Student Handbook

Brightside High School



Welcome to Brightside High School

Dear Parents,

We are delighted to welcome you and your child to Brightside High School. Our preschool is dedicated to providing a warm, nurturing, and stimulating environment where children can explore, learn, and grow. We believe that early childhood education lays the foundation for a lifetime of curiosity, creativity, and academic success.

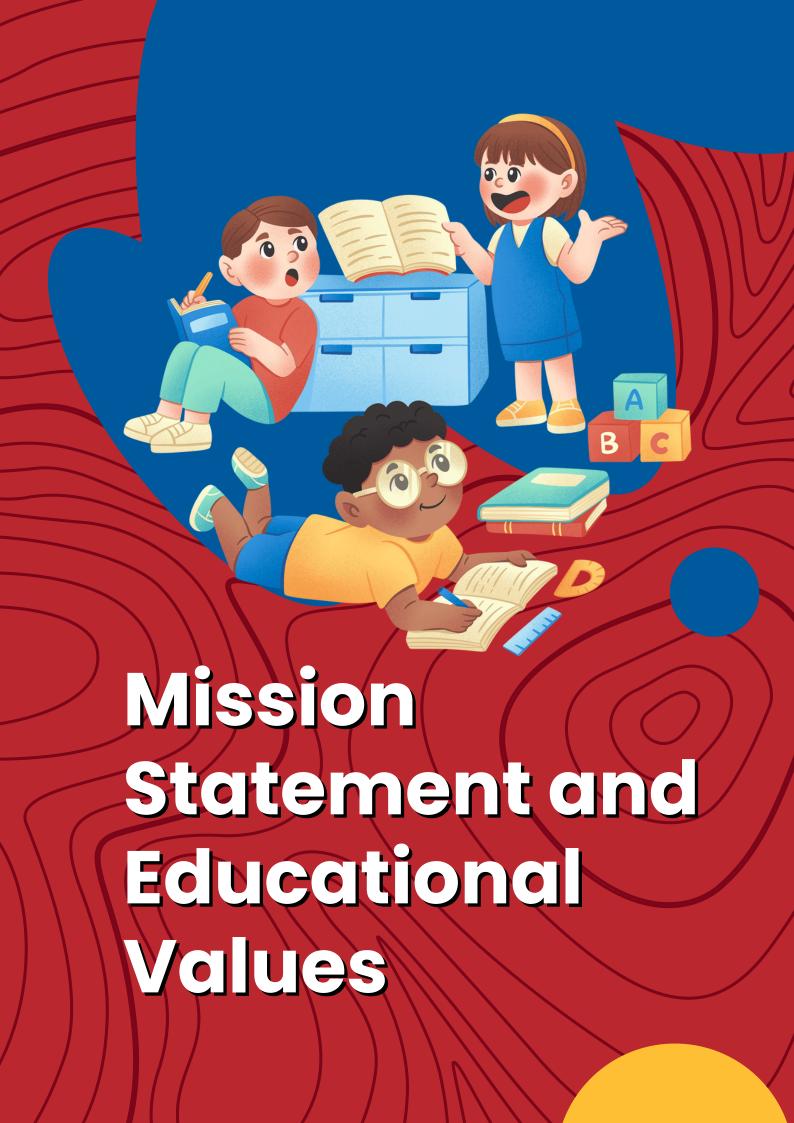
At Brightside High School, we emphasize a play-based, child-centered approach that fosters both intellectual and emotional development. Our dedicated teachers and staff work closely with families to create a supportive learning community that nurtures each child's unique potential.

This handbook serves as a comprehensive guide to help you understand our school policies, and expectations. We encourage you to read through this handbook carefully, as it will provide valuable information on how we can work together to ensure a positive and enriching experience for your child.

If you have any questions or need further clarification, please do not hesitate to reach out to us. We look forward to an exciting and joyful learning journey with you and your child!

Warm regards, Miss Hadia

Principal, BHS





Our Vision:

Empowering Minds, Inspiring Futures

Our Mission:

At Brightside High School, we challenge our students to think expansively, act ethically, and lead responsibly. We are dedicated to fostering an inclusive environment that celebrates diversity and encourages a global perspective, preparing our students to become compassionate and engaged citizens in an interconnected world

Our Philosophy:

To be recognized by the success of our students in achieving their personal goals

- To make student development the center of all school decisions
- To aspire to the highest internationally recognized performance standards
- To build and celebrate a culture based on internationalism
- To enable the staff to become life-long learners through the development of their professional practice

Core Values:

Honesty, Kindness, Responsibility, Respect, Safety, Inclusivity, Lifelong Learning

Our Motto:

Think. Act. Lead









Our Educational Philosophy

At Brightside High School, we believe that children learn best through play, exploration, and guided discovery. Our curriculum is designed to support whole-child development by integrating the following approaches:

Play-Based Learning

- Encourages active engagement and joyful learning.
- Builds foundational skills in literacy, numeracy, and social interaction.
- Develops problem-solving and critical thinking abilities.

02 Social-Emotional Development

- Teaches children how to express emotions and communicate effectively.
- Promotes empathy, cooperation, and selfregulation.
- Creates a warm, inclusive classroom environment.

03 Hands-On Exploration

- Provides sensory-rich experiences through arts, music, science, and nature activities.
- Encourages creativity and innovation through interactive projects.
- Develops fine and gross motor skills through active play.

04 Early Literacy & Language Development

- Teaches children how to express emotions and communicate effectively.
- Promotes empathy, cooperation, and selfregulation.
- Creates a warm, inclusive classroom environment.

05 Family Partnership

- Recognizes parents as a child's first and most important teachers.
- Provides opportunities for parent involvement in school activities.
- Encourages open communication and collaboration between families and teachers.

Student Profile

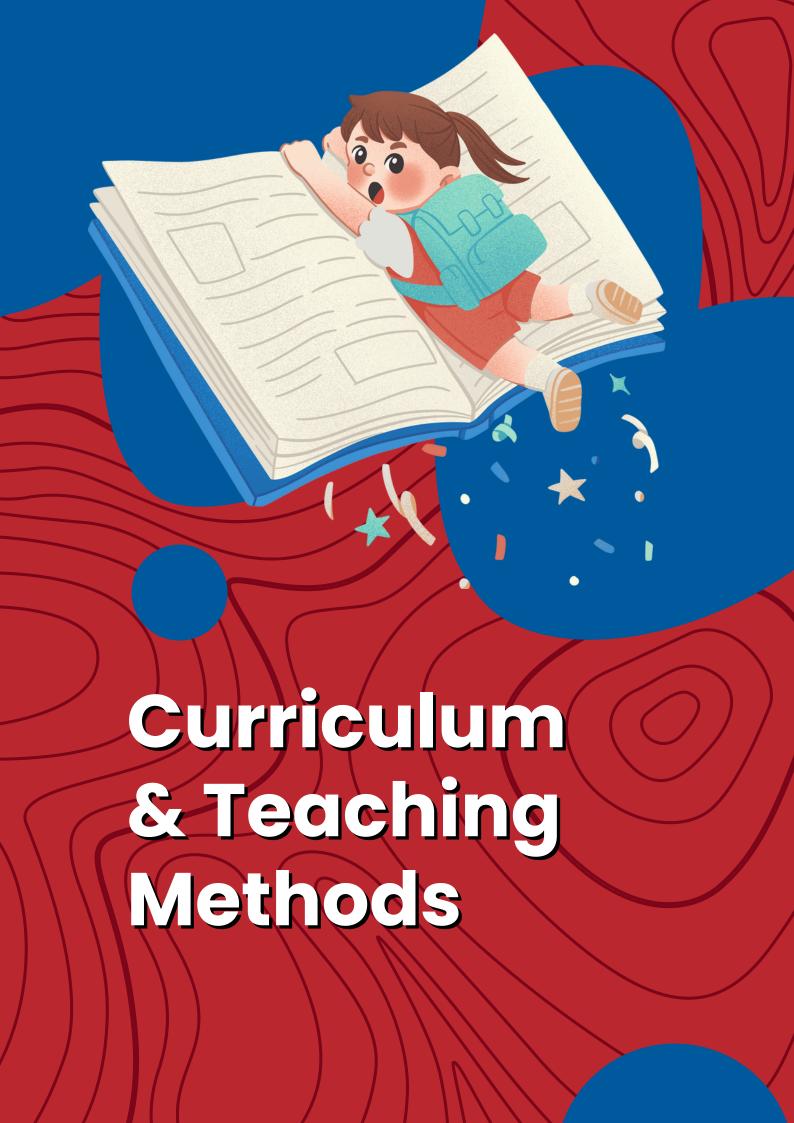
At Brightside High School, we embrace the uniqueness of every child while nurturing essential developmental skills. Our ideal student profile includes:





We believe that every child is

capable, competent, and ready to learn in their own unique way. Our goal is to guide them in building confidence, curiosity, and compassion as they take their first steps in their educational journey.



At Brightside High School, we place each child, both individually and as part of a learning community, at the heart of our educational journey. We believe every learner is unique and capable of reaching their full potential in a nurturing, inclusive, and lifelong learning environment.

Our Curriculum

Our curriculum is designed to inspire a love of learning while meeting the diverse needs of all our students. Based on the Cambridge Curriculum and the Early Years Foundation Stage (EYFS), it emphasizes inquiry, creativity, collaboration, and personal growth. We blend structured academic content with opportunities for reflection, imagination, and character development.

The Creative Curriculum

Fostering exploration and discovery through hands-on experiences.

Cambridge Curriculum

Offering a world-class academic foundation from EYFS through KS3.

Reggio Emilia Approach

Promoting creativity, collaboration, and critical thinking.

Our curriculum focuses on the following key developmental areas:



Teaching Methods

At Brightside High, our educators use a combination of structured instruction and free play to create a well-balanced learning experience.



O1 Hands-On Learning

Children engage in active exploration, using real-world materials to enhance understanding.



02 Teacher-Guided & Child-Led Learning

Encouraging curiosity and problemsolving through discovery-based experiences.



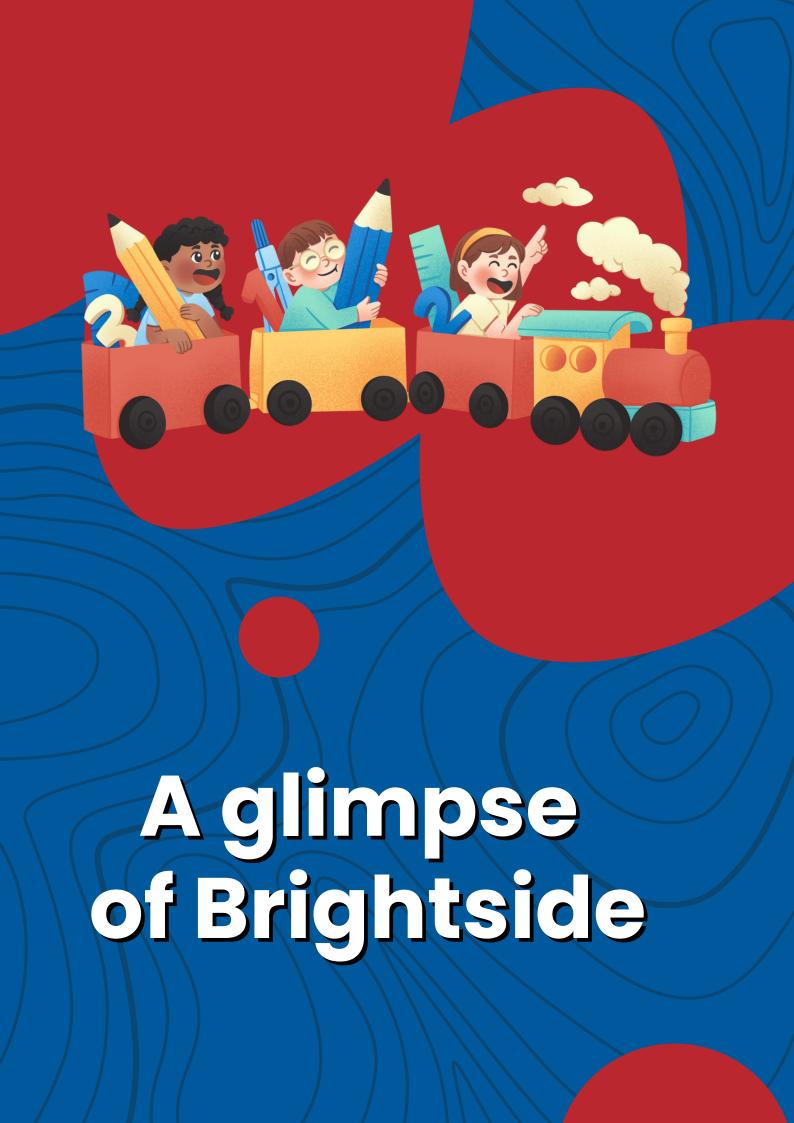
03 Outdoor Learning

Utilizing nature as a classroom to develop observation skills and appreciation for the environment.



04 Whole-Child Approach

Addressing cognitive, emotional, social, and physical development.



Co-Curricular Activities









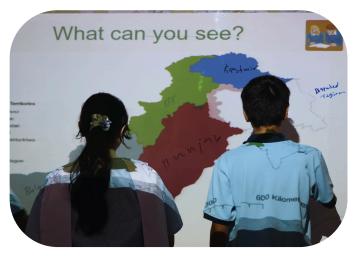








Learning Concepts

















Physical Growth















Faculty

















Class
Structure &
Classroom
Setup

Classroom Setup & Learning Environment

Each classroom at Brightside High School is designed to be a safe, engaging, and stimulating environment where children can thrive.

Learning Centers



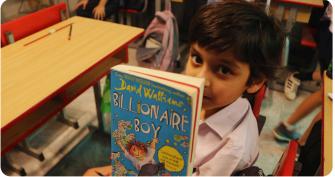
Learning Centers



Art & Creativity Station



STEM Exploration Zone



Dramatic Play Area

Outdoor Learning Spaces



Sports Play



Sensory Play Area



Physical Play Structures

















Willness



















Safeguard and Child Policy

SAFEGUARDING STATEMENT

BHS is committed to ensuring that all our children and young people are safe and feel safe; that children, parents/carers, and staff can talk about any safeguarding concerns and feel assured they will be listened to; and that all staff and volunteers are aware of, and implement, safeguarding procedures and guidance, including what to do if they suspect a child or young person may be experiencing, or at risk of, harm.

General Principles

Safeguarding and the welfare of children is the responsibility of all school staff. We will ensure there are appropriate systems in place for seeking and considering the child's wishes and feelings when making decisions, taking action, and deciding what services to provide to protect individual children. In line with the Education Act 2002, we commit to:

- Establishing a safe environment in which children can learn, develop, feel secure, and are encouraged to talk and be listened to.
- Providing opportunities for children and young people to discuss issues and report problems affecting their safety and welfare.
- Safeguarding the welfare of all children, particularly the most disadvantaged.
- Including opportunities in the curriculum for children to develop the skills they need to recognise and stay safe from abuse.
- Ensuring safe recruitment practices.
- Implementing robust procedures for recognition and referral where there are welfare or child protection concerns.
- Raising awareness amongst staff of child protection issues and ensuring they are equipped to deal with concerns and keep children safe.
- Monitoring and supporting children and young people who are in care or subject to child protection plans, and contributing to their plan's implementation.
- Promoting partnership working with parents and professionals.









DEFINITIONS

Safeguarding:

Protecting children from maltreatment; preventing the impairment of health or development; ensuring children grow up in safe and effective care; and taking action to enable the best outcomes.

Child Protection:

A part of safeguarding; activities undertaken to protect specific children suffering, or likely to suffer, significant harm.

Abuse:

Maltreatment of a child, either by inflicting harm or failing to act to prevent harm. Abuse can occur within families, institutions, communities, or online, and may be perpetrated by adults or other children.

Types of Abuse:

- **Physical Abuse** Hitting, shaking, throwing, poisoning, burning, drowning, suffocating, or otherwise causing harm. Can also include fabricated or induced illness.
- **Emotional Abuse** Persistent emotional maltreatment causing severe effects on emotional development. Includes making a child feel worthless, silencing them, imposing inappropriate expectations, overprotection, limiting learning or social interaction, exposure to domestic abuse, bullying (including cyberbullying), and exploitation. Often present alongside other abuse types.

Roles and Responsibilities

All adults working with or on behalf of children have a duty to protect them. Certain staff within schools and the Local Authority have specific child protection responsibilities.

- The Governing Body and School Leadership Team must ensure that Designated Safeguarding Leads (DSLs) receive the required training, resources, supervision, and time to fulfil their role effectively.
- DSLs must attend required training and refresh it every two years.
- All other staff must receive safeguarding training annually at the start of the autumn term.
- DSLs ensure child protection procedures are followed within the school and make timely, appropriate referrals.











1. Policy Statement

The aim of the Governing Body and the Deputy Head is to provide a safe and healthy working and learning environment for staff, pupils, and visitors. This will be achieved by implementing the health and safety objectives detailed in this policy.

This establishment attaches great importance to the health, safety, and welfare of all employees and other users, particularly children, parents, and visitors. The establishment aims to provide, so far as is reasonably practicable, for its employees when working on the premises or elsewhere:

- Instruction, training, and supervision to enable employees to work safely without risk to health.
- Premises and workplaces that are well-maintained, with safe access and egress, and without risk to health.
- Safe, well-maintained vehicles.
- Safe systems and methods of work.
- Safe machinery and equipment.
- Safe use, storage, handling, and transport of articles and substances.
- Suitable safety clothing and equipment when required.
- Other appropriate protection where staff might be at risk.
- Opportunities for all members of the school community, including pupils, to contribute to developing this health and safety policy.
- A commitment to environmental responsibility, ensuring that school activities do not adversely affect it.

2. Responsibilities

Governing Body

The Governing Body has corporate responsibility as an employer for providing a safe and healthy environment for staff, pupils, and visitors. It will:

- Take reasonable steps to fulfil this responsibility.
- Provide suitable facilities, equipment, and safety arrangements.
- Offer information, advice, and welfare facilities to support a healthy environment.

Head of Establishment (Principal)

The Headteacher has primary responsibility for health and safety within the school. In their absence, the Deputy or a nominated staff member will assume this responsibility. Duties include:

- Setting up arrangements to meet all health and safety requirements.
- Monitoring the effectiveness of arrangements.
- Producing, revising, and reissuing the written Health and Safety Policy.
- Resolving health and safety problems.

- Following guidance from the Local Authority and other competent bodies.
- Maintaining accessible records of guidance.
- Maintaining a list of Safety Representatives.
- Supporting Safety Representatives in their duties.
- Establishing a Health and Safety Committee.
- Ensuring termly inspections of the site.
- Implementing systems for reporting, recording, and investigating accidents.
- Informing visitors of site hazards.
- Ensuring appropriate use and renewal of personal protective equipment.
- Maintaining a fire risk assessment and evacuation plan.
- Conducting regular fire drills and ensuring equipment is maintained.
- Establishing emergency plans for both in- and out-of-hours incidents.
- Providing induction and training for staff.
- Keeping records of training, inspections, tests, and accidents.

All Employees

Staff are responsible for:

- Taking care of their own health and safety, and that of colleagues and pupils.
- Staying up to date with safety procedures.
- Attending training as directed.
- Following instructions on health and safety matters.
- Reporting accidents, hazards, and safety concerns.
- Not misusing safety equipment.

Senior Leadership Team (SLT)

The SLT must:

- Ensure staff receive necessary training and supervision.
- Arrange regular inspections of equipment, materials, and systems.
- Provide cover for staff with key safety responsibilities.
- Oversee the school science policy and health and safety in science.

Classroom Teachers

Teachers must:

- Ensure pupil safety through supervision.
- Be able to carry out emergency procedures.
- Follow safety instructions.

Technicians

Technicians must:

- Ensure safety in preparation rooms, workshops, and other areas.
- Maintain fire safety and security systems.
- Ensure contractors are aware of safety procedures.

Visitors

- All visitors must sign in at Reception and wear a visitor's badge.
- They must follow school safety rules.

3. Accident Reporting

- The Deputy Head signs off accident forms, investigates incidents, and recommends preventive action.
- Accident forms must be kept for at least three years.
- Minor accidents involving pupils or parents may be recorded in the minor injuries book (also retained for three years).

4. Fire and Emergency Arrangements

- Staff must know fire and emergency procedures, keep escape routes clear, and report equipment issues.
- Fire Wardens check fire safety equipment weekly.
- The Governing Body reviews fire safety annually.

Firefighting and Precautions

- Firefighting equipment is inspected annually by Services Maintenance and Building (SBM).
- The Premises Manager maintains the fire equipment inventory and diagrams.

Fire Alarms

 Fire alarms must be tested weekly and serviced annually. Records must be kept.

Fire Drills

• Conducted at least termly to ensure safe evacuation.

5. Information, Documentation, and Training

- Staff must receive or be directed to relevant safety information.
- Health and Safety documents are stored in the school office.
- The Business Manager identifies training needs, records training, and monitors compliance.

6. Repairs and Maintenance

- All damage or defects must be reported and logged on the MLE system by the Premises Manager.
- The Business Manager ensures quality assurance.

7. School Premises Plans

 A copy of the plan must be available in the office for use by the fire brigade.

8. Electrical Equipment

- Portable equipment must be PAT tested annually.
- Staff must check appliances before use.
- Defective equipment must be removed immediately.
- Privately owned appliances must not be used unless approved and tested.

9. Furniture and Equipment

- Staff must ensure equipment and furniture are safe.
- Defects must be reported to the Premises Manager.

10. Control of Substances (COSHH)

- All substances must comply with COSHH guidance and CLEAPSS manuals.
- Risk assessments and hazard data sheets must be kept.

11. Cleaning Arrangements

- Cleaning is carried out by an external contractor.
- Issues should be reported to the Premises Manager, then the Business Manager.
- Contractors must provide safety policies, risk assessments, staff training, PPE arrangements, and electrical inspections.
- Regular review meetings must be held and recorded.

12. Risk Assessment

- Risk assessments must be carried out for all activities affecting staff, pupils, visitors, and contractors.
- Risks must be identified, reduced, or avoided to prevent harm.







Acceptable ICT Policy

Brightside High School Peshawar integrates digital tools into teaching, learning, and assessment, with teachers acting as facilitators. Students are active participants and are provided access to various educational tools, including:

- **Google Classroom** LMS for lessons, worksheets, organization, and communication.
- Code.org () Computer Science learning for Grades K-12.
- Kids A-Z () Reading growth program for Grades K-12.
- Gizmos Science and Math () Virtual labs for Grades 3-12.
- **Tinkercad ()** 3D design, coding, and electronics for Grades 5–12.

Students must bring their own laptops or tablets. Brightside High provides internet access and institutional email/storage for academic purposes.

The following Code of Conduct applies:

1. Use of Facilities

School ICT resources (computers, networks, printers, LMS, etc.) are for academic purposes only.

- Personal equipment may be used if compliant with rules.
- Changing system settings requires permission.
- Connecting personal networking equipment to share school internet is prohibited.
- Certain services (e.g., Kids A-Z, Zearn, Gizmos) require unique login credentials that must not be shared.

2. Intellectual Property & Confidential Information

- Respect school and third-party intellectual property rights and licenses.
- No bulk downloading or large-scale copying from digital resources.
- Treat confidential/sensitive information as strictly confidential.
- Follow school security guidelines for storage and sharing of data.

3. Security Responsibilities

- The school implements strong security measures but expects students to:
 - o Install antivirus and firewall software.
 - o Regularly back up data.
 - o Use strong, regularly updated passwords.
 - Keep software updated.
 - Use encryption when appropriate.

4. Private Use & Nuisance

Limited personal use is allowed but must not:

- Disrupt school operations or others.
- Involve offensive, discriminatory, or pornographic content.
- Spread harmful software, chain letters, or spam.
- Overuse bandwidth through excessive streaming/file sharing.
- Infringe copyright through illegal downloading or uploading.

5. Monitoring

- The school may monitor usage for security and rule enforcement.
- Traffic data is automatically logged; content is only inspected if a serious violation is suspected.
- Any monitoring complies with data protection laws, with confidentiality maintained.

6. Targeted Investigations

- Require a written order from the principal.
- Results are documented, confidential, and destroyed if no action is taken.
- Students are informed unless doing so would compromise the investigation.

7. Student Rights (Data Protection)

Students have rights under data protection laws, including:

- Access, correction, deletion, restriction, objection, data portability, and protection from automated decisions.
- Requests are processed within one month.

8. Consequences of Violations

- Possible actions: warning, reprimand, temporary access restrictions, or in severe cases, deregistration.
- Students can present their case before action is taken.
- Temporary blocks for network nuisances may be applied without prior warning in urgent cases.











COMMITMENT

Brightside High School (BHS) is committed to providing students with access to a wide range of educational resources. While we do not have a physical library, we offer access to a vast collection of digital resources.

BHS Primary School Digital Library

BHS subscribes to a digital library called Kids A-Z (https://www.kidsa-z.com/main/Login), an online interactive programme designed to promote reading growth across all grades.

Access

The digital library can be accessed anytime, anywhere using a PC, tablet, or smartphone. Students can read online books and explore other educational content without waiting for a scheduled library lesson. Teachers can assign books, activities, and games to individuals, groups, or the whole class, according to learning needs.

Reading Scheme

The Kids A-Z Reading Scheme encourages pupils to take quizzes and generates statistics and reports for teachers.

Kids A-Z Coordinator Responsibilities

- Manage the Kids A-Z learning scheme.
- Introduce pupils and staff to the programme.
- Ensure all pupils complete reading tests four times per year (schedule agreed with the Head of English).
- Guide pupils to select appropriate reading material within their ZPD (Zone of Proximal Development).
- Encourage quiz participation.
- Provide statistics and reports for teachers.
- Supervise pupil use of the library system and manage the BHS Reading Marathon.
- Promote a wide range of fiction and non-fiction reading according to pupils' abilities and interests.
- Gain knowledge of pupils' reading preferences through records.
- Arrange displays and handle enquiries from pupils, staff, and parents.









Aims of the BHS Kids A-Z Library

The digital library will:

- Enable pupils to access information independently and effectively.
- Promote reading, enhance learning, and support teaching throughout the school.
- Equip pupils with the skills to find and use information effectively.
- Encourage the use of a wide range of fiction and non-fiction books.

Support and Training

- Orientation Sessions: Provided at the start of the school year.
- Help Desk: IT department support available during school hours.

Fostering a Love of Reading

The library aims to make reading a life-long habit by:

- Providing high-quality, attractively presented fiction and non-fiction for all pupils, including reluctant readers, learning support pupils, and highly able pupils.
- Running the Active Learn Scheme, including:
 - a.Reading Race each term quiz points count toward class totals, with a trophy awarded.
 - b. Recognition for pupils scoring 100% on quizzes.
 - c. Certificates for Word Millionaires (plus a display and end-of-year celebration).
 - d.Certificates and entries in the Reading Celebration Book in collaboration with English teachers.
- Organising events such as author visits, World Book Day, National Poetry Day, and themed days.
- Offering pupils opportunities to buy books through recognised school book fairs.

Enhancing Learning

The library will:

- Provide current, relevant resources to support the curriculum and wider reading.
- Encourage whole-school involvement in the Active Learn Reader Scheme.
- Offer access to IT resources for pupils.

Supporting Teaching

The library will:

- Make available resources for coursework, homework, and lesson preparation.
- Purchase staff-recommended materials whenever possible.
- Liaise with the Academic Coordinator and Learning Support staff regarding literacy materials.

Access - Library Subscription

All students are granted access to Epic Books via the Epic app (available on iOS and Android).

Responsible Use

- Appropriate Content: Students should choose age-appropriate materials. Concerns can be addressed through staff or the app's rating system.
- Digital Citizenship: Students must follow the school's digital citizenship policy, using resources respectfully and ethically.

Privacy and Security

- Data Protection: Student personal data and usage are protected in compliance with data protection laws.
- Password Security: Students must not share login credentials and should report any security concerns immediately.

Updates and Notifications

- Library Updates: Communicated through official school channels.
- Notifications: Sent via the Epic Books app for borrowed items, holds, and relevant information.
- Note: By accessing the digital library, students agree to this policy. The school administration may update this policy to best serve educational needs.





Admission Information

Enrollment Process & Timeline



STEP 1 Application Submission

Parents must fill out the enrollment form and submit all required documents.



STEP 2 Family Meeting & School Tour

Parents and children are encouraged to visit the school, meet the teachers, and observe the classroom environment.



STEP 3 Admission Confirmation & Payment

Once accepted, families will receive an invoice for the registration fee and first tuition payment.



STEP 4 Orientation & First Day of School

Before starting school, parents must attend an orientation session to review expectations, classroom procedures, and transition tips for their child.

Tuition & Fees Policy

2025 - 2026

Bright Side High School is committed to providing quality education supported by modern resources, skilled faculty, and a nurturing environment. To sustain these standards, the following fee policy will apply.

Tuition Rates (Per Child)

Class Level	Monthly Fees
Pre-Kindergarten to Grade 7	PKR 29,900
Grade 8 to A Levels	PKR 34,650

A **20% discount** will be granted on the tuition fee for each **additional sibling** enrolled at Bright Side High School. The discount applies to the younger sibling(s) only.

Other Fees

Resource Fee

PKR 60,000 (payable at the start of the academic year and is non-refundable). It is payable only once during all academic periods in school.

Payment Schedule

- Fees are payable monthly, in advance, by the 7th of every month.
- A late fee surcharge of PKR 1000 will be applied after the due date.
- Continued **non-payment** beyond two months may result in **suspension** of the student's enrollment until dues are cleared.

Mode of Payment

- Fees are payable monthly, in advance, by the 7th of every month.
- A late fee surcharge of PKR 1000 will be applied after the due date.
- Continued non-payment beyond two months may result in suspension of the student's enrollment until dues are cleared.

Withdrawal Policy

- A one-month written notice must be submitted prior to withdrawal.
- All outstanding dues must be cleared before issuance of transfer certificates or return of the security deposit.

General Rules

- Fees once paid are non-refundable and non-transferable.
- The school reserves the right to revise the fee structure annually in accordance with rising costs and regulatory guidelines.
- Discounts or waivers (other than the sibling discount) are not applicable unless formally approved by the school administration.



Attendance & Absence Policies

Regular attendance is essential for a child's social, emotional, and academic development. Establishing a consistent routine helps children build a sense of structure and responsibility while making the most of their preschool experience. Below are our policies regarding attendance, absences, and tardiness.

Attendance Expectations

- All students are expected to attend school Monday through Friday during regular school hours.
- Early Years (8:00 AM 4:00 PM)
- Grade 1 to 5 (7:50 AM 1:30 PM)
- Higher Grade(7:50 AM 2:10 PM)
- Parents are responsible for ensuring their child arrives at school on time each day.
- If a child will be absent, parents must notify the school office.
- A minimum attendance rate of 60% per semester is required for children to maintain their enrollment.

Tardiness & Late Arrivals

- The school day begins around 7:50 AM. Children arriving after 8:10 AM are considered tardy.
- Frequent tardiness (5 or more occurrences per month) may lead to a parent meeting to discuss solutions for improving attendance.

If a child arrives after 9:30 AM without prior notice, they may not be admitted for the day unless there is a valid reason (e.g., medical appointment).

Planned Absences & Family Vacations

- We understand that families may have pre-planned trips or obligations.
- Parents should notify the school at least two weeks in advance if they plan to take their child out of school for an extended period.
- Tuition remains fully payable during extended absences to hold the child's spot in the program.

Unexcused Absences & Attendance Review

An absence is considered unexcused if:

- The school is not notified in advance.
- The child misses school due to a non-emergency, non-medical reason without prior approval.
- The child is absent frequently without justification.



If a student accumulates 10 unexcused absences per month, the school will schedule a parent-teacher meeting to discuss the impact of attendance on the child's learning and development.





At Brightside High School, we prioritize student health and well-being. Our policies help create a safe, clean, and supportive environment for all children.

Illness Policy When to Keep Your Child at Home

Children must stay home if they have:

- Fever of 100.4°F (38°C) or higher (must be fever-free for 24 hours without medication to return).
- Vomiting or diarrhea in the past 24 hours.
- Unexplained rash, pink eye, or contagious illness.
- Persistent cough, difficulty breathing, or flu-like symptoms.

If your child is absent for 3+ days due to illness, a doctor's note is required.



Dress Code & Personal Belongings Policy





Dress Code

- All students must wear the prescribed school uniform at all times while on campus and during schoolrelated activities.
- Uniforms should be clean, well-fitted, and worn neatly.
 Shirts must be tucked in where applicable.
- School shoes (black, closed-toe) and socks must be worn as part of the uniform.
- Hair should be kept neat, tidy, and appropriate for school. Extreme hairstyles or hair colors are not permitted.
- Jewelry, makeup, and accessories are not allowed.
- PE/sports uniforms should only be worn during physical education lessons or designated sports days.

Personal Belongings

- Students are responsible for their own personal belongings. The school will not be held liable for lost or stolen items.
- Expensive items, electronic gadgets, or large amounts of money should not be brought to school unless required and authorized.
- All books, bags, and personal items should be clearly labeled with the student's name.
- Mobile phones, if permitted, must remain switched off during school hours and used only according to school rules.
- Any prohibited items (e.g., weapons, sharp objects, harmful substances) will be confiscated, and disciplinary action will be taken.











Brightside High School

https://thebrightsidehighschool.com/