

**AL-MANAR PRIVATE SCHOOL POLICY AND
PROCEDURES FOR THE ACADEMIC YEAR:
2025-2026**

ADMISSION

ALMANAR PRIVATE SCHOOL 2025

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Section One: The School's Vision, Mission and Values:

1.1 School Vision:

Al-Manar Private School aspires to enable every student to discover and develop their highest intellectual, social, and emotional potential to graduate a generation of confident, thoughtful and lifelong learners, who are proud of their Arab identity, open to the world, and ready to lead positive change in their community and the world.

2.1 The school's mission:

Our mission is to provide a stimulating, safe, and supportive student-centered learning environment, where values are instilled Authentic and develop academic and life skills. We are committed to providing a distinguished and balanced education that encourages creative thinking and inquiry and prepares our students to meet the challenges of the future with resilience and high ethics, while preserving their cultural and religious heritage.

3.1 Our Core Values:

Our educational philosophy is based on a set of core values that guide everything we do:

Academic Excellence:

Striving to achieve the highest academic standards through a stimulating and competitive curriculum.

Integrity and Ethics: We instill in our students honesty, responsibility, respect, and ethical behaviour in all situations, reflecting Islamic and human values.

Responsible Citizenship: We develop a strong sense of belonging and responsibility towards the local and global community, and encourage active participation in community service.

Respect and tolerance: We create a loving and respectful environment that values diversity, embraces differences, and supports mutual understanding among all members of the school community.

Creativity and innovation: We stimulate students' innate curiosity and encourage them to think outside the box, experiment with new ideas, and take calculated risks in the learning process.

Teamwork: We believe in the power of collaboration and support the development of leadership skills and effective teamwork among students and staff alike.

4.1 Qualities of our graduate:

Al manar private school students are: -

- **Lifelong learners:** curious, independent, possessing research and critical thinking skills.
- **Bilingual:** Communicates effectively and confidently in both Arabic and English.
- **Strong personality:** Integrity, flexibility, self-awareness, and a positive attitude.
- **A responsible global citizen:** Proud of their Arab and Islamic roots, respects other cultures and contributes positively to society.
- **Future-ready:** Possess the technical and cognitive skills necessary to succeed in future and career in the 21st century.

Section Two: Protection of Personal Data

Al-Manar Private School is committed to the highest standards of confidentiality and security in protecting the personal and medical data of its students, parents and employees, in line with the provisions of the Personal Data Protection Law issued in the Kingdom of Bahrain and international best practices. This policy aims to clarify how data is collected, used, stored, protected and disclosed, to ensure transparency and trust between the school and its school community.

1.2 Scope of the Policy:

This policy applies to all personal data collected through the following channels:

- Registration and admission forms (paper and electronic), School Information System (SMS), Parent Portal, Mobile Application (SDM), Email and Phone Communication.
- Health records in nursing rooms.
- Surveillance cameras (security and safety systems)
- Any other channel directly related to the educational and administrative process of the school.

2.2 Types of Data Collected

The school collects data that is strictly necessary for educational, administrative and safety purposes, including but not limited to: -

Personal data: full name, nationality, date and place of birth, residential address, ID number or passport, personal photos.

Academic Data: Academic Records, Grades, Evaluation Reports, Attendance and Absence, Student Work.

Health data: medical history, immunization history, allergies, chronic diseases, medical examination reports, any emergency medical procedures.

Financial Statements: Tuition payment records are treated as strictly confidential and are accessible only by the competent financial department.

Other data: **Security** and safety surveillance camera footage, and recordings of school events and activities with prior approval.

3.2 Purpose of Data Collection and Use:

The school uses the data collected for the following purposes only:

student registration and academic and health record.

Provision: A safe learning environment such as the use of health data in an emergency.

Communicating with parents about the student's academic and behavioural progress through the events.

Improving the quality of educational services and programs provided.

Meet the legal and regulatory requirements imposed on educational institutions by the Ministry of Education and other official authorities in Bahrain.

Security and safety purposes such as video surveillance on the school campus.

4.2 Data and Disclosure:

Confidentiality Principle: The school maintains the confidentiality of the data and will not disclose it to any external third party except in the following cases:

- Explicit consent from the parent.
- For emergency reasons: In medical emergencies that require sharing information with the competent medical authorities to save the student's life.

According to the law, upon receipt of an official request from a judicial or

governmental entity legally authorized to do so in the Kingdom of Bahrain, such as the Public Prosecution or the Ministry of Education within its jurisdiction, the school may share data with third-party companies that provide services for the benefit of the school, such as receiving data systems, telecommunications services, under strict contracts that oblige them to protect the data, not use it for any other purpose, and prevent them from disclosing it. Under any circumstances.

5.2 Data Storage and Security:

The school keeps records and data for the specified period by Bahrain Law and the regulations of the Ministry of Education, the data that is needed is disposed of in a secure manner that ensures that its privacy is not violated by destroying papers and erasing the data electronically.

- Use encrypted systems to store electronic data.
- Restrict access to data for employees authorized to this information to perform their duties.
- Regular training of employees on privacy and information security policies. - Securing paper documents in locked lockers.

6.2 Rights of the parent and the student

The parent and the student (if they are an adult and can do so) have the right to their personal data:

- **The right to access:** access to the personal data held by the school.

The right to rectification: Request correction of any inaccurate or incomplete data. .

- **The right to object:** Object to the processing of data in certain cases provided for by law.
- **The right to withdraw consent:** the consent to use data can be withdrawn at any time, knowing that such withdrawal may affect the school's ability to provide certain services.
- **The right to deletion:** In some special cases, data deletion may be requested, subject to legal obligations that prevent the school from deleting certain records (such as academic records) to claim any of these rights, please submit a formal written request

7.2 Photography and video during the events

The school may take photos and videos of students during school events and activities for documentation and awareness purposes (e.g. school brochure, website, official social media pages of the school).

8.2 Data:

Protection officer: the school has appointed a data protection officer to oversee the school's compliance with this policy and relevant laws. Parents can be contacted with any questions or concerns via emails or phone.

9.2 Updates to the Policy: The School reserves the right to update this Policy periodically to reflect any changes in our practices or to adapt to new legal requirements. Parents will be informed of any material

changes via the school's official channels (phone app, email)

10.2 Communication and Complaints:

Any queries or concerns regarding privacy or data protection should first be directed to the Data Protection Officer. If the problem is not resolved satisfactorily. The parent has the right to lodge a complaint with the competent authority in the Kingdom of Bahrain (Information and eGovernment Authority).

Section Three: The role of Parents and Their Partnership with the School:

Al-Manar Private School believes that a strong and fruitful partnership with parents is a key pillar for student success and well-being through student enrolment.

3.1 Financial Commitments:

- **Tuition fees**, the school is a non-profit institution and relies on tuition fees to cover its operational and development costs. Parents are obliged to pay the fees on the specified dates according to the published schedules.

- **Notice of the increase:** Any increase in fees will be informed to the parent in advance and officially, after obtaining the necessary approvals from the Ministry of Education.

2.3 Educational and Behavioural Responsibilities

: Partnership in Learning: Parents have the responsibility to follow up on their children's academic and behavioural progress through:

1. Review school reports and grades via the Parent Portal from the (SDM app)
2. Regular communication with teachers and administration through official channels (**email**).
3. Ensure that the student completes homework and projects.

Providing a supportive home environment for learning and studying.

Behaviour: Parents have a responsibility to support and promote the code of conduct and school discipline with their children at home.

3.3 Communication and its mechanisms:

Official channels: The school has activated the (SDM) phone application and email as the primary communication channels for important announcements and reports.

Parent meetings: Individual and group parent meetings are expected to be attended as announced in the school calendar.

Communication Procedures: Communication with teachers and management should be respectful and constructive, so that any disagreements or complaints can be resolved directly and amicably by the administration.

4.3 Visits and Cooperation:

Advance Visits: Any visit to the school, whether from a parent or any visitor, must be scheduled in advance, with the ID card presented at the gate.

Non-interference: Parents are not allowed to enter any classroom and approach

other students without prior invitation or permission from the administration.

Private Lessons: it is strictly forbidden to arrange private lessons with the school's teachers, and any additional support will be coordinated by the administration.

5.3 Health and Administrative Responsibilities:

Continuous Update: Parents should update the student's contact information and medical records as soon as they change.

Reporting of absences: the student absence or tardiness must be reported to the school immediately, with a formal excuse provided if necessary.

Leave: follow the official early leave procedure (via email or phone call) and do not escort the student without notice for admission.

Section Four: Students' Behaviours and Responsibilities

Students of Al Manar Private School are expected to adhere to the highest standards of conduct and politeness, reflecting the school's values and ensuring a respectful and productive learning environment for all.

4.1 Attendance and Time Discipline:

Morning assembly: commitment to be at the designated place of the assembly on time, and to participate respectfully in the national anthem and the recitation of the holy Quran.

Regularity: Commitment to attend school and classes on time. Repeated tardiness without an acceptable excuse is considered a behavioural offense.

2.4 Behaviour in the classroom and corridors:

Respect: Treat all teachers, colleagues, and staff with politeness and respect.

Listening and Participation: Actively participate in classes and not hinder them.

Cleanliness: keeping classrooms, corridors, and school facilities clean.

Adherence to teacher instructions: Positively implement the instructions and directives issued by any teacher or supervisor.

3.4 Behaviour during the break:

Permitted Places: Staying in the courtyards and spaces designated for space only.

Safe Behaviour: Refrain from violent or dangerous games, running in the hallways, or disturbing others

Prevention of bullying: Bullying in all its forms, verbal, physical, psychological, and electronic, whether against a staff member or among students, is prohibited and any incident will be treated with the utmost

seriousness. This may result in dismissal or suspension.

4.4 General Appearance and School Uniform:

Dress adherence: wear a clean and tidy school uniform or P.E uniform as specified in the schedule.

Personal Hygiene: Commitment to a high level of personal hygiene and decent appearance that reflects the student's discipline and respect for the school community.

5.4 Use of technology and electronic devices:

Block Phones: it is prohibited to use mobile phones or any personal electronic devices during the school day. In cases of necessity, the approval of the administration must be obtained first, and it must be delivered at the reception upon entry and retrieved upon departure.

Responsible Use: When using school or internet devices, they should be used for educational purposes only and adhere to the Acceptable Use Policy.

Photography Prohibition: It is prohibited to take photos or videos of anyone on campus without explicit permission.

6.4 Academic Integrity

: Anti-cheating: Cheating or plagiarism in assignments or exams is a major academic offense, with severe consequences.

Honesty: the student is committed to honesty in all his dealings and statements within the school.

7.4 Protection of Property:

Personal property of significant value should not be brought to the school. The exception to this rule is when these items are related to the educational programme and special events. The school is not responsible for lost, stolen or damaged property that students bring to school or that they have left in school premises or in school-related vehicles.

8.4 Health and Safety:

Adherence to procedures: Strictly follow all safety instructions (e.g. during emergency training or flights).

Reporting: Promptly report any accident, injury, emergency, or any potential danger to the teacher or administration.

Section Five: Security and Safety Al-Manar Private School places the safety and well-being of students and staff at the forefront of its priorities. This section aims to clarify the protocols and procedures followed to ensure a safe and secure learning environment for all.

1.5 General Safety Procedures

Outreach and Training: The school organizes regular training sessions for students, faculty, and staff on public safety procedures, including emergency evacuation plans, online safety, and proper accident management.

Equipment: The school is equipped with all the necessary safety equipment that is maintained periodically, including fire extinguishers, first aid kits, fire alarm systems, and clear and distinctive emergency exits.

Prompt Reporting: all individuals are required to report to management any situation that poses a potential safety hazard such as water leaks, exposed wires, or malfunctioning tools.

2.5 Contingency and Evacuation Plans

Advance Planning: The school has a detailed and written plan to deal with various emergencies such as fires, earthquakes, bad weather conditions, and security threats.

Training and Applications: regular drills are conducted (at least once each semester) on evacuation plans for students and staff to ensure everyone is aware of escape routes and safe assembly points.

Gathering points: Safe and clear gathering points are established outside the school premises, and all classes must adhere to them when the alarm bell is heard and stay with the classroom teacher until further notice.

Responsibilities: specific roles are assigned to faculty and administrators during evictions such as ensuring rooms are cleared, keeping attendance records, assisting people with special needs.

3.5 Security and Surveillance

Securing the entrances: The main gate of the school is guarded throughout the school day. No person is allowed to enter or exit unless they have been identified and their identity and the purpose of the visit have been ascertained.

Visitation System: All visitors including parents must register at the reception gate upon arrival, present their ID, and wear a visible "visitor" card for the duration of their stay on campus.

Surveillance cameras: video surveillance systems are installed in all corners of the school, classrooms, and outdoor courtyards for security and safety purposes only, except for restrooms, and are used to investigate any exhibitor and when needed and with the permission of the administration.

Random Search: In accordance with the letter of the Ministry of Health to the Ministry of Education dated July 15, 1996, which referred to the prohibition of smoking in schools and institutions in accordance with Article 7 of the Amiri Decree No. 10 of 1994. The possession of cigarettes or electronic cigarettes and smoking inside the school or in the school yards is strictly prohibited, and any of these prohibitions will be confiscated and the school reserves the right to search students and their bags in case they are confirmed.

4.5 Health and Medical:

safety Vaccinations: All students must comply with the mandatory vaccination schedule set by the Ministry of Health of the Kingdom of Bahrain as a condition for enrolment and continuation in school

Measures in case of illness: it is strongly advised not to sent the student to school if he or she has symptoms such as fever, vomiting, or skin rash. To protect children health and others.

First Aid: Registered nurses or trained staff provide immediate first aid when needed. In critical cases, emergency services (999) and a parent are immediately contacted simultaneously.

Chronic Medical Conditions: Parents must inform the school in writing of any chronic medical condition or allergy that the student is experiencing (e.g. asthma, diabetes, anaphylaxis) and provide the necessary treatment plan and medications to be kept in the nursing room.

Section six: School trips Safety and Security Policy

Al Manar Private school is committed to applying the highest standards of safety and security during school trips and educational activities outside the campus. This policy is based on the accredited educational standards and legal responsibilities towards students, adhering to international regulations for school trips.

1. Policy Objectives:

- Ensure the physical and psychological safety of students during school trips.
- Clearly outline roles and responsibilities.
- Minimize potential risks.
- Enhance parent's trust in the school's procedures.
- Align with local regulations and international standards for the safety of educational trips.

2. Scope of Policy Application

- All internal and external school trips.
- Short trips (one day) and multi-day trips.
- Educational, cultural, and sports trips.
- All educational staged (kindergarten, primary and secondary, and high school)

3. Nature of Participation

- Participation in all school trips is voluntary and not mandatory.
- Participation or non-participation will not effect academic evaluation.
- Any student attending a trip must obtain prior written consent from their parent/guardian.
- The school administration reserves the right to exclude any student for safety or behavioural issues.

4. Supervision and Organization

1.4 Supervision Ratios: Supervision will be provided at the following ratios

- One supervisor for every ten students in secondary and high school.
- One supervisor for every ten students in primary and kindergarten stages.
- One supervisor for every four students with special needs (if applicable)

2.4 Chief Supervisor

- A chief supervisor will be appointed for each trip, responsible for overall supervision.
- Supervisors should be qualified members of the teaching or administrative staff, with preference given to those trained in first aid and emergency management.
- Responsibilities include handling emergency situations, maintaining the emergency file, coordinating with school administration, delegating roles, and making decisions.

3.4 Supervisory Team

- Supervisors will be qualified members of the teaching or administrative staff.
- They should be fully aware of the students under their care and their health information.
- Their primary task is continuous monitoring and remaining with their group throughout the trip.

4.4 Support staff

- A qualified nurse shall accompany the trip, equipped with a comprehensive first aid kit, responsible for providing first aid to students needing medication or special healthcare.
- A number of trained support staff will assist with organization and supervision.

5. Pre-trip Planning and Risk Assessment

- A detailed trip plan must be prepared well in advance by the appointed supervisor.
- A risk assessment will be conducted to identify potential hazards (e.g., water bodies, heights, overcrowding) and devise plans to mitigate them.
- The trip file must include:
 - Complete student data.
 - Emergency contact numbers (e.g., nearest hospital, ambulance).
 - Information about chronic illnesses or allergies, with parental consent for necessary treatment.

6. Official Approvals

Before informing parents or sending consent forms, the school must obtain all necessary official approvals for organizing the trip, including:

- Approval from the host organization or location.
- Clearance from the Ministry of Education according to applicable regulations.
- The trip should only be announced to parents after final approvals are secured.

7. Training and Awareness

- Supervisors should provide a complete briefing before the trip, including the detailed plan, emergency numbers, and health information.
- The school will conduct a short briefing session for students before the trip to remind them of general safety rules and expected behaviour.

8. Transportation and Traffic Safety

- Safe and licensed transportation must be used.
- The vehicle capacity should not be exceeded.
- Each bus must have a clear visibility check and safety resources.
- Compliance with safety instructions and seat belt usage is mandatory.
- Qualified drivers with experience in transporting school students should be contracted.

9. Food Safety

- All meals should come from approved establishments by the Ministry of Health.
- Proper hygiene standards must be maintained during the transport and storage of food.
- Students' dietary restrictions (e.g., allergies, special diets) must be accommodated.

10. Operational Procedures During the Trip

- A regular headcount will be conducted, especially during:
 - Boarding and disembarking transportation.
 - Transitions from one location to another.
 - Returning to school.
- Each student must stay with their assigned group.
- No student should leave the designated trip area without supervision.
- Clear assembly points should be established at each location visited.

11. Emergency Procedures

11.1 First Aid

- First aid will be provided immediately by the nurse or trained supervisor.
- In cases requiring advanced medical attention, immediate contact will be made with the nearest healthcare centre or hospital.

11.2 Communication

Supervisors must maintain immediate contact with:

- School administration.
- Emergency medical services (in cases of injury or illness).

11.3 Documentation

- Any incidents or injuries must be documented in detail, including:
 - Time and location of the incident.
 - Description of the situation.
 - First aid provided.
 - Actions taken and parties contacted.

12. Post-trip Follow-up and Evaluation

- After the trip, a detailed report must include:
 - A general assessment of the trip.
 - Any incidents or injuries reported.
 - Challenges faced by the team.
 - Recommendations for future trips.

13. Approval and Review

- This policy is approved by the administration of Al-Manar Private School.

- It is subject to annual review and may be updated based on local regulations or lessons learned from previous trips.

Appendix A: Role Distribution and Responsibilities

Main Tasks	Responsible Person/Entity
Official Approvals	Activities Department/Admin
Risk Assessment	Chief Supervisor
Overall Trip Leadership	Chief Supervisor
Continuous Monitoring	Assigned Supervisors
Health & Safety Management	Nurse
Logistical Support	Support Staff
Communicating Emergencies	Administration/Chief Supervisor

Appendix B: Preparation Checklist

- Official approvals from relevant authorities.
- Student lists and health files.
- Comprehensive first aid kit.
- Parent contact numbers.
- Official school letter of introduction.
- Student ID cards (with school name and contact number).
- Trip itinerary and budget (if necessary).
- Emergency contingency plans.
This policy is designed to serve as a comprehensive guide for the trip team, emphasizing that student safety is the top priority throughout all stages of planning and implementation.
- **School Administration**