

المدرسة البنجلاديشية صحار
Bangladesh School Sohar
বাংলাদেশ স্কুল সোহার



Wadi Hibi Street, Al-Waqabah,
Postal Code: 311, Sohar, Sultanate of Oman.
Tel.: 26842799,
Email: bangladeshschool.sohar@gmail.com

SCHOOL DIARY

Name :
Class : Section : Reg. No :
House :
Date of Birth :
Father's Name :
Residence Address :
Telephone (Res) : Office : GSM :
E-mail Address :

(This diary must be brought to the School every day)

DECLARATION FORM

(To be retained in the Diary)

Full Name of the Student : (Block Letters)

Class : Section : Registration No :

House :

Blood Group : Date of Birth : Place of Birth :

Nationality : Religion :

Date of Admission :

Passport No : Date of Expiry :

Names of Brothers/Sisters Studying in this School :

1. Class & Section : Reg No

2. Class & Section : Reg No

3. Class & Section : Reg No

Name of the Father (Block Letters)

Name of the Mother (Block Letters)

Name of the Guardian (Block Letters)

(Specify relationship of Guardian to the child)

Occupation of Father : Mother :

Address in Oman :

Contact No : Father (GSM) Mother (GSM)

Tel. No. Residence :

Email Address :

Specimen Signature of Father :

Specimen Signature of Mother :

Medical Status of the Student		
Blood Group	Allergies (Pl. specify if any)	Social : (Special Needs if any)

Mode of Transportation To and From School

Private Transport : Car ☐ / Bus ☐ / Taxi ☐ (Please Tick One)

Name of the Driver : Contact No (GSM)

I declare that the information given above is true to the best of my knowledge. I shall be responsible for the conduct of my ward in accordance with the rules and regulations of the institution.

Parent's Signature:

বাংলাদেশের জাতীয় সঙ্গীত

আমার সোনার বাংলা, আমি তোমায় ভালবাসি।

চিরদিন তোমার আকাশ, তোমার বাতাস, আমার প্রাণে বাজায় বাশি।।

ও মা, ক্ষান্তনে তোর আমার বনে ছাড়ে পাগল করে,

মরি হায়, হায় রে -

ও মা, অশ্রুণে তোর ভরা ক্ষেতে আমি কী দেখেছি মধুর হাসি।।

কী শোভা, কী ছায়া গো, কী শ্রুহ, কী মায়া গো-

কী আঁচল বিছায়েছে বটের মূলে, নদীর কূলে কূলে।

মা, তোর মুখের স্বপ্নী আমার কানে লাগে সুধার মত,

মরি হায়, হায় রে-

মা তোর বদনখানি মলিন হলে, ও মা, আমি নয়ন জলে ডাসি।।



-রবীন্দ্রনাথ ঠাকুর



BSS' Morning Prayer

O' the Almighty-

Bless us today.

That we may-

Be kind and good.

That we may-

Do all that we should,

Bless us today.

That we may-

Speak the truth.

That we may-

Help, all we need.

That we may-

Love our country, dear.



NATIONAL ANTHEM OF BANGLADESH

(Translation)

My golden Bengal, I love you
Forever your skies, your air set my heart in tune
As if it were a flute
In spring, Oh mother mine, the fragrance from
Your mango-groves make me wild with joy
Ah what a thrill!
In autumn, Oh mother mine
In the full-blossomed paddy fields,
I have seen spread all over sweet smiles!
Ah, what a beauty, what shades, what an affection
And what a tenderness!
What a quilt have you spread at the feet of
Banyan trees and along the banks of rivers!
On mother mine, words from your lips are like
Nectar to my ears!
Ah, what a thrill!
If sadness, Oh mother mine, casts a gloom on your face,
My eyes are filled with tears!

- Rabindranath Tagore





ROYAL ANTHEM OF OMAN



Ya Rebbana Ehfid Lana Jalelat Al Sultan
 Wasahabi Fee Al'wtan
 Bialeiry Walaman.
 Walyadum Muoayadda,
 Ashilan Momajjada:
 Bilnufoosi Yufida.
 Walyadum Muoayadda,
 Ashilan Moma ijada:
 Bilnufoosi Yufida.
 Ya Oman, Nahneo Miahid II Nabi
 Anfiya Mink'ram Al Arabi
 Abshiry Qaboos Jaa
 Faltubarakhu T Sama.
 Waasidy Waltoq'hi Bildoan.

ROYAL ANTHEM OF OMAN

O Lord, protect for us our Majesty the Sultan
 And the people in our land.
 With honour and peace.

May he live long, strong and supported,
 Glorified be his leadership

For him we shall lay down our lives.
 May he live long, strong and supported,
 Glorified be his leadership.

For him we shall lay down our lives.

O Oman since the time of the Prophet

We are a dedicated people amongst the noblest Arabs.

Be happy! Qaboos has come

With the blessing of Heaven.

Be cheerful and commend him to the protection of our prayers.





DECLARATION FORM

(Class Teacher's Record)

Full Name of the Student : (Block Letters)

Class : Section : Registration No :

House :

Blood Group : Date of Birth : Place of Birth :

Nationality : Religion :

Date of Admission :

Passport No : Date of Expiry :

Names of Brother's/Sister's Studying in this School :

1. Class & Section : Reg. No.

2. Class & Section : Reg. No.

3. Class & Section : Reg. No.

Name of the Father (Block Letters)

Name of the Mother (Block Letters)

Name of the Guardian (Block Letters)

(Specify relationship of Guardian to the child)

Occupation of Father : Mother :

Address in Oman :

Contact No : Father (GSM) Mother (GSM)

Tel. No. Residence :

Email Address :

Specimen Signature of Father :

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Medical Status of the Student

Blood Group	Allergies (Pl. specify if any)	Social : (Special Needs if any)

Mode of Transportation To and From School

Private Transport : Car ☐ / Bus ☐ / Taxi ☐ (Please Tick One)

Name of the Driver : Contact No (GSM)

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Parent's Signature :





THE SCHOOL EMBLEM

Candlelight in the centre: Serene and delicate ever burning torch of Knowledge. The circle around the book with candle and water lily highlights the values of our society. Open book with the candlelight indicates the urge of acquiring Knowledge.

Water Lily : National Flower of Bangladesh.

Shade over the Book with Water Lily:

Acquiring Knowledge even under an open thatched roof.

Open space in the Emblem: Nurturing Knowledge, Character and Discipline with open mind.

Double-lined green border: The land border of Bangladesh.

**SCHOOL TIMINGS**

Sunday to Thursday

For Reception I - Class XII

Dispersal Time for Reception I & II - 12:30 pm

Dispersal Time for Class I to V - 1:10 pm

Dispersal Time for Class VI to XII- 1:50 pm

Ramadan Timings:

As per the instructions from the Ministry of Education.

VISITING HOURS**To meet the Principal:**

Parents may meet the Principal from 12:30 pm - 2:00 pm on Mondays and Wednesdays by taking prior appointment. All appointments can be made by contacting the Secretary to the Principal.

To meet the Section Heads:

Parents may meet all Section Head from 1:55 pm - 2:00 pm on all working days by taking prior appointment.

To meet the Head of the Departments (HOD):

Parents may meet all HODs from 1:55 pm-2:00 pm on all working days by taking prior appointment.

Class Teachers and Subject Teachers:

Parents may meet the Class Teachers and the Subject Teachers in the school premises only by prior appointment from 1:55 pm-2:00 pm.



THE SCHOOL MOTTO

EDUCATION

CHARACTER

DISCIPLINE



Curriculum Synopsis for the Kindergarten

Reception I & II

Child's first step towards a promising future

A child's first experiences of school are some of the most important experiences in life. Ideal grooming lays the foundation of life time habits. Children need to develop a sense of belonging and classrooms provide them with the stimulation they need. Even the most quiet and sensitive child is assured an equal opportunity to interact with teachers, assistants and fellow students.

The little ones are safe in the hands of teachers who are devoted to educating through activities rather than using the formal textbook approach. The colourful classrooms retain the interest of the child and function as nurturing grounds, where, under the vigilant eyes of the teacher, the child acquires linguistic, perceptual, social and mathematical skills. They develop emotionally and aesthetically as well.

Since the methodology of 'learn and play' follows a variety of forms of entertainment activities, the development of children is ensured. Throughout the year, the teacher monitors the child and provides feedback on his/her little successes and development.

The following activity-based Teaching learning is practiced:

- Rhymes and Rhythmic sounds-guided and solo
- Music-Vocal and instrumental
- Story Telling-Visual and performing
- Visual art- Painting and Printing, Collage work
- Crafts- Toys, Mask and Puppet making
- Dancing- with or without music
- Creative work- Poems, songs etc.
- Exercise and Physical Activities-Daily program
- Mimes, recitation, riddles-assisted
- Games both traditional and modern –supervised

The development of Reception children in the school assures coordination of body and mind through Physical (bodily), Cognitive (Intellectual) and Personal (Social) skills. Entertaining children is to amuse them i.e. making them feel GREAT.



Curriculum Synopsis for the Primary School Heightened Interaction Class I-V

Although curriculum planning is carried out within the framework of defined areas to ensure adequate coverage, children experience the world in various ways. In these formative years the children learn to shoulder responsibilities and to interact with one another and with their peers in a healthy manner as learning progresses to grasping concepts and abstract ideas. A large part of our integrated learning programme is concerned with providing direct experiences and giving opportunity for practice. The school curriculum covers the following subjects:

Mathematics	English	Science	Bangla
Social Studies	ICT	Arabic	Islamic Studies
Art and Craft	Music / Dance	PE	

Curriculum Synopsis for the Middle School Providing guidance and support in the growing years Class VI & VIII

A broad and balanced program is followed in Middle School which includes all major subjects, plus extra-curricular activities and sports. Every attempt is made to enrich the school programme through the use of community resources and encouragement of students towards independent study. This inculcates a habit of serious study to prepare them for the more rigorous academic schedule of later years. Students will be tested throughout the year on their academic progress through a well-organized system of Class Tests, Formative Assessments and Term End Exams. Equal importance is given to extra-curricular activities, the honing of talents and the all-round development of the students. Counselling is provided in making assessments and rational decisions. The curriculum at this stage covers the following subjects:

Mathematics	English	Bangla
Physics	Biology	Chemistry
Geography	History	ICT
Art and Design	Music (Except Class VIII)	PE
Commerce		



BANGLADESH SCHOOL MUSCAT

Curriculum Synopsis for the Senior School (Classes IX–XII)

Broadening Horizons for Academic Excellence

In Classes IX to XII, students are gradually prepared for life beyond school through a focused and disciplined academic journey. They are encouraged to develop critical thinking, independence, and resilience while working toward qualifications that open doors to universities in Oman and around the world.

The school prepares students for internationally recognized qualifications under Pearson Education, including the International GCSE (IGCSE) and International Advanced Level (IAL). With an extensive syllabus and increasing global competition, a structured academic routine and assessment strategy are essential.

Beginning in the AY 2025-2026, Bangladesh School Muscat has officially introduced the Modular Ignite/Inspire for selected International GCSE subjects. This approach offers students a flexible alternative to the traditional linear specification.

What is Modular International GCSE?

In the modular system, students complete the syllabus in two stages.

- Unit 1 in Grade 9
- Unit 2 in Grade 10

Each paper is a separate unit that contributes to the final grade.

Benefits of Modular International GCSE

- **Reduces Academic Pressure:** Spreads exams across two years instead of one high-stakes session.
- **Supports All Learners:** Especially beneficial for medium and slow learners, giving them more time to master content.
- **Multiple Exam Sessions:** Students can appear in Summer (May/June) and Autumn (November) sessions.
- **Re-attempt Opportunities:** Allows reattempting individual units to improve grades.
- **Same Global Standard:** The syllabus and certification are identical to the linear specification.

Subjects Offered at Bangladesh School Muscat

International GCSE

- Accounting (Modular)
- Art & Design
- Biology
- Biology (Modular)
- Business
- Chemistry (Modular)
- Economics (Modular)
- English Language A (Modular)
- Human Biology
- Information and Communication Technology (ICT)
- Mathematics A (Modular)
- Further Pure Mathematics
- Physics (Modular)

International Advanced Level (IAL)

- Accounting
- Information Technology (IT)
- Biology
- Business
- Chemistry
- Economics
- Mathematics
- Physics

Note: Students may also choose other subjects offered by Pearson Education. However, if selected by a small group, the school may not be able to provide a dedicated teacher for that subject.

Eligibility to Appear for Board Examinations

To be eligible to register for the final Edexcel examinations in the following requirements are compulsory –

- A. Minimum 80% Class Attendance in each subject
- B. 1st Term: Must appear for Mock 1 Examinations
- C. 2nd Term: Must appear for Qualifying Examinations and pass in relevant subjects
- D. 3rd Term: Must appear for Mock 2 Examinations
- E. Must clear tuition fees for 11 months

After satisfying the above conditions, you may register and enter for the Edexcel Examinations as a regular candidate.

Note:

If you missed A, B and C you will not be allowed to register for the Edexcel examinations.

Student to READ & SIGN:

I _____, (my full names)
 (student registration number) _____, hereby declare that I am
 Aware of the information above. Moreover, I pledge my complete commitment to
 comply with the necessary and required requirements to get myself ready and to
 be eligible to register regarding the Edexcel exams.....

Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____



MALPRACTICE DURING AN INTERNAL EXAMINATION OR TEST

The following activities by an examinee will be considered as malpractice:

1. Cheating

- * Copying from another student.
- * Using unauthorized materials (cheat sheets, notes, textbooks, etc.).
- * Having answers written on body parts, clothing, or furniture.
- * Using electronic devices (phones, smartwatches, calculators with memory, etc.) to store or search for answers.

2. Impersonation

- * Having someone else take the exam on your behalf.
- * Taking the exam for someone else.

3. Collusion

- * Collaborating with another student during the exam.
- * Passing notes or signalling answers.

4. Plagiarism (in exams with written components)

- * Copying another person's work or ideas without proper attribution.
- * Submitting someone else's work as your own.

5. Disruptive Behavior

- * Intentionally distracting or disturbing others.
- * Arguing with invigilators or refusing to follow instructions.

6. Tampering with Exam Materials

- * Altering answer sheets or exam papers after submission.
- * Submitting fake answer scripts.

7. Smuggling Exam Materials

- * Taking question papers out of the exam hall before the permitted time.
- * Bringing in previously solved answer scripts or question papers.

8. Accessing the Exam Questions Illegally

- * Leaking or receiving leaked question papers before the exam.
- * Trying to hack into examination systems.

9. False Representation

- * Providing false documents or identity information to gain exam access or concessions.

10. Use of AI Tools (in some cases)

- * In online exams or take-home assignments, using AI tools without authorization may count as malpractice.

Discipline Measures

1. Cancel the paper and give 0 for that paper.
2. Get a penalty mark, e.g. deduct 10/ 20 marks (depending on the circumstances or the gravity of the situation).
 - * Invigilators must give a written report to the examination committee about any incident of malpractice. (standard form given by examination committee)
 - * The class teacher must inform the parents of the perpetrator on the same day as the incident. Write in the diary of the perpetrator and call the parent. If the call is not received, send an email to the parent. Get a signed undertaking from the parent within 2 working days. The original of the report and the undertaking must be filed in the student file and copies of the same in the examination committee records.
 - * If the malpractice is repeated, the perpetrator must face suspension or dismissal as the school authorities deem fit.



ADMISSION

For the admissions of the students, the school follows guidelines and regulations meant for community schools in the Sultanate of Oman formulated by the Ministry of Education. Although it is established to educate the children of Bangladeshi community, subject to local laws, admissions are open to the students of all nationalities. To get admitted, a student must qualify in the admission test and fulfill the age requirements.

Primary Section

Middle Section

Senior Section

Age Limit	Class	Age Limit	Class	Age Limit	Class
4Y-11M	Rec-I	10Y-11M	Class V	14Y-11M	Class IX
5Y-11M	Rec- II	11Y-11M	Class VI	15Y-11M	Class X
6Y-11M	Class II	12Y-11M	Class VII	16Y-11M	Class XI
7Y-11M	Class II	13Y-11M	Class VIII	17Y-11M	Class XII
8Y-11M	Class III				
9Y-11M	Class IV				

SCHOOL CALENDAR

The Academic Year runs from August to June, divided into three terms.

- First Term August to Mid-November
- Second Term Mid-November to Mid March
- Third Term Mid-March to June

Students will be given a Progress Report Card at the end of each term.

Withdrawal from School

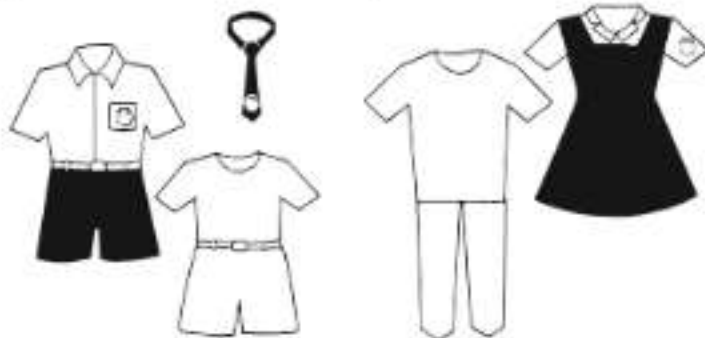
Parents are to notify the class teacher at least one month in advance of withdrawal. Students must receive a clearance on any library book and school fees (including the respective term fees) before they are permitted to pick up their record from the school office at the end of the day of withdrawal.



SCHOOL UNIFORM

Reception I & II

Uniform for Boys	Uniform for Girls
• Navy blue shorts/Trouser /Long pants. • White half shirt - (half-sleeved shirt) with collar and logo on left pocket. • Black Leather Shoes. • White socks (calf length). • Black Leather Belt with simple buckle • Navy Blue Tie.	• Navy blue pinafore • White half-sleeve blouse and logo on left sleeve. • Black Leather Shoes. • White socks. • White ribbon / White clips / bands. • Please note that the pinafore should be one inch below the knees.
PT Dress for Boys	PT Dress for Girls
• White shorts/Trousers. • White T-shirt (round neck) half-sleeved • White PT shoes. • White socks (calf length).	• White Trousers (long pants). • White T-shirt (round neck). • White PT shoes. • White socks (calf length).
For Winter	For Winter
• Blue sweater (full sleeve). • Jackets are not allowed.	• Blue sweater / Cardigan (full sleeve). • Jackets are not allowed.





SCHOOL UNIFORM

Class V - Class XII

Uniform for Boys	Uniform for Girls
- Navy blue trousers (long pants). - White half shirt - (half sleeved shirt) - Black Leather Shoes. - White socks (calf length). - Black Leather Belt with simple buckle. - Navy Blue Tie.	- Navy blue Kameez with white dupatta and logo on left sleeve. (full sleeved with scarf in special cases). - White Shalwar. - Black Leather Shoes. - White socks. - Please note that the Kameez should be one inch below the knees.
PT Dress for Boys	PT Dress for Girls
- White trousers (long pants) - White T-shirt (round neck) half-sleeved - White PT shoes - White socks (calf length)	- White Trousers (long pants). - White T-shirt (round neck). - White PT shoes. - White socks (calf length)
For Winter	For Winter
- Blue sweater (full sleeve). - Jackets are not allowed.	- Blue sweater (full sleeve). - Jackets are not allowed.



Dress Code and Haircut

1. Boys are expected to get a haircut on a regular basis.
2. Boys must comb their hair regularly and keep the hair flat on one side of the skull.
3. Back brush, spiky hairstyle, abnormal trimming of hair on lower skull, designed hair, long hair clips (Julfi) and use of hair gel etc. are strictly prohibited on the school campus.
4. Boys' shirt is expected to be loosely / soberly fitted (Overall).
5. Sleeve ends of the boys' half shirts is expected to be loosely / soberly fitted. Tight and (like girls' blouse) of half sleeves is strictly prohibited.
6. Lower ends of boys' trousers is expected to be loosely / soberly fitted. Tight and (like chot pajama/ girls' tights) of boys' trousers is strictly prohibited.
7. Girls are expected to make single/double ponytail. Hair must be combed towards the back. Fringes and puffed hair is strictly prohibited.
8. Wearing an abaya by the girls is optional but they must wear school uniform under the abaya. Abaya should be black and simple. Tight and designed abaya should not be worn.
9. Wearing tights or trousers by the girls is strictly prohibited.
10. Boys must wear trousers at navel level and trousers should be loosely/soberly fitted.
11. Keeping beard as a symbol of fashion is prohibited.

"Style is a way to say who you are
 Without having to speak "

-Rachel Zoe



Dress Code & Hair Cut- Pictorial

Correct Hair Cut



Wrong Style





ATTENDANCE

Attendance is taken daily at 7:30 am. A student must be in attendance at that time to be marked present. In case of absence, a note explaining the reason for the absence should be submitted to the Class Teacher the following day.

LEAVE AND ABSENCE

- Long periods of absence on medical grounds should be supported by a Medical Certificate.
- Students who have been absent from school for 70 days or more, are liable to have their names struck off the rolls.
- Students suffering from infectious diseases should stay away from school till the quarantine period is completed and this should be indicated on the Medical Certificate

ASSESSMENT AND PROMOTION POLICY

A system of continuous comprehensive evaluation is being followed that includes both formative and summative assessments.

The formative assessments include formal and informal methods of assessments based on class tests, project work, assignments, neat up-to-date notebooks, class response and participation, behaviour, attitude, regularity and work ethic.

Summative assessments include Term End formal exams in December, March and June.

If a student misses a Term End Exam, he or she is given a zero. However, if a student presents a medical certificate, then he/she is given overall marks at the end of the academic year based upon scores attained throughout the year.

Minimum 50% Marks should be secured by a student to get admission in Science and 45% in Commerce stream respectively.

Promotion criteria for Class I to Class VIII:

The student should secure passing marks in all the subjects to get promoted.

Promotion criteria from Class VIII to IX:

The student should secure passing marks in at least 2 Science subjects other than English, Bangla, Maths, Art, ICT, Social Studies and Commerce.

Promotion criteria from Class IX to Class X:

The student should secure passing marks in at least 2 Science and 2 Commerce subjects other than English, Bangla, Maths, Art and ICT.

Promotion criteria from Class X to Class XI:

Science: Minimum D Grade in Physics, Chemistry, Biology and Maths.

XI Commerce: Minimum D Grade in Accounting, Business Studies, Economics and Maths.

Promotion criteria from Class XI (AS Level) to Class XII (A Level)

XII Science: Clear Minimum 6 Units in AS Level

XI Commerce: Clear Minimum 3 Units in AS Level



CODE OF CONDUCT

- Be responsible for learning, developing adequate study habits, and completing class assignments.
- Be responsible for all the class requirements as stipulated by the school.
- Come to school and be present in all classes every school day — any absences, late arrivals or early discharges must be supported by documented approval from a parent or a guardian.
- Maintain a favorable environment in which learning and extracurricular activities can take place so that everyone involved enjoys and benefits from it.
- Comply fully with the school dress code — shirts should be tucked in at all times.
- Handle school supplies, materials, equipment and properties with due care— any irresponsible damages must be reimbursed.
- Maintain proper behavior at all times.
- Do not bring mobile phones and other electronic gadgets in the school.
- Do not vandalize school properties — writing on tables, desks, walls or on toilet doors is strictly forbidden.
- Speaking in other languages except English is not permitted.
- All forms of bullying are strictly forbidden and will incur severe punishment.
- Any foul play or use of vulgar language is strictly forbidden and will incur serious punishment.
- Smoking or chewing gum in the school premises is strictly forbidden.
- Leaving school during school hours without permission is strictly forbidden and will incur serious punishment.
- Carrying unauthorized sports items to the school is forbidden.
- Gathering on staircases, corridors, in front of school canteen or washroom is strictly forbidden. Keep your class rooms clean and tidy at all times —any form of littering in school premises is forbidden — rubbish must be disposed of in the bins provided.
- Boys are not permitted to wear any form of jewellery.
- For girls — jewellery must be kept to a bare minimum — preferably, stud earrings may only be worn — nail polishes are not allowed.
- To maintain a common decency, no forms of indecent physical contact between students are allowed inside or outside a classroom.



DISCIPLINE POLICY

The school believes in maintaining perfect discipline. Students are expected to conduct themselves with dignity and poise, they should be polite and courteous to their elders and kind and co-operative with their fellow students. Parent co-operation with the school is solicited so as to help their children grow up to be a fine human being. The following points must be observed by the students:

DRESS CODE:

- All students must come in the prescribed uniform.
- Students are advised not to wear any jewellery. The school cannot be held responsible for the loss of personal items.

BEHAVIOUR:

- Students should be courteous and responsible towards each other and teachers.
 - Money shouldn't be lent or borrowed from anyone. No articles may be exchanged with other students.
 - The school is not responsible for goods or money lost. It is not advisable to bring valuables to the school.
 - No undesirable books, magazines, USBs, CDs may be brought to the school.
 - Carrying camera, mobile phones, headphones or any other electronic gadgets to the school is strictly prohibited.
 - If a student is found in possession of a mobile phone, a penalty of B.O. 50/- will be imposed irrespective of price/brand/feature of the mobile phone.
 - If mobile phone is found twice with the same student his/her registration will be cancelled.
 - All School Prefects must be given due respect.
 - Use of obscene language is strictly prohibited.
 - No one should touch or take away anything from others' school bags in their absence. It is prohibited.
 - Care should be taken to keep the school clean at all times. Litter must be disposed of in the garbage bins provided.
 - Care must be taken of all school property. No student should scratch or spoil desks or chairs or damage any school furniture or fixtures, write or draw anything on the walls or in any way damage things that belong to others. Any damage caused by accident should be reported at once to the Class Teacher or the Subject Teacher Present. Any damage done will have to be repaired by those responsible.
- It is mandatory that students bring the School Diary every day and should produce it at any time if it is asked for. They should maintain it for entire academic year.



MANAGING INAPPROPRIATE BEHAVIOUR

The following stages and consequences will apply when inappropriate behaviour continues.

Stage 1: A reminder and explanation is given to the student stating that the behaviour is unacceptable.

Stage 2: If the behaviour continues, a verbal warning is given to the student.

Stage 3: The student is referred to the School Counsellor to identify the problem area and counsel the student. The parent is informed through School Diary and Phone/SMS.

Stage 4: If the behaviour persists, a meeting between parents and concerned teacher will be arranged to discuss strategies to solve the problem. If needed, Principal's advice is taken in this regard.

Stage 5: Final written warning will be given and the parent will have to give an undertaking in writing and take the responsibility of his child's behaviour.

Stage 6: The student could be suspended (Short Term Exclusion) for few days (1-7 days) depending on the gravity of the act.

Important: The school reserves the right to dismiss any student whose conduct is harmful to other students and academic atmosphere.

The Principal will retain discretionary powers which may necessitate repeating or by-passing any of the above stated stages to uphold the greater interest of the school.



Discipline Record Maintenance Guidelines for House Masters

1. Teacher's Feedback Form

Purpose: To document any complaints or observations made by teachers regarding student behavior.

Instructions:

- o Teachers should fill out this form when they have concerns about a student.
- o Ensure all relevant details are included (date, student name, specific complaint, and any actions taken).

2. Parent's Comment Form

Purpose: For parents to express their concerns, suggestions, or requests regarding their child's behavior or performance.

Instructions:

- o Provide this form to parents during meetings or when they approach you with feedback.
- o Collect all forms and ensure they are dated and signed for record-keeping.

3. Parent's Undertaking

Purpose: To formally acknowledge parental involvement in matters of student misconduct or non-compliance (e.g., improper uniform, haircut).

Instructions:

- o When meeting with parents about disciplinary issues, have them sign this form.
- o Collect details including parent's name, signature, and date of the meeting.

4. Discipline Record

Purpose: To maintain a daily updated log of all disciplinary actions and concerns.

Instructions:

- o Update this record daily with all relevant incidents (dates, students involved, nature of the issue, and outcomes).
- o Maintain both a soft copy and a hard copy for filing at the end of each month.

5. Verification Protocol

Purpose: To ensure accountability and transparency in discipline records.

Instructions:

- o Be prepared to present the discipline file for verification whenever requested by school administration or other relevant authorities.

Best Practices

Regular Updates: Set a specific time each day to review and update records.

Clear Communication: Ensure that both teachers and parents understand the importance of these forms and the process for submitting them.

Confidentiality: Handle all records with confidentiality, ensuring sensitive information is securely stored.

By following these guidelines, you will help maintain an organized and effective discipline record system within your house.



PARENTS - TEACHER INTERACTION

In order to build a closer rapport between the school and Parents, Parent - Teacher Meetings are organized. These provide an excellent opportunity for Parents / Guardians to discuss the academic performance and behaviour of their child with his/her teacher and exchange suggestions in order to work collectively towards the overall improvement of the student.

The Student's Diary, school website and regular circulars and SMS help us to communicate with Parents effectively.

FEW WORDS TO PARENTS / GUARDIANS

In order to secure all that is best for the education of your ward, cooperation between Parents and School authorities is necessary. Periodic circulars sent out to parents to keep them apprised of the programmes in the school. The diary serves as a complaint channel of two way communication between Parents and Teachers.

We earnestly request Parents to look into Diary every day and see that the homework assigned for the next day is completed. The teachers will communicate through the diary. Prompt attention to their remarks is essential.

Regular hours of study at home will help your child develop proper study habits. Criticism of a Teacher should be avoided in the presence of the child because it undermines his/her respect for them and the school. Should you have a legitimate complaint, please meet the Heads or the Principal, by fixing an appointment.

Parent - Teachers Meetings are days when Parents have the opportunity to meet Teachers to discuss the progress of their children. Parents should make it a point to attend.

Parents, Guardians are requested not to pressurize the school teachers to accept private tuitions.

Parents are requested to inform the school if there is any change in their address, mobile phone number or residential phone number.

In an emergency, parents/guardians can come to the School Reception to collect their wards. Parents are requested to refrain from going directly to the classes.

Punctuality is to be strictly observed. All students should be in the school premises by 7.30 am sharp.

Dress Code and Hair Cut is to be strictly followed which is a part of discipline.



ASSIGNMENTS



"It does not matter how slowly you go
as long as you do not stop"

- *Confucius*



Assignments

Date: Teacher's Signature

Parent's Signature

Date: Teacher's Signature

Parent's Signature