experience a positive and safe environment.

- 1- Follow the teacher's instructions.
- 2- Raise your hand to be called on before speaking.
- 3- Use a quiet voice inside the building.
- 4- Be a good friend, take turns, share, show respect, keep your hands, feet and objects to yourself, and respect your neighbours' property.

BEHAVIOUR MANAGEMENT

Learning acceptable behaviour in the classroom and other social settings is vital to the success of every child. Behaviour management techniques used by the Infants' Section staff encourage a child to gain self-control, self-reliance, and to respond positively to others. Positive reinforcement of proper and acceptable behaviour is used so as not to destroy a child's self-esteem and to promote acceptable social interaction with peers as well as adults.

Positive Model for Behaviour Management includes:

- Rewarding desired behaviour with praise
- Consistent responses to a child's appropriate and inappropriate behaviours
- Redirection to appropriate behaviours
- Modelling appropriate behaviours
- Keeping the number of rules for children's behaviour to the minimum and making them simple and meaningful to children

When positive behaviour management strategies are not applicable in a severe or crisis situation, other steps will be employed. These occasions should be rare and only when absolutely necessary for the well-being of the child, other children, or to maintain the educational integrity of the classroom. These more restrictive methods should not be used as punishment, but rather to allow the child a short time-out to gain self-control or to protect the child by removing him/her from a potentially dangerous situation.

A crisis situation should be defined as a situation when a child has: 1) lost self-control 2) will not respond to positive redirections or prompts 3) is potentially endangering him/herself or others. Responses to the crisis may include a short reflection in the classroom and meeting with the parents. If dangerous behaviour continues to occur and persist, the counsellor will meet with parents and the teacher to develop a written behavioural intervention plan.

CLOTHING AND APPEARANCE

The Infants' Section students are involved in activities that require jumping, climbing and running. In class, students will be painting, gardening, using glue, working with play dough and other messy stuff. Parents are asked to select clothing that is both comfortable and appropriate for these activities (no shoe laces, and no belts are allowed). Items of clothing such as caps, hats and jackets should be clearly labelled. Boys should have short cut hair and girls tied hair.

FOOD

Students have time to eat twice per day. The morning snack could be provided by the school or parents can send a healthy sandwich along with vegetables, fruits and a plain non-creamy cake or biscuit (refrain from sending chips, chocolate, gum and sweets).

For lunch time, a hot meal will be provided for the students who wish to have lunch at school, otherwise, parents should provide a snack that will keep them full and healthy. Parents should register their children for food before the start of each term. Additionally, parents should not send cooked meals from home or items that need a refrigerator (cooked meat, yogurt...).

ATTENDANCE

Classes start at 7:45 a.m., and students are expected to be on time. School ends at 2:30 p.m. (Wednesdays at 2:15 p.m.). Students should be in their classrooms by 7:45 a.m. to avoid lateness. Doors will be closed after 8 o'clock. Most teachers will be on campus before 7:30 a.m. Students coming late must go straight to the waiting room, where they will be marked late.

TRANSPORTATION

If there are changes in the way the student will be going home, parents need to notify the Infants' Section Office in writing or by phone (verbal changes from the student will not be accepted). Without written instructions or a phone call from the parent, students will be sent home in the usual manner. Students on the school bus follow school rules and are accountable to the bus monitor.

ABSENCE

If students are ill, their parents must call the office, extension 362 by 9 a.m.

or send an email to the office to give the reason for absence. Any request for missed class work must be made at that time.

Sick students should stay at home to allow full recuperation (They may return to school after 24 hours without fever).

GENERAL PROCEDURES AND GUIDELINES

PLANNED ABSENCES

The school's calendar is published early in the summer. Because of the importance of maintaining the integrity of the academic day, the school does not endorse absences requested for the purpose of family convenience, outside social activities, or extended vacation time. If extraordinary circumstances necessitate such an absence, parents must submit a written request to the Principal prior to the date(s) in question.

OTHER INFORMATION

SCHOOL CLOSURE

The school is officially open unless the Principal makes a statement to the contrary. If the school has to close before the end of the school day (snowstorm, etc.), early bus departure will be arranged. Parents who need information about how and when to pick-up their children should contact Reception or the Infants' Section Office.

If a sudden decision is made to close the school overnight, the text messaging service will inform parents.

All information will also be posted on the school website: www.bhs.edu.lb

STUDENT HEALTH

The school maintains a Sick Bay staffed by a registered nurse and, according to a fixed schedule, the school pediatrician. If a student feels ill in the course of the day, s/he should report to the teacher.

The office will coordinate with the school nurse and take the necessary action. Sick students will normally be sent home from the Sick Bay. Each parent is required to maintain an up to date health form for their child with the Sick Bay.

Brummana High School
(August 2025)

