

Student Daily Operations & Welfare Policy

Aim
The purpose of this policy is to ensure clarity and consistency in managing student's daily operations and welfare. It provides guidance on uniform and dress, hygiene, toileting, break times, healthy food, and handling lost and missing items to enhance student safety, health, and a sense of belonging.
Scope
This policy applies to all students, parents, staff, and relevant stakeholders at Brighton International Academy.
Policy Statement
Brighton International Academy is committed to maintaining a safe, healthy, and supportive learning environment. The school promotes positive behaviour, respect for cultural values, and student well-being through clear expectations regarding uniform, hygiene, break times, healthy eating, and personal responsibility.
Roles and Responsibilities
Administration • Ensure implementation and monitoring of the policy • Maintain the Lost & Found system • Communicate with parents regarding concerns or non-compliance Teachers & Staff • Monitor student compliance with uniform and behaviour expectations • Supervise break times and ensure student safety • Promote hygiene practices and healthy habits • Support management of lost and found items School Nurse • Oversee student health and hygiene practices • Provide guidance on illness and infection control • Ensure students with contagious illnesses return only when safe Parents and Guardians • Ensure students wear correct uniform and maintain personal hygiene • Provide healthy and balanced meals • Support school expectations and student well-being
General Guidelines
Uniform and Dress 1. Students must wear clean, neat, and correct school uniform 2. Uniform reflects school pride and community values 3. Modest dress and cultural respect must be maintained (including hijab options) 4. Jewellery must be minimal; no make-up or nail polish allowed 5. Hairstyles should be neat and natural Hygiene

Vision: To foster academic excellence, nurture ethical values, and develop leadership skills, preparing students to thrive in a diverse world.

Mission: We promote intellectual growth, ethical responsibility, and global awareness, empowering students to contribute positively to society.

Motto: Rooted in faith, striving for excellence

1. Students must wash hands regularly (after toileting, before eating, after play)
2. Hygiene supplies are provided by the school
3. Sick students must remain at home until fully recovered (48 hours symptom-free)
4. Hygiene is taught daily with respect for privacy and culture

Toileting

1. Clean, safe, and separate toilet facilities are provided
2. Younger students are supported in developing independence
3. Facilities are maintained according to Qatar guidelines

Break Time

1. Breaks are supervised to ensure safe and respectful play
2. Unsafe behaviour is not allowed
3. Indoor breaks may be arranged during extreme weather

Healthy Food

1. Students should bring balanced and nutritious meals
2. Sugary and processed foods are discouraged
3. Healthy eating is promoted through school activities and awareness programs

Lost and Found

1. Lost items must be reported immediately
2. Found items are stored in a designated Lost & Found area
3. Unclaimed items may be donated after one term with prior notice

Monitoring and Evaluation

The policy will be regularly monitored by school leadership through observations, feedback, and incident reviews. Adjustments will be made to improve effectiveness and ensure alignment with best practices and cultural expectations.

Policy Management and Review

Policy Created By:	Sirin
Reviewed by:	Aqsa Moazam
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Approval Authority:	Ms. Eman Omar