



مجلس أبوظبي للتعليم
Abu Dhabi Education Council
التعليم أولاً Education First

المدرسة الفاضلة
السلام عليكم ورحمة الله وبركاته،

نود إعلامكم أنه تم اعتماد السياسات المدرسية لمدرستكم كما هو في المرفق المرسل الجزء 1، ونود أن نؤكد على ضرورة ما يلي:

1. الإلتزام بتحديث هذه السياسات التعليمية طبقاً للقرارات والتعميمات الصادرة من مجلس أبوظبي للتعليم.
2. إن النسخة العربية من السياسات المدرسية هي النسخة الملزمة، وفي حال وجود أي تعارض مع النسخة الإنجليزية تعتمد النسخة العربية
3. نشر السياسات التعليمية المعتمدة على جميع الموظفين والطلبة وأولياء الأمور وأي جهات أخرى ذات صلة وفي الموقع الإلكتروني الرسمي للمدرسة.
4. الحصول على موافقة من إدارة التراخيص والاعتماد في قطاع المدارس الخاصة وضمان الجودة في حال تعديل أو حذف أو إضافة أي بند على السياسات التعليمية المعتمدة.
5. العمل على تطبيق هذه السياسات التعليمية في المدرسة ابتداءً من العام الدراسي 2017 - 2018م وإلغاء أي سياسة تخالف ما تم اعتماده من إدارة التراخيص والاعتماد - قطاع المدارس الخاصة وضمان الجودة.
6. الإلتزام بتسجيل الطالب المستمر في أي نظام تعليمي إستناداً إلى تسلسله الدراسي، وتسجيل الطالب الجديد في الصفوف/السنوات الآتية: KG1/FS2 - KG2/Y1 - Gr1/Y2 إستناداً إلى عمره المعتمد في السياسة المدرسية المعتمدة من إدارة التراخيص والاعتماد - قطاع المدارس الخاصة وضمان الجودة.

مع جزيل الشكر والتقدير





المدرسة الهندية - العين INDIAN SCHOOL - AL AIN

Reg. No. 129/1

ترخيص رقم ١٢٩/١

Managed by : Governing Council (Al Ain) Approved
by the Abu Dhabi Educational Council (ADEC)
Licence No.129/1 and Affiliated to the Central Board of
Secondary Education, Delhi (India) Affiliation No.6530011
Member - Council of CBSE Affiliated Schools in the Gulf

SCHOOL POLICIES (REVISED) FOR THE YEAR 2017-18

ADMISSION AND REGISTRATION POLICY:-

- ◆ No registration fee is levied for those students' seeking admission
- ◆ Registration for admission to the academic year commences from January /February of each year.
- ◆ Strict confidentiality will be maintained regarding all the personal data submitted to the school.
- ◆ School welcomes prospective parents and their children to visit the School prior to registration so that they may familiarize with it.
- ◆ Admission will be given to all eligible students subject to availability of seats.
- ◆ For admission to K.G I, a child must have completed 3 years 8 months on or before 1st April of that year. Admission is granted only on the basis of a personal interview with the child
- ◆ For grades 1 to 9 a placement test is conducted to gauge their performance level.
- ◆ For admission to Grade X, students should register in advance with the CBSE or any equivalent examination with a good, percentage of marks, for which rules have been prescribed separately.
- ◆ For admission to Grade XI the applicant should have passed the SSE or the CBSE or any equivalent examination with a good, percentage of marks, for which rules have been prescribed separately.
- ◆ School will accommodate maximum of twenty five students per class in KG1 and KG2 and thirty students in grades 1 to 12.
- ◆ Additional students will be accommodated with ADEC approval if admission is sought by Students
 - ◆ 1) who attended the school in the previous year
 - ◆ 2) whose siblings are already in the school
 - ◆ 3) Children of staff
 - ◆ 4) students who live near the school
- ◆ The School will admit students with mild to moderate special education needs and will offer additional appropriate learning support as required.
- ◆ The School will not refuse admission to students with chronic health conditions and will offer appropriate support as per their needs.
- ◆ The School shall register all students in the esis system in accordance with the dates declared by ADEC each year.
- ◆ The school shall register even after the period declared by ADEC only after receiving approval from ADEC subject to the availability of seats and after gauging the standard of the student by an admission test
- ◆ Students can seek transfer to other schools between the Emirates after receiving the approval of ADEC in case the intake permitted for transfers ended.



تلف : ٠٣-٧٦٧٨٩١٥ - فاكس : ٠٣-٧٦٧٢١٨٦ - ص ب : ١٦٠٦٢ - العين - ا.ع.م.
Tel. : 03 7678915 - 7678972 - Fax : 03 7672186 - P. O. Box : 16062 - Al Ain - U. A. E.
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Reg. No. 129/1

ترخيص رقم ١٢٩/١

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◆ **The following documents are required at the time of admission:-**

1. Admission form duly completed.
2. Two photocopies of the child's passport.
3. Six passport or stamp-size photographs of the child.
4. Two photocopies of the father's passport.
5. Student coming from outside the U.A.E. and seeking admission to the school from class 1 upwards are expected to submit the original Transfer Certificate / School Leaving Certificate of the school last attended, duly attested by the respective consulate along with a photocopy of the same. Student coming from the local schools have to produce the Transfer Certificate which should be attested by the zonal office of the Abu Dhabi Educational Council of these respective Emirates.
6. Vaccination card
7. Two copies of the child's birth certificate.
8. Photocopy of the original mark sheet of the last examination passed at the previous school.
9. Emirates ID Card and copy
10. The decision of the Principal in matters concerning admission is final and, for admissions to these classes, procedures laid down by the ADEC, will be adhered to.

FEE POLICY:-

- ◆ The School will collect only the tuition fee approved by ADEC.
- ◆ No excess fee will be charged at the beginning of the academic year other than approved by ADEC
- ◆ The registration or re registration fees are charged only when the student gets enrolled in the school and not while applying. No registration fee will be charged in advance.
- ◆ School will retain the registration or re registration fee collected from the student if the student attends one day of the academic year or fail to show up without written notification by the parent.
- ◆ If the School is unable to enroll the student due to lack of vacant seats, the entire registration fee will be refunded.
- ◆ School will not charge any deposit or guarantee money as against payment of balance fee. The tuition fee can be paid in one, two (April , September) or three instalments (April, September and December) in an academic year.
- ◆ The fee instalments should be paid by the end of 1st week of the Month, failing which reminder letters and warning letters will be issued where ever the fees is pending for more than one month / one instalment. Monthly payment option to parents will be with drawn for those who do not pay regular monthly instalments.
- ◆ Wherever a student has not cleared the dues for more than 3 months, the name of the defaulter may be removed from the school rolls and readmission is granted only on payment of readmission fees and with the permission of ADEC.



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المدرسة الهندية - العين INDIAN SCHOOL - AL AIN

Reg. No 12911

ترخيص رقم 12911

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- ◆ No reduction of fees is made for the period of absence.
- ◆ All cheques must be drawn in favour of "Indian School, Al Ain" and crossed as "Account Payee" only. Legal action will be initiated for all bounced cheques as per UAE Laws.
- ◆ The School will retain the tuition fee of one month if the student attends one week to three weeks of the term or the student fails to attend the school without written notification of the parent.
- ◆ The School will retain the tuition fee of two months if the student attends over three weeks to six weeks of the term or the student fails to attend the school without written notification of the parent.
- ◆ The School will retain the tuition fee of the term if the student attends over six week of the term or the student fails to attend the school without written notification of the parent.
- ◆ Official holidays and absence from classes are considered part of the week.
- ◆ The value of one month tuition fee is calculated by dividing the total tuition fee for the school year by ten months.
- ◆ Text book charges, uniform fee and transport fee paid will be refunded in the same manner as tuition fee if they are not used.
- ◆ The school will not dismiss a student due to delay in payment of school fees.
- ◆ The School may suspend a student for up to three days but only after sending three warning notices each being one week in duration each time to a student's parent/ guardian.
- ◆ The School will withhold the student's examination report cards, transfer certificates or block transfer of esis or reregistering of a student until all outstanding dues are settled.
- ◆ The School will not prevent a student from appearing for any of the examination as a consequence of non-payment of fees.
- ◆ Student will not be banned from using the School transport in case of non-payment of tuition fee.
- ◆ Transfer certificate is issued only if all the dues are paid. It has to be applied for in writing one week in advance supported by a payment of Dhs. 25/- . A duplicate Transfer Certificate is issued only on a payment of Dhs. 50/-

STUDENT BEHAVIOUR POLICY:-

A STUDENT CODE OF CONDUCT POLICY:-

- ◆ All the students must bring their diary cum calendar everyday to the school.
- ◆ All the students must come to the school wearing the prescribed uniform. The P.T. Uniform must be worn on specified days as per the timetable. A student without proper uniform will not be permitted to attend the school.
- ◆ Every pupil shall respectfully greet the teachers of the institution on the occasion of her/his first meeting on

the day.
It is obligatory to speak in English within the school premises.



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المدرسة الهندية - العين INDIAN SCHOOL - AL AIN

Reg No 129/1

ترخيص رقم ١٢٩/١

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- ◆ Shouting, whistling and running inside the school premises is forbidden. Perfect discipline and silence should be maintained while walking through the corridors especially during the class hours.
- ◆ Pupils are expected to wear clean and ironed uniform and keep their books and belongings neat and tidy. Shabby and unkempt hair will not be tolerated. Students must keep their nails short and clean.
- ◆ All care should be taken to keep the school clean at all times. Litter must be disposed off in the dustbins provided.
- ◆ It is forbidden to write or scribble on the walls, buses and property of the school. Scratching / Spoiling the desks or chairs / bus seats / curtains or any form of damage done to school property is punishable. Damage done even by accident should be reported at once to the class teacher or the supervisor. Damages will have to be compensated by the parent.
- ◆ Pupils are responsible for the custody of their books and belongings. They are advised not to bring any valuable articles to the school. Students are prohibited strictly from bringing or using electronic items of communication, games and music etc. Articles, cassettes, CDs, DVDs, Cameras, Mobile Phones etc. should not be brought to school.
- ◆ Strict disciplinary action will be taken against erring cases.
- ◆ Borrowing / lending of money is not permitted. Parents should take care that their wards do not carry extra money / valuable articles to the school. The school authorities are not responsible for the loss of valuable articles / money brought to the school.
- ◆ Presents / gifts of any kind should not be given to staff members.
- ◆ All the applications / letters should be addressed to the Principal and submitted through Class Teacher - Vice Principal / Section Heads

B REWARDS POLICY

- ◆ Scholastic awards are given to the high achievers of all grades.
- ◆ Students who score the highest points in co-scholastic inter class competitions are awarded.
- ◆ For 12th grade the highest scorers in each subject (with minimum of 75%) in the final public examination conducted by CBSE, India are acknowledged and appreciated.
- ◆ Students are encouraged to participate in all competitions of inter school level, national and international level.
- ◆ Students who involve in community activities are acknowledged in common assembly.
- ◆ An annual prize giving ceremony is conducted to recognize the students' achievements.
- ◆ To inculcate leadership qualities students council is formed. Members of students council, prefects and volunteers are acknowledged for their service to the school by presenting Certificates.

C CONSEQUENCE POLICY

- ◆ Students will be asked to give a clear explanation with reasons of the changes in behaviour that are required of the students.



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المدرسة الهندية - العين INDIAN SCHOOL - AL AIN

Reg. No.12911

ترخيص رقم ١٢٩١١

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- ◆ The system gives students the chance to behave well. If they choose not to do so as a first step teacher gives a verbal warning.
- ◆ If they do not respond to warning, they will be personally counselled by teacher concerned. Class privileges may be suspended.
- ◆ If they still persist the students are directed to the student's counsellor.
- ◆ Further to this parents are informed through school diary/ contact through telephone/ face toface meeting with parents and school administration.
- ◆ Anecdotal records regarding misbehavior are maintained by the concerned teachers and section Heads.
- ◆ Teacher act as a mentor after discussion with the disciplinary committee and advice the students to rectify his behavior
- ◆ Student is monitored continuously by the mentor and social worker.
- ◆ If the problem still persists parents are communicated about their wards' misbehavior
- ◆ Parents and social worker work out a strategy to correct the student.
- ◆ Further if it continues, student is suspended up to five days and a final warning is issued.
- ◆ if the student still fails to rectify his behavior, school will apply to ADEC for his expulsion
- ◆ School disciplinary committee will upload all supporting reports of all offenses and action taken on the esis system.
- ◆ School take great care while reprimanding special need about their individual disabilities.
- ◆ Disciplinary measures will be adopted after consultation with discipline committee comprising of principal / sections heads / social worker and teachers teaching the students.
- ◆ School will not adopt physical punishment threatening to lower the grades detention during or after school hours; group punishment for individual misconduct; imposing more school or homework., working or insulting the students in private or in public and preventing the student of using washroom facilities or consuming foods
- ◆ Students will be given appropriate guidance and opportunities to identify the motivation and purposes behind their actions and to rectify and negative behaviors before disciplinary action is taken.
- ◆ All disciplinary actions will be appropriate of student's age and the severity of the misconduct.
- ◆ School disciplinary committee will keep record of disciplinary offences of each students and the actions taken in response. All data will be strictly confidential.
- ◆ Students with special education needs will not be subject to more severe consequences than those imposed on the rest of the students.

D ENVIRONMENTAL PROTECTION POLICY

In order to ensure safety, health and well being of the students a clean and conducive atmosphere in the



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المدرسة الهندية - العين INDIAN SCHOOL - AL AIN

Reg. No. 1281

ترخيص رقم ١٢٨١

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classroom and school campus is to be maintained. The students are expected to observe the following instructions:

- ◆ Litter must be disposed off in the dustbin provided inside and outside the classroom.
- ◆ Water and Electricity must be used judiciously.

SCHOOL PROPERTY PROTECTION POLICY:

- ◆ In order to cultivate a sense of belonging to school the students are required to adhere to the following instructions:
- ◆ Each and every student is expected to protect and take care of the school property.
- ◆ The students are forbidden to write or scribble on the walls, desks, chairs, bus seats etc.,
- ◆ The students should take care not to damage the whiteboards or bulletin boards. Any kind of damage done by the students will have to be compensated by the parents.

ATTENDANCE POLICY:-

- ◆ Punctuality & Regularity are essential at all times. Students must come to the school in time. Students late or absent must bring a written note from the parent/guardian on the specified page given in the diary.
- ◆ No student should remain absent on working days. Leave is granted only in circumstances beyond control, as sickness. Applications for such leave should be addressed to the Principal and submitted to school through the class teacher - Vice Principal /Section Heads, in the prescribed leave application form available at the school office/ with class teachers.
- ◆ Long period of absence on medical grounds should be supported by medical certificates. Students suffering from contagious or infectious disease should not attend the school till the required quarantine period is completed. In this connection a fitness certificate should be submitted by the parent.
- ◆ No student should leave the school premises during school hours without permission from Vice Principal / Section Heads.
- ◆ Students are responsible for completing all assignments missed during their absence
- ◆ Parents/ guardians should see to that family vacation takes place during scheduled school holidays.
- ◆ Absence to undertake leisure trips and unnecessary travel during school days are regarded as unauthorized
- ◆ Students are considered to be truant if they are absent from school without their parent's consent or if parents have colluded with the student so that they are absent without authorization. School will undertake appropriate course of action pending completion of the investigation.
- ◆ School will inform the parents about such truancy. Through discussions student will be persuaded to desist from such behavior. He/ she will be closely monitored.
- ◆ If the absence is authorized, school will help the student to make up the work or tests that were missed.
- ◆ School will excuse students for being late in the morning during adverse weather conditions.

Warning letters would be sent after every three days of unauthorized absence. After three warning letters still



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المدرسة الهندية - العين INDIAN SCHOOL - AL AIN

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ترخيص رقم ١٢٩١١

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the student has not responded positively, School will expel a student after unexcused absence of ten days continuously or fifteen days non continuously during the academic year.

Expulsion order will be issued by the School Principal and approved by ADEC. The guardian will be informed.

- ◆ Parents who plan to have their children miss several days of School are required to notify the School at least ten days before the anticipated absence to allow teachers time to prepare the list of assignments that will be missed during the absence.
- ◆ The student or the parent is responsible for contacting school administration to learn about all assignments given to the student. These assignments should be completed by the student either before leaving or shortly after returning from the absence.

EXAMINATION POLICY:-

- ◆ For the purpose of evaluating the students' progress during the year and achievement at the end of year, the school has a schedule of tests and examinations as appended in the school diary.
- ◆ Attendance during the examination is compulsory. Students who remain absent for an examination without valid reasons shall be deemed to have failed the examination. Those who absent themselves from any examination will not be given a second chance.
- ◆ All those who pass the All India Secondary School Examination (Class X) do not automatically qualify for admission to class XI. The Principal reserves the right to refuse admission to any student whose character and conduct or academic performance is not satisfactory.
- ◆ Answer papers of final examination of all classes are not returned to students. Answer papers of Grade IX and Grade X students shall be retained in the school as per CBSE Instructions.

PROMOTION AND RETENTION POLICY:-

KG1 TO GRADE 5

- ◆ Non detention policy

GRADE 6 TO 8

- ◆ Minimum pass mark of 50% in group A Subjects is compulsory
- ◆ A student should obtain a minimum D grade in all subjects.
- ◆ Re-examination is conducted in only Group A subjects (Arabic, Islamic Studies & UAE Social St.) for Grade 6 to 8.

GRADE 9

- ◆ Minimum pass mark of 50% in group A Subjects is compulsory
- ◆ A student should obtain a minimum D grade in all subjects.

- ◆ Re-examination is conducted in maximum of only two subjects as per CBSE guidelines.

GRADE 10

- ◆ Minimum pass mark of 50% in group A Subjects is compulsory



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المدرسة الهندية - العين INDIAN SCHOOL - AL AIN

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- ◆ A student should obtain a minimum D grade in all subjects.
- ◆ Re-examination is conducted in July by CBSE.

GRADE 11

- ◆ Minimum pass mark of 50% in Group A subjects is compulsory
- ◆ A student should obtain a minimum of 33% in all subjects.
- ◆ Re-examination is conducted only in one subject, as per the CBSE.

GRADE 12

- ◆ Minimum pass mark in Unified Exam for Arabic and Islamic Studies is 60% and this is conducted by ADEC.
- ◆ Final examination is conducted by CBSE. A student should obtain a minimum 33% in all subjects.
- ◆ Re-examination is conducted by CBSE in the month of July only in one subject (Compartmental)
- ◆ Note: - To pursue higher studies in UAE or to work in UAE a pass in the Unified Exam for Arabic is compulsory for all and pass in Unified Exam for Arabic and Islamic Studies for Muslim Students
- ◆ The age requirement for admission to KG1 is 3yrs and 8 months as on 1st of April
For grade 1 it is 5 yrs and 8 months
- ◆ The School will approve retaining a student in the same class if the age requirement is not satisfied or parent produces sufficient proof for the same.
- ◆ The School will not retain a student in the certain grade more than two consecutive years and no more than two different grades during the entire School education.

PROMOTION POLICY OF SEN:-

- ◆ Our SEN policy involves a Learning Support Team (LST) to support students with special needs.
- ◆ The Learning Support Team comprises of the School middle leader, Students Counselor, Social Worker, Class teacher/ Subject teacher and Nurse.
- ◆ The Learning Support Team comprises of the School middle leader, Students Counselor, Social Worker, Class teacher/ Subject teacher and Nurse.
- ◆ The goal of Learning Support Team (LST) is inclusion which is met through
- ◆ 1- Good quality support in classrooms. 2- Differentiation to meet different learning needs. 3- Intervention for some students.
- ◆ School does not retain or fail students with special education needs.
- ◆ If students with special education needs are not making expected progress, their IEP will be adjusted.
- ◆ Parents of SEN students are frequently communicated about the intervention methods and progress of their wards. They will be requested to obtain a medical assessment report
- ◆ Innovative methods of interventions are adopted to help these students achieve desired progress.
- ◆ Additional learning support and differentiated teaching methods are provided to these students.



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المدرسة الهندية - العين INDIAN SCHOOL - AL AIN

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توحيد رقم ١٢٩/١

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- ◆ School retains a SEN child in the same class by the Principal only after discussion with the Academic review committee teachers who have taught him, supervisors, social worker, SENCO, and parents.
- ◆ They keep in mind the social impact this would create, psychological effect when the student is separated from his peer, his progress in the previous two years and the curriculum.

CHILD PROTECTION POLICY:-

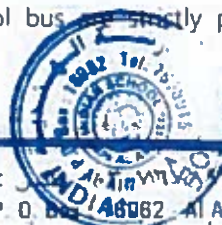
- ◆ Apart from providing a conducive ambience within the school premises, we put forth our students' safety as our first priority. Our infrastructure in and out of the classroom ensures a hazard free movement for the students'. Our focus on student's safety is highlighted through the following practices/ duties assigned to our staff.
- ◆ Creating awareness among students on individual responsibilities to defend themselves during emergencies.
- ◆ Monitoring students during break hours
- ◆ Retaining students in classrooms after school hours under the teacher's supervision for specified time duration allowing parents to collect their wards at ease.
- ◆ Providing periodic in-service training to staff highlighting students safety and protection policies.
- ◆ Maintaining specially trained social worker(s) to support students in case of physical, emotional and psychological abuse from any quarters.
- ◆ Administrators, supervisors and staff members are aware and equipped in protecting the safety and security of our students.
- ◆ Periodic fire mock drills are conducted.
- ◆ School Buses are equipped with surveillance camera.
- ◆ The entire school campus is monitored 24 hours with the surveillance camera.
- ◆ The students are under the supervision of teachers 45minutes before and 90 minutes after the school hours.

E-LEARNING & INTERNET SECURITY POLICY:-

- ◆ Parents are requested to supervise their wards for internet usage at home.
- ◆ The students are advised only to visit sites related to their studies under the supervision of their teachers in charge and parents.
- ◆ The students are advised about the consequences of misuse of the cyber facilities

ANTI BULLYING POLICY:-

- ◆ The tendency of bullying amongst students is curbed effectively in the following manner: Most of the cases are handled efficiently by the teachers who come across it.
- ◆ The problems related to bullying are addressed and resolved in a systematic and transparent manner by the school discipline committee.
- ◆ Bullying in the school premises as well as in the school bus is strictly prohibited and monitored by the teachers, supervisors and section heads.



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المدرسة الهندية - العين INDIAN SCHOOL - AL AIN

Reg. No. 129/1

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Member - Council



- ◆ If required, parents are summoned and special sessions are conducted with them to tackle the problem.
- ◆ Specific cases are referred to social worker / students counsellor for adequate counselling and corrective measures.
- ◆ The School will follow reporting procedures in respect of any incident affecting the security of students within the School to Parents/ Guardians ADEC and other related Government entities.
- ◆ The school will protect the confidentiality of reports and investigations related to any kind of student abuse and communications when dealing with the Council and relevant Government entities.

INCIDENTS REPORTING PROCEDURE

- ◆ Incidents of student's abuse which includes exploitation, violence, sexual abuse or emotional threats will be investigated and reported to ADEC immediately
- ◆ School will keep the relevant records of the student and inform ADEC or official Government entities
- ◆ If a severe abuse to a student outside the School premises is noted, School will follow up the case with the Social worker. The student will be protected and parents will be informed. In case required, the case will be forwarded to relevant official entities.
- ◆ School Principal will monitor the investigation of the abuse and maintain clear communication and actions when dealing with relevant Government entities like HAAD, Social welfare institutions and Police departments.

RECORD POLICY:-

- ◆ The School will maintain and update all records of all students including SEN and gifted students 1) official documents 2) Individual educational plans 3) Assessment records. 4) Health files.

TRANSPORT SAFETY & SECURITY POLICY:-

- ◆ The school is responsible for the safety and security of the students using school transport once they board the bus until they are dropped back.
- ◆ The parent/caretaker is requested to be present at the assigned stop during the picking and dropping time.
- ◆ The buses will not wait for students, they should be ready and wait for the school bus.
- ◆ Parents who take the students early from the school should inform the concerned authorities.
- ◆ Advance permission should be obtained from office, if there is any change in location.
- ◆ Strict discipline should be maintained in the bus. Those who do not adhere to this, will lose their right to travel in the bus.

Effort will be made to pick up and drop the students in front of their door steps - but it will not be always possible

School is responsible for the safety of the students transported in the school bus for participating in various activities and competitions.

HEALTH AND SAFETY POLICY:-

All staff are provided with adequate information, instruction and training on health and safety issues.



Nupacharya



المدرسة الهندية - العين INDIAN SCHOOL - AL AIN

Reg. No. 129/1

ترخيص رقم ١٢٩/١

Managed by : Government of Abu Dhabi
by the Abu Dhabi Education Council Licence No. 129/1 and approved by the Central Board of Secondary Education, Delhi (India) Licence No. 633/01
Member Council of CBSE Affiliated Schools in the Gulf



School conducts on going First aid training and dissemination of knowledge regarding health, safety and prevention matters.

All school staffs are aware of what is expected of them and the procedures to be followed with respect to the protection and safety of students.

Students will be instructed about the safety measures to be observed on emergency situations.

Students are advised to exercise personal responsibility for the health and safety of themselves and others.

Students are advised to use, and not willfully misuse, neglect or interfere with any equipment/ instrument/ tool provided for teaching and learning.

School is responsible for the safety of the students while taking part in extra curricular activities

COMMUNICATION WITH THE PARENTS/GUARDIANS ABOUT SCHOOL PROGRAMS

School will communicate with the parent using various methods and media such as circulars, telephone calls, e-mails, letters, internet portal and open house meetings.

The School and teachers regularly communicate with the parents about their children's academic performance, school curriculum, teaching methodology, assessments and the intervention of parents learning at home.

School provide opportunities for parents to visit school and meet with the Principal, Heads of teaching faculty and teachers who are involved in their children's' education.

School inform the parents through circulars and student's diary about the opportunities to participate in the School activities like School day, Annual sports day, Graduation day, UAE's National Day celebration after obtaining ADEC approval.

School encourage parents to participate in School activities like Parent's Council.

School will make opportunities for parents to visit their child's class at least once during each academic year if necessary.

School shall inform the parents about all School policies that have an impact on the parents and their children through Student's diary and website.

School will periodically and regularly provide information about their child's education, progress behavior etc.

GRADUATION POLICY:-

Students will graduate upon satisfactorily completing all the academic requirements stipulated by CBSE and ADEC.

The Graduation Ceremony will be held in January / February for Grade 12 students before they appear for the final board exam in March.

The Graduation ceremony will be organized by Grade 11 students under the supervision of school administration during school hours.



Nupadhyay

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