

3.7 Course and Program Framework Policy

Policy Context:

GHLS is committed to providing the best possible learning environment for all students. The purpose of this policy is to ensure a consistent course offering and an inclusive and interactive learning environment for all classes.

Policy Scope:

This policy applies to all staff, students, and parents/guardians.

Policy Directives:

Courses Offered

- GHLS offers classes for both children and adults of various language levels.
- The classes for children and adults are structured according to age and language background, based on the Common European Framework of Reference for Languages (CEFR).
- The school year is divided in two terms, a Fall Term and a Winter Term. Each term must run for a minimum of 15 weeks.
- If a new class is offered in the Winter Term due to high demand, a Summer Term with a minimum of 15 weeks of classes must be added to ensure students have completed 30 weeks by September. That ensures they can join the next class starting in the Fall Term.
- The curriculum for all classes is developed and reviewed by the GHLS curriculum committee and is reviewed annually together with the Principal. The Principal must ensure the curriculum is followed by the teachers.
- A minimum class size of six students should be ensured for the school to operate economically and to make the learning environment interactive. If this number is not met, the Principal requires approval from the Finance Committee to offer the class.
- The tuition schedule and any discounts offered are approved by the Board as part of the annual budgeting process.
- GHLS offers financial assistance for tuition. If students or parents request financial assistance, the Principal presents the case to the Finance Committee which will then approve or decline the request.

Acceptable Discounts:

- Siblings discount: For every sibling, a \$50 discount per term can be applied. This applies to Children/Youth classes only.
- Full-year payment discount: \$30 discount when paying for the full year at once.

Extracurricular Activities offered:

- Extracurricular activities such as class trips outside the school may be offered with the approval of the Principal and within budget.

- Trips outside school hours for children require the signing of a waiver document by the parents or guardian of the student, prior to participating in the trip.
- Events offered to students and the wider school community are the responsibility of the Principal and must align with the vision, mission and objectives of the school. Event activities must be within budget.