



OMPEE WORLD S C H O O L

WAY TO DIGITAL EDUCATION

PARENT STUDENT HANDBOOK

CONTENT

1. Message from the Management

- Chairman
- Director
- Principal

2. Introduction: Our Vision& Mission

3. Organizational Structure

4. Guidelines for Parents

- General Instructions
- Curriculum
- School Schedule
- Admission Policy
- Fee Details
- Withdrawal Procedure
- Annual Calendar
- Clan System
- School Uniform
- Transport
- For the Parents
- Parental Interaction
- School Portal

5. Guidelines for Students

- Feedback mechanism
- Attendance Policy
- Code of Conduct
- Food Policy
- Health and Hygiene

6. School Policies

- Safety Policy
- Physical Safety Policy
- Emotional Policy
- Leave Policy
- Cyber Bullying

7. Ompee Standard

- Curriculum
- Innovations at Ompee
- School Assemblies
- Field trips
- Home Assignment Policy
- Birthday Celebration

8. Conclusion

Welcome to the Ompee World School rule book. This rule book aims at giving concise summary of values, principles and code of conduct governed in day to day working of the school. This will be updated on yearly basis.

MESSAGE FROM THE CHAIRMAN

Dear Parents,

New academic session 2016-17 has arrived in its full glory, beckoning to us and promising to be equally, if not more becoming. As we continue our steadfast journey towards excellence, we have notched up many successes and covered many milestones in the past few years. After a decade long successful journey, we feel honoured to establish Ompee World School, one of the leading International Baccalaureate (IB) school in NCR region. Ompee World School prides itself on providing high-quality school education integrated with latest technologies and IB study pattern in a warm, nurturing environment. Our three main instructional languages are **Hindi, English and Japanese**. We understand that choosing the right center to fit a child's needs is an important decision, and we strive to meet the expectations of every family we serve.

It lauds the efforts of the school management and faculty in practising continuous innovations in order to ensure the holistic development of its students.

With your cooperation and belief always with and beside us, we will constantly pursue and set for ourselves new benchmarks of excellence in education and endow our children with noble character, knowledgeable minds and generous souls.

Looking forward to your continuous support and encouragement in our every endeavor,
May God shower his choicest blessings upon your family and you!

Best Wishes

Chairman

Ompee Group

MESSAGE FROM THE DIRECTOR

In a world buffeted and beset by a flood of changes, the education system has also undergone a complete facelift. Fortunately, people's perception of and mindset towards education has become broader, flexible and progressive as a result of these sweeping changes. Education now is being recognized as a lifelong and multi-dimensional process. We pride ourselves on being a future-ready, happy school, unique in its international character while upholding the Indian ethos. Just as much as we have cherished our treasured journey for over a decade, we look to the future with a strong commitment to making a genuine difference in the lives of many young minds.

Also, we believe each child has passions, aspirations and proficiencies that are unique to him/her. The school's co-scholastic domain will help us develop well rounded individuals, bolster the students' self-confidence and fulfill their aspirations.

Ompee World School has an international curriculum based on innovative pedagogy, experiential learning and acquisition of 21st century skills which will pave the way for students to acquire a global interface. It is my dream to see one generation of torch bearers after the next leave the school portals and leave their stamp of versatility, equality, humanity, purposefulness and individuality in the lives and global community they touch and influence.

I welcome you to a whole, new world of self-discovery and limitless possibilities.

Regards

Director

FROM THE PRINCIPAL'S DESK

Welcome to Ompee World School, a dynamic and ever energetic community where students aged from three to ten are driven and engaged to find their true potential. Our strong belief is to make your child truly happy in whatever he does, thereby taking care of his personal interests and broadening his horizons for the future.

As the principal, I would like to thank all the parents for choosing us. Being an IB world school, We believe to provide students a global perspective and greater understanding of the world. Our world class education techniques would improve the way your child thinks, answers, questions and appreciates the others point of view. Keeping the IB mission in mind, education must prepare the students to be responsible, outthinking and committed citizens of the world.

As we take the first step towards excellence, Ompee is being touted as India's first school to introduce digital education. Ompee's higher academic standards and unique education strategies would enable the students to think independently and drive their own learning. Our Digital methodologies would encourage students to make their mark in today's highly competitive world with successful career choices.

As they say "Every child is different", so life at Ompee would be different for your child too. As a principal at Ompee, my motto is to make the education and learning process more realistic and effective. Therefore, we will have the provision of learning through Audio-Visual aids at Ompee. The wealth and richness of our extracurricular activities spanning academics, sports, music, theatre and dance would provide opportunities galore for your child. We will make your child digitally inclined in order to compete with the globalized and ever changing world of tomorrow.

We firmly believe that education is a three way partnership between students, parents and teachers. The key element of Ompee World School would hinge on the participation of our parents. We will have extensive programme to maximize parental engagement so that you can participate in your child's school experience.

Ompee would provide various opportunities for children to reach their full potential as confident and valuable world citizens.

We look forward to a successful and fruitful relationship!

Ompee Regards
Principal

SCHOOL MISSION

To inspire, educate, challenge and support all students to reach their highest level of learning and personal development.

INTRODUCTION: OUR VISION

Our students will thrive in the cognitive digital and global world while sustaining their passion and interests. The primary objective of Ompee World School is to provide holistic education which results in the all round development and personality enrichment of every child. It is a culturally-rich mosaic serving each student by providing a world-class international education, nurturing potential, developing life-long skills, and preparing students for an ever-changing global community. We believe:

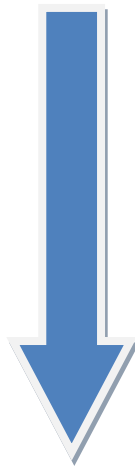
- All students will fulfill their potential in an inclusive, forward thinking and safe environment
- Our committed team of educators provides opportunities for creativity and global awareness through a *holistic and nurturing curriculum which challenges students' critical thinking abilities and provides students with opportunities through problem-based learning.*
- Every child has a talent and can learn beyond expectations; we only need to groom them in a suitable manner.
- At Ompee, we understand the pace at which the world is moving towards technology and advancement. Therefore, technology is an integral part of instructions.
- Highly commendable results as a result of partnership between the parents, community and school
- Our most unique feature is **transparency**, as we believe the upbringing of leaders goes hand in hand between parents and teachers.

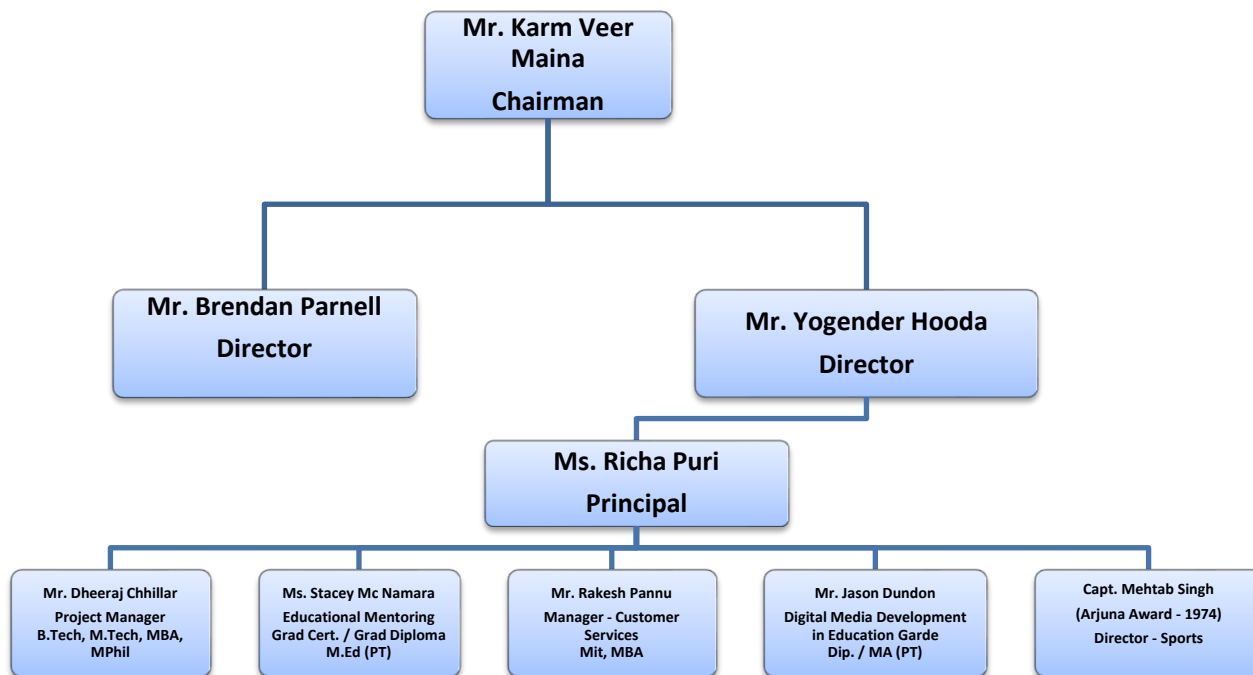
Let's join together in giving the best to your child, as it is rightly said...

"It is an absolute human certainty that no one can know his own beauty or perceive a sense of his own worth until it has been reflected back to him in the mirror by another loving, caring human being."

—**John Joseph Powell, The Secret of Staying in Love**

ORGANISATIONAL STRUCTURE AT OMPEE





GUIDELINES FOR PARENTS

Read the contents of this Rule book carefully and, in the interest of the child abide by the rules laid down by the school. This Rule book is written so that you have complete understanding of our school functioning ethos and values. It is not a rule book but a set of guidelines to understand how learning community works. Parents are requested to mention the full name, class and section of their son/ daughter while corresponding with the school about them. No child should leave the premises before the school gets over unless permission has been granted in writing and a Gate Pass is obtained from the Front Desk with the Class Teacher/Principal's signature.

Academic facilities include:

- Centrally air-conditioned infrastructure
- IT-enabled campus
- Computer Lab
- Library & e-Library
- Fully equipped & spacious auditorium
- Qualified and committed staff
- IB PYP Programme
- Online TAB facility to parents
- Online Doctor's report

- Online Performance Graph
- 1:20 overall teacher student ratio
- Hustle Room
- Maths & Science Lab
- Robotics Lab

Sports facilities include:

- Kids Gymnasium
- Badminton
- Basketball
- Skating Ring
- Rock Climbing Wall
- Yoga Instructors
- Tennis
- Table-Tennis
- Boxing
- Volleyball
- Pool & Snooker
- Taekwondo
- Athletics
- Cricket Nets
- Junior Soccer Field
- Swimming Pool

Other Facilities include:

- Amphitheatre
- Cafeteria
- Special Education room
- CCTVs in common areas
- Qualified Security Staff
- Top Class infrastructure
- Infirmary
- Transport System with GPS
- Western & Indian music studio
- Dance Studio
- Instrumental & Vocal music studio
- Art & Craft studio

General Instructions

Almanac:

The **Digital Almanac** has all the required information about the school and its functioning. Parents are requested to go through all instructions carefully.

- The assessment form should be duly filled in and submitted by the parents, after which they will be connected to Ompee platform.
- The digital almanac should be checked daily to get all important updates and to avoid any miscommunication.
- Appointments with Teachers / Principal can be sought only through the Digital Almanac/phone call; no parent can meet them without a prior appointment.
- Parents are requested to inform the school if there is any change in address, telephone numbers or E-mail ids.
- Circulars, planners, invitations will be uploaded on the school website and will also be sent to the parents through school software on digital almanac.

Student's portal

- Once a student is admitted to the school, an exclusive student's portal will be created. You are requested to visit the school's website www.ompeeworldschool.com and login with the required credentials in 'Member Login' section.
- After logging in, you will have access to Attendance/ Upcoming Holidays / Activity Schedule/ Homework/Online Assignments/Circulars/ Photo Gallery / Service Request/ Assessment Schedule/ Doctor's Report/CCTV/Straight to the desk of Principal/Performance Graph/ Access Card System/Online Tab Access

Note: You are requested to use Mozilla Firefox or Google Chrome browser for better performance.

CURRICULUM

In addition, your child will take **six subjects** – three at **standard** level, three at **higher** level. This gives more options than A levels when it comes to choosing a mix of subjects.

The six subjects are:

- First language (English)
- Second language(Hindi)
- Experimental sciences
- Mathematics
- Computer Science
- Art (visual, theatre and music)
- Individual and Society (Life Skills and Values)

Ways of teaching:

- Use of multiple modes of teaching
- Recognize specific ability of children
- Integration of life skill and value education in the curriculum
- Holistic development of child including psychomotor, cognitive and affective domain
- Integration of ICT in teaching learning process

We at Ompee encourage self-discipline, creativity, independence of thought and tenacity of purpose with the understanding that both success and failure are necessary for learning. The school believes in implementing a programme of planned sequential and instructional experiences and activities. The goal is to develop the knowledge, skills and attitudes which will help the students to be productive, responsible and self fulfilled members of the School and the Society.

Our uniqueness lies in the fact that we set our own high yardstick of educational excellence and then meet and raise its own benchmark. Keeping this in mind many radical and child centric measures have been introduced in the school infrastructure and curriculum:

- As reflective learning and formative assessments have carved a niche in the field of education today, the **online assignments** prove a useful way for students to record their thoughts and learning about a particular topic or theme.
- **Lesson plans** are planned with a primary objective to share well in advance the learning outcome of each month's syllabus in a subject.
- A unique feature of the school comprises of technology enabled **Digitally Smart classrooms** equipped with Interactive Smart board systems.
- **Formative Assessments** in our school is the ongoing process of gathering, analyzing and reflecting on evidence to make informed, accurate and consistent judgments to improve future student learning.
- **Linguistic Training Programme** is designed to develop and improve the oral language skills of the children thus improving the child's ability to take or communicate effectively.

SCHOOL SCHEDULE
Pre Nursery-Kindergarten

Timing	Schedule
08:30 - 08:40 a.m.	Meeting with God
08:40 - 09:05 a.m.	Recitation Time
09:05 - 09:50 a.m.	Academic Hour 1
09:50 - 10:10 a.m.	Breakfast
10:10 - 11:00 a.m.	Academic Hour 2
11:00 - 11:50 a.m.	Nature Walk with work on Motor skills
11:50 - 12:40 p.m.	Academic Hour 3
12:40 p.m.	Dispersal for Pre – Nursery
12:40 - 01:15 p.m.	Lunch
01:15 - 02:15 p.m.	Nap Hour
02:15 - 03:00 p.m.	Academic Hour 4
03:00 - 04:00 p.m.	Circle Time
04:00 p.m.	Dispersal of Nursery – Kindergarten

Class I – III

Timing	Schedule
08:30 - 08:40 a.m.	Meeting with God
08:40 - 09:05 a.m.	Academic Hour 1
09:05 - 09:50 a.m.	Academic Hour 2
09:50 - 10:10 a.m.	Breakfast
10:10 - 11:00 a.m.	Academic Hour 3
11:00 - 11:50 a.m.	Academic Hour 4
11:50 - 12:40 p.m.	Academic Hour 5
12:40 - 01:15 p.m.	Lunch
01:15 - 02:15 p.m.	Academic Hour 6
02:15 - 03:00 p.m.	Recap Hour
03:00 - 04:00 p.m.	Circle Time
04:00 p.m.	Dispersal

ADMISSION AND INCLUSION POLICY

Considering the IB guidelines, admission in the school shall be made without any distinction of religion, race, caste, creed, place of birth or any of them. As regards reservation for SC/ST students is concerned, it shall be governed by the Education Act/Rules applicable to the State. Thus, we believe that all children should be given equal opportunities for growth & development and at the same time it is our responsibility to ensure that each child reaches his/her goals at his/her own pace, keeping in mind the individual differences. In order to admit students, we must be both realistic and idealistic in our approach. Hence, we have adopted a fair and transparent process in admitting children in our school. Emphasis is given on student teacher ratio to help us meet our goal of '**Individualized learning**'. There are no formal interviews; only informal friendly acquaintance with the school. Parents are expected to make honest disclosure about any special need in their child at the time of admission.

FEE PAYMENT

School fees are scheduled to be paid quarterly. The dates would be:

1st Quarter	1 st April	-	15 th April
2nd Quarter	1 st July	-	15 th July
3 rd Quarter	1 st October	-	15 th October
4 th Quarter	1 st January	-	15 th January

Parents are requested to deposit the fees by cheque/draft. Also, Annual charges are to be paid along with the fee for the quarter starting in the month of April.

The school is extending a value add-on facility to the parent by sending them reminders through circular/SMS/e mail regarding payment of the fee of the upcoming quarter.

LATE FEE

In the event of late deposit of fee following surcharge will be levied:

- From 15th to 20th a fine of Rs. 50 per day shall be charged
- From 21st to 25th a fine of Rs 150 per day will be charged
- If the fee is not paid by the 25th of the same month after which the name would be struck off and re - admission fee would be charged
- Incase of the cheque being bounced from a particular bank a fine of Rs. 500 will be collected for the same along with late fee as applicable
- Parents are requested to retain the fee receipt of each quarter till the end of the session
- The payment can be done online through the link provided on the portal.

WITHDRAWALS

- Three calendar months notice should be submitted in writing before the withdrawal of a student from the school.
- Fee to be paid for twelve calendar months.
- No TC shall be issued unless all dues have been cleared up to date.
- Duplicate TC can only be issued after submission of an affidavit on non judicial stamp paper that the same has been lost and against payment of duplicate TC fee.
- Original caution money receipt must be submitted in the accounts department for the refund of caution money.
- The following categories of pupils may be asked to withdraw from the school
 1. Those whose fee is in arrears.
 2. Those whose behaviour in the opinion of the School Management is harmful to the interest of the school and other students.
 3. Those whose parents show disrespect to the School Management, Principal or staff.
 4. Those who leave the school in May must in all cases pay the fee for the month of June.

CAUTION MONEY

Caution money may be withdrawn, after taking school leaving certificates, within three months from the date of leaving on the specific written request and on the production of original receipt issued for this purpose and on clearance of school rules. The caution money shall be adjusted against any fee dues, if pending.

ESSENTIAL PARENT SUPPORT

- Parents need to check the digital
- Digital almanac / emails daily and follow the instructions given herein.
- Circulars, invitations etc sent through the children should be duly acknowledged.
- Parent Teacher Meeting should be attended regularly.
- Parents are required to inform the school if there is any change of address.
- Long leave should be sought from the Principal.
- Parents are not allowed to go to the classroom to meet the teachers as it will disturb the entire class and affect the discipline of the school.
- No child will be allowed to go home during the school hours. In case of an emergency, school authorities may be contacted for permission.
- Parents are requested not to send any eatables or gifts to celebrate their child's birthday.
- Parents are requested to deposit the school fee on time.

- All the communications should be addressed to the Principal.
- Parents should feel free to share their concerns and mail their feedback to us at: principal@ompeeworldschool.com
- Parent Teacher's Meeting will be held every quarter. In case a parent is desirous of meeting a teacher at any other time, a prior appointment may be sought during the working hours on week days.
- Kindly note that for withdrawal of transport facility, one month's notice is necessary.
- No child would be handed over without T- Card for the safety and security of the students.
- Please note that students are not allowed to bring mobile phones, i-pods or any other electronic gadget to the school. In case, they bring these on any pretext, these would be confiscated. In case of emergency, students can use the telephone at the School Reception.
- Examination/assessment details can be sought from Curriculum Booklet.

FOR THE PARENTS

The paths of growth are sure to have some normal and predictable rough spots. Parents', who are able to keep the lines of communication and base their actions on a give and take dialogue, develop a trusting and strong relationship with their children.

KEEP LINES OF COMMUNICATION OPEN:

- Be a parent who listens actively.
- To ensure that your ward is in proper school uniform.
- To keep school informed regarding any personal, domestic and medical issues which may be impacting a child's physical, mental and emotional well being.
- Tell them anecdotes from your life which highlight the errors you made and how you learnt from them.
- Teach them values by 'Leading through Examples'.
- To refrain from sending a child to School, if running any infection and submitting a medical certificate in this regard.
- For students using bus facility, parents to ensure that the pick-up and drop off their child at designated stops on time along with required T- card.
- **Please be advised, school is not bound to send any reminders pertaining to fee. Parents are expected to keep a track.**
- Help your child fight peer pressure, give him emotional support and do a lot of listening.

TRIANGULATION :- PARENT-TEACHER-SCHOOL RELATIONSHIP

- Get acquainted with your child's teacher.
- Feel free to communicate with the teacher through electronic platform i.e. Digital Almanac, concerning your child's progress and welfare.
- Make an appointment for a Conference simply by calling the Front Desk and making an appointment or through Digital Almanac.
- Work closely with the teacher.
- Visit your child's personalized web page regularly.
- Since reading is an important function in the curriculum every effort should be made to provide the pupil with a positive reading atmosphere at home.
- Since Parents are role models for their children they should bear in mind to maintain respect and dignity for the teachers.

ANNUAL CALENDAR

The Annual Calendar of the full academic year is available in the School ERP and on the Digital Almanac as a quick reckoner. It has details of most of the events scheduled to take place during the academic

session. Parent teacher meet dates will be informed well in advance, please make sure you abide by the time slots given.

CLAN SYSTEM

To achieve the goal of holistic development and nurture our little one's into global leaders, we have categorized our students under four clans i.e. Indra clan, Surya clan, Soma clan and Varuna clan with equal distribution of students in each clan. There is proper analysis of each student's performance on the basis of Intra clan, cultural, sports and academic activities. Clan with maximum points in all kind of activities will be awarded with the '**Besten Clan Trophy**' annually.

SCHOOL UNIFORM

The school uniform is a symbol of the school's dignity and pride and it should be worn with a right attitude. The school uniform can be purchased from the uniform vendor. Jewellery, nail polish and other accessories is to be avoided and expensive watches are not to be worn to the school. If the child is not in uniform, parental intimation in writing is mandatory for the class teacher. The uniform will be available at the school counter on every Friday(1:00p.m.- 4:00p.m.).

TRANSPORT

Students have the options of availing of the school transport. The routes are chalked out and parents need to consult the front desk for the same. All students who avail school transport facility must return home by school bus unless participating in school activities. For availability of the school transport, the transport form should be filled up and the child is dropped and picked in accordance with the destination mentioned in the form. The person picking up the child should have his T-Card, else the child will be handed over to the school office. Any change of address should be intimated to the Class Teacher / front desk in written.

REMEMBER TO:

- Maintain decorum in the bus
- Be at your stop at least five to ten minutes early. The vehicle will not wait at the stop after a specified time.
- Don't throw wrappers, plastic bottles, polythene etc. out from the bus window. Remain in your seat throughout the duration of the journey.
- Respect the Transport staff

AVOID:

- Putting hand out from the window may result in injury.
- Avoid boarding or disembarking from a moving vehicle.
- Standing in a moving bus
- Damaging the bus in anyway
- Throwing waste in the bus or out of the windows

Now-a-days many parents are hiring Private Vans for the transportation of their wards. This is our earnest request to the parents to ensure safety of their wards in the van. It is the responsibility of the parents only, if the child travels by any private mode.

Daily routine for walker students:

- Kindly drop your ward 15 minutes earlier than the school timings.
- Pick up time from the school gate is 12:45p.m./4:00 p.m.
- The children shall be handed over only if the parents show the T- Card to the dispersal in charge.
- No child will be sent before the dispersal of the buses.

GUIDELINES FOR STUDENTS

The main purpose of the school is education. In order for students to learn and teachers to teach conducive to learning, must be maintained. It is a student's responsibility to be:

- In charge of his own behaviour
- Comply with school rules at all times
- Arrive at school and class on time
- Should be well dressed in school
- Attend school daily
- Inform school faculty about any discipline concerns they may have
- Lending/borrowing money and other articles is not permitted
- School will not be responsible for any goods/valuables lost.
- Safety norms must be followed by students using school bus
- Students are required to carry the school identity card everyday
- Students should observe regularity and punctuality which are the hallmarks of success
- Students should not indulge in destructive activities. Any loss to the school property will have to be made good by student(s) responsible
- Mobile phones, i-pods or other electronic gadgets would be confiscated if brought to school

FEEDBACK MECHANISM

Parents can communicate with the school in following ways:

- Parent Assessment Form - after the end of every unit of enquiry
- ERP – straight to the desk of Principal
- Digitab
- Meeting with Principal with prior appointment
- E-mail to principal@ompeeworldschool.com

ATTENDANCE POLICY

Students are expected to be present in school on all working days. It is also mandatory to attend all activities and academic time table scheduled for each student. 100% participation is mandatory in every event. 80% attendance is compulsory for all students to appear for assessment and promotion to next class. In case of medical leave, kindly notify the school and furnish a doctor's certificate with a note to the Principal as soon as possible or atleast when the student joins.

DISCIPLINE

It is expected that students adhere to socially accepted standards of conduct and meet their responsibilities. This statement refers not only to time spent in school but also when the student is on class outings and on the way to and from school. Respect for Parents, teachers and Fellow students is expected as a part of the value system the school intends to imbibe. Improper student behaviour is considered to be that which interferes with the learning, safety and cordial functioning of the school. The correction of improper behaviour would be carried out in a positive and an effective manner as possible by the faculty. Serious disciplinary action will be taken against the student who indulges in the following misdeeds:

- Defaces or damages school property
- Indulges in disobedience or disrespects

- Uses profane or obscene language
- Tamper with lighting or emergency alarm system

FOOD POLICY

Meals are compulsory at Ompee. The school is a long day boarding where a child leaves home early morning, and reaches back late evening. Therefore, two meals are served in the school. During meal time, teachers will inculcate in the young ones, habit of eat with peers, prayer before meals, table manners, hygiene and informal bonding.

HEALTH AND HYGIENE

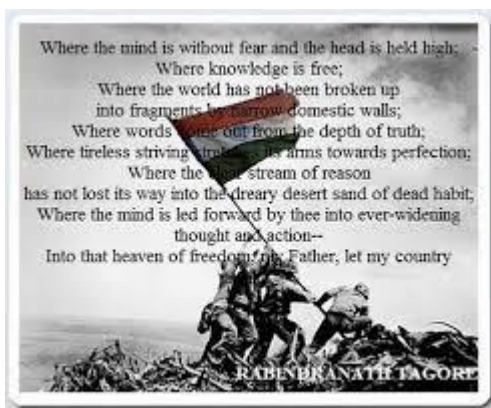
- The school provides the facility of a full time nurse and a visiting Doctor. They shall be responsible for attending to illness and injury that occurs during the school hours.
- In case the child is ill and has to remain at home, the school office should be notified at the earliest and a medical certificate should be furnished for the same.
- In case, a child has a communicable disease he/she should not be sent to school. The school should be sent with a medical certificate. All allergies etc. should be notified to the school authorities through the medical form. The Fitness Certificate should be sent with the child, when he/she joins.
- Students will not be exempted from games unless a medical certificate is received indicating illness or injury. Children should not be in possession of any medication.

Pupils are expected to observe basic rules of hygiene. They need:

- To be clean in body and clothing daily
- To have sufficient sleep
- To wear suitable uniform according to the weather
- To ensure that hair is washed regularly and neatly combed. Girls have to plait their hair, if long. They should only use white hair-band/rubber bands to tie their hair.
- Brush the shoes daily

SAFETY POLICY

Ompee following the footsteps of great Rabindranath Tagore.....!!!



Ompee management firmly believes that the optimum development of the child takes place in a safe and secure atmosphere. For this, school has a firm safety policy.

SAFETY MECHANISM

The policy is meticulously designed through a well-managed process to ensure:

- a. identification of areas which pose as threat to safety- For example, SMS alerts to parents for safe pick and drop.
- b. systematic and advance planning – Live CCTV and Mobile App – Transparency in grooming your ward.
- c. Coordination between teachers, parents and students – through Digitab
- d. Involvement with agencies and communities – Trained security guards and house-keeping staff at every corner.

PHYSICAL SAFETY POLICY

- Administration follows safe recruitment process which ensures police verification is done for all the staff members who have access to children.
- First aid box is available in medical room.
- Electrical equipments are serviced on regular basis and have a safety certificate.
- Visitors do not enter the school premises without visitor's pass given by security team at school's main gate.
- Parents are allowed to collect their children during school hours only with T- card.
- Id card is compulsory for all the teachers and students.
- Entire school premises are monitored through CCTV at key locations.
- All parents take prior appointment to meet staff members.
- During the day, guards are present on each floor of the building.
- Maids along with one dedicated teacher are always present in each school bus.

EMOTIONAL SAFETY POLICY

- Policy against harassment, bullying and ragging
- Negative peer pressure
- Substance abuse

LEAVE POLICY

- In case if a child is absent for a day parents must inform through a mail or SMS
- In case 2-3 days leave prior permission would be required
- Leave for going out of station should be approved before proceeding on leave
- Class teachers are responsible for care call in case if the child is absent for 2-3 days
- No child will be allowed to leave school premises without parent I.D card

CYBER BULLYING:

- Anonymous mail by students, parents and staff will not be entertained at all. The E-mail facility in the student portal is not to be used for any objectionable activity which will be liable for action under the Cyber Laws.
- Serious and immediate penal action will be taken in any / all case wherein an offensive, expressive or undesirable mail is sent to teachers or other students.
- Internet harassment is a new phenomenon that presents a challenge for enforcement, legislators, educators, and parents. The term Internet harassment lacks a uniform definition but usually encompasses cyber stalking, cyber harassment, and/or cyber bullying.

INNOVATIONS

In order to achieve the target to equip the children with skills to help them to live a better tomorrow, our research team is constantly thriving to create innovative teaching learning pedagogies and tools, for bridging the gap between theoretical and practical knowledge we have:

- Creative Lab
- Language Lab
- Robotics workstation
- Experiential Learning all around the campus
- Thematic and Integrated Curriculum

The school's curriculum has been mapped out and prepared in adherence to the latest guidelines of **IB Curriculum**. It seeks to develop 21st century learning and life skills.

1. Each term will have two formative assessments and one summative assessment.
2. Evaluation comprises not just academic aspect but holistic aspect of students' development.

(A)PRE-PRIMARY EDUCATION

Education for Preschool is all about learning experiences that a child learns in his first few years, which lays a strong foundation for his future learning. Our Pre School curriculum is designed with a vision of imparting value based education, right from the day children enter our portal. The thematic experiential learning begins from "**Exploring Me**" and slowly radiating to the world outside.

The PYP Programme is born out of a realization and vision of unfettered learning that transcends the conventional 'textbook' teaching and reaches beyond the confines of the classroom. It encompasses or rather covers every domain and vista of proficiency.

(B)PRIMARY EDUCATION:

The Primary school curriculum majorly highlights the 3 E's- Explore, Express, Enjoy. Keeping this in view the Integrated and Thematic curriculum has been devised on the **Multiple Intelligence Theory**. All students learn each day's lesson in different ways. They build models, make collaborative decisions, solve deductive reasoning problems, read, write, dance, create songs and illustrate all in one school day.

- In the **Personal Work Centre** (Intrapersonal Intelligence), students explore the present area of study through research, reflection, or individual projects.
- In the **Working Together Centre** (Interpersonal Intelligence), they develop cooperative learning skills as they solve problems, answer questions, create learning games, brainstorm ideas and discuss topic collaboratively.
- In the **Music Centre** (Musical Intelligence), students compose and sing songs about the subject matter and learn in rhythmical ways.
- In the **Art Centre** (Spatial Intelligence), they explore a subject area using diverse art media and pictures.
- In the **Building Centre** (Kinesthetic Intelligence), they build models; dramatize events all in ways that relate to the content of the subject matter.
- In the **Reading Centre** (Linguistic Intelligence), students read, write, and learn in many traditional modes. They analyze and organize information in written form.
- In the **Math & Science Centre** (Logical Intelligence), they work with math games, manipulative, mathematical concepts, science experiments, deductive reasoning, and problem solving.

SCHOOL ASSEMBLIES

Assemblies are a part of the general educational function of the school. They provide a unique format for the community to come together around shared values, to celebrate or to mark important occasions or milestones or appreciate performances and presentations. They also create opportunities to share concerns or to present information related to the school curriculum or the student's journal, social and aesthetic development. Assemblies provide forums for reinforcing appropriate behavior. Regular class wise assembly is theme based. Central theme is based on different values. Apart from this we have theme based special assemblies where each and every child participates.

FIELD TRIPS

Field Trips are educational experiences planned to correlate closely with the grade level curriculum. Based on experiential learning we organize our school trips as and when required. A detailed itinerary will be given to the parents well in advance.

HOME ASSIGNMENT POLICY

Home work is an excellent way to reinforce class room learning and a well planned home work schedule will develop the skills and attitude the students need to develop to have successful lifelong learning. It also extends the learning time of children and gives a scope of improvement in all aspects.

Inception Year to KG: Only during weekends some assignments and research work will be given.

Primary Years(I-III):

- Mathematics: Thrice a week
- Language: Weekends/ whenever a new concept is taught or reinforcement of a topic is done
- Research/Project Work: During weekends
- Home work time will not exceed 30 minutes a day.

In case a parent wishes to seek appointment with a teacher, a note has to be passed through digitab and the teacher will respond back.

BIRTHDAY CELEBRATION

Children may celebrate their birthdays in school hours during the breaks. An order for the party can be placed on the school reception one month in advance. There will be a standard menu, the cost of which will be billed to the parents. The birthday child will be greeted and cheered in the assembly.

Parents are requested to contribute a book to the school library on their ward's birthday.

CONCLUSION

“Learning is not attained by chance. It must be sought for with ardour and attended to with diligence.” —Abigail Adams