



Bharatiya Vidya Bhavan

Private International English School - Abu Dhabi

Creating global citizens through innovation and excellence in education.



PARENT HANDBOOK

Dear Parents,

Welcome to Private International English School, Abu Dhabi!

We are delighted to have your family as part of our vibrant school community. This handbook is designed to provide you with comprehensive information about our school's programs, policies, and procedures. It serves as a guide to help you navigate your child's educational journey with us and ensure a strong partnership between the school and home.

At PIES, we believe that education is a collaborative effort involving students, parents, teachers, and the wider community. This handbook outlines the essential aspects of our school's vision, mission, and daily functioning. We encourage you to review its contents carefully and keep it as a reference throughout the academic year.

Thank you for entrusting us with your child's education. Together, we can create a nurturing and stimulating environment that fosters growth, learning, and excellence.

ADMISSION PROCEDURE

Below is the admission process, aligned with the Abu Dhabi Department of Education and Knowledge (ADEK) policies and CBSE guidelines.

Registration for new admissions for an academic year will begin in the first **week of October** of the previous academic year. Online registration can be completed on our website at www.bhavansabudhabi.com.

1) Online Registration: -

- a) Parents must first fill out the online form to register. Upon registration, login credentials (ID and password) will be provided, which will allow access to input student details.

2) Shortlisting of child: -

- a) Students will be shortlisted on a first-come, first-served basis, subject to seat availability. Shortlisted students will be scheduled for an assessment or interactive session, communicated via registered email.
- b) A merit list will be generated based on the assessment, and results will be shared with parents.

3) Registration Confirmation: -

- a) Parents of students on the merit list must submit the necessary documents to confirm the registration.

4) Admission Confirmation:

- a) Once the documents are verified, parents will need to pay the registration fees and submit post-dated cheques for all three terms. In the event of admission cancellation, refunds will be processed according to the ADEK refund policy.

Points to be noted.

- 1) For admission to KG1, KG2, and Grade 1 the age requirements are subject to ADEK norms. Details will be provided on the website.
- 2) List of documents required after the Registration confirmation.

Documents of the student

1. Colour copy of passport front page, back page, and visa page of the child.
2. Colour copy of Valid Emirates ID of the child.
3. Colour copy of the birth certificate of the child
 - If the child is born in the UAE or any other GCC country, the birth certificate issued by the government is valid without attestation.
 - If born in India, and the birth certificate is in English, it must be attested by the UAE Embassy/Consulate and the Ministry of Foreign Affairs, Abu Dhabi.
 - If born in India and the birth certificate is not in English, it must be translated by a legal translator and attested by the Ministry of Foreign Affairs, Abu Dhabi.
4. Colour copy of the last school report (Except for KG1)
5. Colour copy of the vaccination record (including vaccines given after birth & Covid vaccine)
6. Colour Copy of the valid insurance card
7. Six passport-size photos
8. Transfer Certificate (TC) and Marksheet (to be submitted after the completion of the current academic year):
 - For KG 1 the TC is not required if the child joins at the beginning of the academic year.
 - For students coming from India, the TC must be attested by the Education Officer of the State/District/Area. The signature and seal of the Education Officer should be verified by the Indian Embassy and the UAE Foreign Affairs Ministry.
 - For local transfers within Abu Dhabi, the eSIS No. and eSIS Marksheet from the previous school must be submitted.
 - For transfers from other Emirates, the TC should be attested by the Ministry of Education of that Emirate.
 - For transfers from GCC countries, the School Leaving/Transfer Certificate must be attested by the Ministry of Education.
9. Print out of the online application form.

Documents of the Parents

1. 1 Copy of the Passport of the father - first page, last page, and valid visa page
 2. 1 Copy of the Passport of the mother - first page, last page, and valid visa page
 3. Emirates ID Copy of the father - front and backside of the Emirates ID
 4. Emirates ID Copy of the mother - front and backside of the Emirates ID
 5. Tenancy contract / Electricity bill copy (Municipality Approved Tenancy Contract)
- 3) All details provided in the registration form must be accurate. Any discrepancies may lead to disqualification from admission.
 - 4) The registration confirmation is not the confirmation of admission.
 - 5) Admission is subject to approval by the Abu Dhabi Department of Education and Knowledge (ADEK) in the eSIS system.
 - 6) Registration fees are non-refundable in the event of Admission cancellation, No show when the academic year begins, Failure to notify the school in writing before the official fee payment dates, if opting to withdraw or not proceed with admission.

ENROLMENT

1. Accuracy of information provided: All information provided to PRIVATE INTERNATIONAL ENGLISH SCHOOL – ABU DHABI (the “School”) must be true, complete, and not misleading. The parents/guardians of the student (Parents) must promptly update the school should any of the submitted details change.
2. Supporting documentation: All supporting documents requested during the admissions process must be provided to the school prior to the commencement of the admission. The school reserves the right to withdraw the offer of place if all supporting documents are not provided.
3. School policies: The parents and student must abide by all School Policies, as may be amended from time to time. A current copy of the school’s policies is available upon request.
4. Fee payment, registration, and withdrawal:
 - School fees must be paid by post-dated cheque for all terms during admission to secure the student’s place at the school. Kindly visit the school website: www.bhavansabudhabi.com for details on the fee and the due dates. Furthermore, the parents may be required to pay additional fees, including but not limited to fees for the student’s learning support needs (if such individual needs are identified by the school in prior consultation with the parents/guardians) and examination fees (“Additional Fees”). Please contact the school for a current list of the additional fees that may be applicable.

- Failure to pay any school fees by the due date may result in the exclusion of the student from the school and cancellation of use of the school portal.
- School fees, including but not limited to tuition, other applicable fees, and additional fees may increase at any time in accordance with applicable law.
- The parents who wish to transfer their child must give written notice to the school office on or before

15th April - If the student has to discontinue from June.

15th September - If the student has to discontinue from the 1st of December.

1st December - If the student has to discontinue in the new academic year.

In the event of withdrawal, school fees will be refunded in accordance with the school's fee refund policy.

5. Parent Instructions to School: The school may rely solely on instructions from either parent. In the event that the school becomes aware of a dispute between the parents or in the event that the school receives conflicting instructions from the parents, the school is entitled to rely upon the instructions of the person selected as the primary contact in the admissions application. The school will only deviate from this policy if the school is provided with a valid court order, which, if issued by a foreign court, is attested by the UAE courts (a "Court Order").

6. Provision of information to parents: The school will provide information about the student, including report cards, attendance records, and other items in the student's file either to the student or to a parent. In the event that the school becomes aware of a dispute between the parents, and in order to protect privacy of communications, the school will not share communications between the school and either parent with other parent, unless required to do so by court order.

7. Co- Education Classes: The school believes in the relevance and importance of co-education in the classroom. The school will be having co-education classes from Academic Year 2023-2024 and thereafter.

8. Medical Liability: Neither the school nor any of its affiliates, shareholders, directors, employees, consultants, or agents will be liable for injury to the student resulting from improper treatment of its medical conditions if the parents fail to inform the school of such medical conditions in writing or comply with the school's medical policy or other instructions provided by the school or HAAD.

9. Waiver and indemnity: The school or any teachers or officials or voluntary helps of the school, shall have no responsibility of whatsoever nature in respect of bodily injury to the above child.

- Prior to actual delivery of the said child into the custody of the said teachers or officials inside the school grounds, or after the child has been collected from the school grounds by a person authorized by me to do so, on a normal school day.
- Whilst on school grounds outside the official opening times.
- At any other times, unless the said child is in the direct custody or control of one of the said teachers whilst on a recognized outing or function arranged by the school.

Unless the injury is caused by or resulting from:

- The negligence of any employee, teacher or other person or persons authorized to act for or on behalf of the said school.
- Any defect on the premises of the said school.

In addition, I agree:

- To indemnify and keep indemnified the said school in respect of any amounts which the said school may pay, in respect of medical or other expense arising from accidental bodily injury to the said child.
- To indemnify and keep indemnified the said school in respect of any loss or damage to properly belongings to or in the custody or control of the said school caused by the said child.

UNIFORM

The uniform is worn with pride. It is an outward sign of the choice that students have made to join the school and a way to demonstrate daily their commitment to fully embrace the values and spirit at our school.

We recommend at least two complete sets of the uniform per child. Parents are expected to purchase the school uniforms/attire prior to student attending school.

- Students should take pride in wearing their school uniform.
- Students must have a valid identity card issued by the school throughout their presence in the school and during all out-door activities of the school. Students availing school bus facility will wear the identity card with a blue tag, and students using own transportation will wear with a red tag.
- Students must wear the uniform which is approved or provided by the school. There are different uniforms for regular classes and physical education classes. In winter students must wear blue sweaters, prescribed by the School and as available in the school stores. Sweater or hoodies of other colours are not permitted on the campus on working days.
- Physical education (PE) uniforms with white canvas shoes should be worn on days when Physical Education, Aerobics and Yoga Classes have been timetabled.

- Students must understand that wearing the uniform without all accessories is considered as incomplete and will be reason for getting cautioned or being reported to the Parent. Wearing unwashed crumpled or very tight clothes or clothes which are too small size for the students is considered as improper uniform.
- Boys should have short hair. Any type of trendy hair-cut is not permitted.
- Girls must make two plaits (braids) or tie two pony tails. No girl will be allowed to keep her hair open unless very short. Ribbons or hair band, if used, should be plain black only.
- Hats, caps, sweat-bands and sun glasses are not allowed in the school.
- Girls will not be allowed to wear make-up except on special days and when functions are organised.
- Black shoes of the specified design & black socks with regular school uniform and white canvas shoes and white socks with track suit will be worn by students.
- Only girls will be allowed to wear small studs in their ear-lobes. Students will be allowed to wear Gold Studs (small) only after Parent request (approved by the Principal) and if the child is allergic to other metal or artificial jewellery.
- Only Sikh boys and girls will be permitted to wear a Kada. Any other religious thread or locket, if worn, should be inside the shirt and should not be visible.
- Girls must wear white slips or camisoles under their shirts, whereas boys will wear white vests under the shirts.
- Nail polish, and flowers in the hair are not permitted.
- The belt issued or approved by the school only will be allowed. School belt should be worn on all days, except when the PE Uniform is worn.
- Students from Grade 6 and above are required to wear the School Blazer on all days, except when the PE Uniform is worn.

The Principal's decision will be final in all matters, concerning the School Uniform.

DAILY SCHEDULE

School timings

Grades	Days	Timings
KG I & KG II	MONDAY-THURSDAY	07:40 A.M. — 11:30 A.M.
	FRIDAY	07:40 A.M.- 11:15 A.M.
GRADE I TO IV	MONDAY-THURSDAY	07:40 A.M. — 01:25 P.M.

	FRIDAY	07:40 A.M.- 11:40 A.M.
GRADE V TO XII	MONDAY-THURSDAY	07:40 A.M. — 03:15 P.M.
	FRIDAY	07:40 A.M. — 11:40 A.M.

Office timings

Days	Timings
Monday to Thursday	8:00 AM to 4:30 PM (Accounts till 1:00 PM, Store till 12:30 PM)
Friday	8:00 AM to 4:00 PM (Accounts till 12:30 PM, Store till 11:00 AM)
Saturday	9:00 AM to 2:00 PM (Accounts till 1:00 PM, Store till 12:30 PM)

Visiting timings

Designation	Timings
Vice-Chairman	By prior appointment only Mail info@bhavansabudhabi.com
Principal	By prior appointment only by mail: principal@bhavansabudhabi.com
Vice-Principal	By prior appointment only
Administration Manager	By prior appointment only
HOD	By prior appointment only
Section Supervisors	By prior appointment only

Note:

For any appointment you may call and book your appointment through the school reception or you may send an email to info@bhavansabudhabi.com.

You will be informed of your appointment via e-mail.

TRANSPORT

Transport services for students at Private International English School, is offered by Dynamic General Transportation, an approved transport operator – approved by the department of transport. To facilitate co-ordination between the transport operator

and parents opting for transport, the school facilitates only in collecting Transport Forms (New registration as well as Change of location) and Transport Fees.

As the school is coordinating with a third-party transport services provider in order to provide transport services to students at the school the terms and conditions of such services are to be agreed directly between the parents/guardians and the transport service provider. An operations executive of the Transport Vendor is always available at the school and parents can meet the executive during the school day.

Terms and conditions for availing School Transport.

- School bus transport is provided by M/s Dynamic General Transport in accordance with the ADEK and DOT guidelines, hereby referred to as Transport Company.
- All drivers of Dynamic General Transport are fully trained, holding a DOT-issued school bus driving license, and they participate in our ongoing customer care and drivers' training courses.
- The buses are installed with a Video Surveillance System. All bus conductors are provided with a mobile phone. The mobile number is available at the transport desk.
- Usage of services provided by the school-recommended Transport Operator is optional, but the usage of other private transport services is strictly prohibited for safety and security reasons. Parents not opting for the recommended Transporter, should personally pick and drop their children.
- It is the responsibility of the parent(s) to ensure that their child/children is/are at the pick-up point at the designated time. Buses will not leave from pick-up points ahead of schedule. However, buses will not be able to wait at pick-up points after the scheduled time. Due to traffic delays buses may arrive at pick-up and drop-off points behind schedule.
- Parents are required to inform the drivers/ Operations Executive if a student is absent on a particular day. If a student does not want to use the return trip on any day the parent should hand in a written communication or send an e-mail to the Operations Executive.
- For safety reasons, eating and drinking juice/tea/coffee etc in the bus will not be permitted. However, drinking water is allowed.
- Dynamic General Transport reserves the right to decline the provision of service allocation of bus facility based on the availability of a seat in the bus plying in the area.
- Transport fees are to be paid for the full term at the beginning of each term at the school office and are non-refundable. Transportation facilities once availed can be cancelled only at the end of a term. If canceled in between, the full-term fees must be paid. A receipt will be issued for the payment made. The

school will not be responsible for any payments made to the transport company/staff.

- The bus routes are identified and fixed considering the best interest of all students and cannot be changed. Those parents who are willing to accept the routes finalized by the transporter only need to opt for school transport.
- Students should be ready at their respective pickup points 5 minutes before the pickup time allotted by the school. The bus will not wait for more than one minute in front of a student's location.
- The traveling time of the bus is fixed as per the ADEK/DOT guidelines. Those parents who are willing to accept the total travel time of one hour irrespective of their locations only need to opt for the school transport.
- Children should always wear seatbelts, should not stand on the seats, or walk when the bus is in motion. Students should refrain from shouting and making annoying noises, should maintain the cleanliness of the bus and its furniture, should not tamper with the contents, and must respect the bus driver and conductor.
- The bus rules also prevent the students from talking to the driver, and they must not take their hands or heads out of the bus's windows. If a student damages or vandalises the bus, they will be prevented from using it for a period of one to three days, and the parent/guardian will be held responsible for the damages.
- The school reserves the right to ban a student from using the school transport service if the student repeatedly violates the safety regulations or endangers himself/herself or others while on the bus; if he/she continues to misbehave, create a nuisance, or participate in any inappropriate or aggressive behaviour toward other students.
- Requests for change in the pick-up and drop-off timings will not be considered once the transport service is agreed upon. A minimum of one week notification is required for a location change. During address change, the parent must submit the new form, undertaking, and tenancy contract to make necessary changes in the tracking system.
- Children of Grade 5 and below will not be left at the drop-off point unless the designated adult is present to collect them or unless confirmed otherwise. The child shall be brought back to school, and it will be the responsibility of the parent to come and collect the child from school.
- The parent/guardian is restricted from entering the school bus for any reason, and in case they want to raise a complaint against the driver or supervisor, they must contact the school administration.
- In case a parent picks up the child from school, the bus driver and supervisor must be informed.

- All Dynamic General Transport vehicles, drivers, and passengers are insured. In case of any claim due to the accident, the company's liability is limited to the comprehensive compensation paid by the insurance company, as per the terms of the insurance policy.
- Dynamic General Transport may use the e-mail ID/ mobile number of the parents for conveying messages/ sending newsletters/ circulars.
- Secondary and Senior Secondary students are expected to board the school bus promptly while departing school. The school bus will not wait for these students in the event that they are late due to their own reasons.
- Parents who agree to the above-mentioned points can opt for school transport. Transport Services are presently offered only in Abu Dhabi City, Mussaffah, and Mohammad Bin Zayed City. Parents living in any other place requiring transport or moving to any other place not mentioned herein and requiring transport will need to check with the school office if they wish to continue with the School Transport. Transport services for children from other areas cannot assumed to be confirmed by parents unless the location is Abu Dhabi City, Mussaffah, and Mohd Bin Zayed City.

For any query, kindly contact *Mr. Prasanth (School Administration Manager)* at +971 56 7033 925.

For transport queries, contact: *Mr. Rahman : Transport Manager* +971 506722041

e-mail : transport@bhavansabudhabi.com

ATTENDANCE AND PUNCTUALITY

1. The school shall issue to parents / guardians its approved Attendance Policy setting out procedures to deal with absences and to ensure that students maintain punctuality and regularity in attending school and all lessons.
2. The school seeks to ensure that all its students receive a full-term instruction and education which maximizes opportunities for each student to realize his/her full potential. All students enrolled with the school, regardless of their age, are expected to attend the school whenever instruction is provided. Parents attempting early dispersal of students from school for any reason should consider that the classroom experience can never be 'made up' and it is the responsibility of the parents to make sure that their children catch up on all missed lessons. Absence has a negative impact on the student's educational progress and may affect his/her promotion to the next year level. It is very important therefore, that parents make sure that the student attends classes/lessons regularly.
3. Students are expected to attend school every day as specified in the school calendar.
4. Students should arrive at school every day in time in the morning, attend morning assembly, and classes on time.

5. School would maintain accurate daily attendance data for each student, including timely or late arrival to the campus.

6. If a student needs to take leave for a particular day, parents/guardians must inform the school. There are authorized and unauthorized absence as per the Attendance Policy.

7. Students are responsible for completing all the assignments missed during their absence.

8. Parents/Guardians should seek to ensure that family vacations take place during scheduled School holidays.

9. School administration will excuse students for being late in the morning during days with adverse weather conditions (e.g. heavy fog/rain).

10. The school can expel a student in case there is an unexplained absence for ten days continuously, or fifteen days intermittently during the academic year. This is on the condition that the school has already sent warning letters for three consecutive days. Additionally, the expulsion order must be issued by school Principal with approval from ADEK, and the parent/guardian duly informed.

11. Parents/Guardians who plan to have their child/children miss several days of School are required to notify the school at least ten days before the anticipated absence if not emergency. This is to allow teachers time to prepare the list of assignments that will be missed during the absence.

12. The student/parent/guardian shall be responsible for contacting the school administration/ teacher to collect all assignments and tasks given to the student.

13. The assignments must be completed by the student and returned to the relevant teachers either before leaving or shortly after returning from the absence.

14. A child needs 10 days prior permission for travelling outside the UAE in case the travel falls during the academic days.

15. For three days leave of absence, the parents can write to the class teachers. If the leave is for more than 3 days, parents should mail (not parent communication) to the principal and approval obtained.

16. No child will be permitted to resume the classes without the parent meeting the principal in case the absence was unapproved or uninformed.

17. All leaves – authorized and unauthorized – should be justified by supporting documents. Eg. Sick leave with medical certificate, death related leave with death certificate, religious pilgrimage with the copy of the Visa procured.

Unauthorized Absences

- (a) Unauthorized absence is when there has been no communication from a parent about an absence or if the absence is for two days or more days and a doctor's note has not been received.

- (b) Shopping trips, unnecessary travel are also regarded as unauthorized absences.
- (c) If a student takes unauthorized leave for more than twenty consecutive/ nonconsecutive days, then the student may be retained within his/her current year level at the end of the academic year.

Authorized Absences:

- (d) Absence of one day for a valid reason like illness or family emergencies if communicated by a parent is regarded as authorized absence. Please note that for an authorized absence of more than one day, a doctor's note is required.
- (e) If an absence is authorized, the student has the right to make up the work and tests that were missed. If an absence is unauthorized, the school will agree with the parents/guardians on the appropriate course of action pending completion of the investigation into the circumstances surrounding the absence.
- (f) Whether the long leave is authorized or unauthorized, if the child fails to appear for the mandatory exams in the name of this absence, the child will be detained in the same class. No child can continue in one grade for more than two years. In such cases, the child will be terminated from the school.

Truancy

- (g) Students are truant if they are absent from school without their parents'/guardians' knowledge or consent, or if parents/ guardians have colluded with the student so that they are absent without authorization.
- (h) Schools must immediately inform the student's parents/guardians of incidents of truancy and shall hold discussions with them and the student and closely monitor the student's attendance.

Procedure In Case of Absence

- (a) The Class Teacher to be informed through the portal as soon as possible on the first day of absence
- (b) When a student returns to school following an absence, parents/guardians to send a signed note/ application to the school stating the reason for the student's absence.
- (c) Medical Certificate to be send if the student is sick.

The school will not authorize an absence:

- (a) At the commencement of the school year. This is very important as students need to settle into their new environment as quickly as possible.
- (b) Immediately before and during assessment periods and school examinations.

The following may be considered valid reasons for recommending the cases of the candidates with attendance less than the prescribed days:

- (a) Prolonged illness

(b) Loss of father/mother or some other such incident leading to his/her absence from the school and meriting special consideration; and

(C) Authorized participation in sponsored tournaments and sports meets of not less than inter-school level including the days of journeys for such participation shall be counted as full attendance.

Late Coming

Morning assembly starts at 7.40 am and students are to attend the assembly. They will be marked late if they don't attend the assembly. Late coming is not acceptable. If a student misses the start of the day, he/she can miss work and lose out on time with his/her class teacher getting vital information and news for the day. Students arriving late also disrupt lessons.

The late arrival will be marked at the school gate by the security personnel and passed it on to the principal. When late coming is repeated for three times, it will be notified to the parents via mail. If such late coming continues for 10 times, the child will be given a day's in-house suspension. This will be informed to the parents. If found repeated henceforth, the punishment will lead to 5 days suspension from the school.

STUDENT BEHAVIOUR AND DISCIPLINE

Behavioural Expectations:

The Behaviour Policy outlines clear expectations for students to create a positive, respectful, and inclusive school environment. These expectations apply to all aspects of school life, including classrooms, common areas, extracurricular activities, and online interactions.

Respect for Others

- Treat all members of the school community—peers, teachers, staff, and visitors—with kindness, respect, and courtesy.
- Listen actively and communicate respectfully, avoiding hurtful or disrespectful language or actions.
- Value diversity by being inclusive and accepting of cultural, religious, and individual differences.

Responsibility for Actions

- Follow school rules and guidelines at all times.
- Take ownership of actions and accept consequences for any misconduct.
- Strive for punctuality, preparedness, and active participation in all school activities.

Commitment to Learning

- Demonstrate focus, perseverance, and a positive attitude toward learning.
- Complete all assigned tasks and projects diligently and on time.
- Seek help or clarification when needed to ensure academic progress.

Maintenance of a Safe Environment

- Avoid any actions that could harm oneself, others, or school property.

- Abstain from bullying, harassment, physical aggression, or verbal abuse in any form.
- Report any unsafe situations, bullying, or inappropriate behavior to trusted staff or school authorities.

Care for Property and Environment

- Treat school property, facilities, and resources with care.
- Refrain from littering and contribute to maintaining a clean and organized environment.
- Use technology responsibly and adhere to the school's guidelines for device usage.

Digital Citizenship

- Demonstrate responsible and respectful behavior in online interactions and social media usage.
- Avoid engaging in cyberbullying, sharing inappropriate content, or violating digital safety protocols.
- Respect the privacy of others by not sharing or misusing personal information or images.

Adherence to School Policies

- Follow the dress code, attendance requirements, and rules for school conduct.
- Refrain from bringing prohibited items to school, including substances or objects that could disrupt the learning environment.
- Respect and comply with instructions from teachers, administrators, and other staff members.

Commitment to Personal Growth

- Set personal goals for behavior, learning, and participation, striving for continuous improvement.
- Be open to feedback and willing to make positive changes.
- Develop resilience and emotional regulation to navigate challenges effectively.

Disciplinary Actions:

These actions ensure a structured and fair approach to addressing behavioural concerns while promoting accountability, personal growth, and a positive learning environment. Disciplinary actions will be proportionate to the severity and frequency of the misconduct and will aim to correct behaviour rather than punish.

Verbal Warning

- A teacher or staff member issues a verbal reminder of expected behavior.
- Used for minor, first-time infractions, such as classroom disruptions or failure to follow instructions.

Written Warning

- A formal written warning is issued, documenting the behavior and expectations for improvement.
- Shared with the student and, if necessary, the parent/guardian.

Loss of Privileges

- Temporary suspension of participation in specific school activities (e.g., field trips, extracurricular events, or use of facilities).
- Encourages students to reflect on their actions and the consequences.

Parental Notification and Meeting

- Parents/guardians are informed of the incident and invited to discuss the matter with school staff.
- Collaborative strategies are developed to address the behavior.

Counseling and Support

- Referral to a school counselor for guidance, emotional support, or conflict resolution.
- May involve peer mediation or restorative practices to rebuild relationships.

Temporary exclusion

- Temporary removal from the school environment to reflect on behavior and prevent disruption to others.
- Duration may vary based on the severity of the misconduct and prior infractions.
- Reinstatement requires a meeting with parents and a commitment to improved behavior.

Permanent exclusion

- Permanent removal from the school for severe or repeated misconduct, including:
 - Violence or threats of violence.
 - Possession of prohibited substances or dangerous items.
 - Bullying, harassment, or discrimination.
- Decided by the school administration after a thorough investigation and consultation with parents.

By implementing these disciplinary actions, the school ensures a balanced approach to addressing misconduct while fostering a culture of accountability, respect, and growth.

This Discipline Policy is essential for creating a positive and respectful learning environment. The school seeks the cooperation of students, parents, and staff to uphold these principles and maintain a culture that fosters academic achievement and personal growth.

CURRICULUM

At the Montessori level, children adapt themselves to a new setup away from their home environment. Here learning takes place through various activities. The teacher acts as a facilitator, keeping the following in mind :-

- [a] Exposure to knowledge in various fields is based on a thematic curriculum.
- [b] Imbibing skills for lifelong learning.
- [c] Instilling a sensitivity to aesthetics through various artistic expressions.

Primary level

- Integrated and interlinked Curriculum, framed on the guidelines provided by NCERT
- Connecting knowledge to life outside the school and real life situations
- Activity to ensure holistic learning and personality development

- Worksheets to enhance the learning skills
- Continuous and Comprehensive Evaluation

Middle and Secondary level – Exposure to different aspects of life.

- The NCERT prescribed curriculum is followed.
- The focus is on providing opportunity to learn through everyday experiences.
- Foreign Languages are introduced at this level.
- A platform is provided for the development of the latent potential and capacity to every individual.
- The teacher as a co-learner follows a pragmatic methodology that kindles the desire and quest for knowledge as well as the urge to excel.

Senior Secondary level – Exposure to different aspects of life.

- Our methodology is a holistic approach through which the learner is able to infer, deduce and generalize information for adapting in real life situation.
- The National Council for Educational Research and Training (NCERT) Curriculum prescribed by CBSE is followed.
- The focus is also on the preparation of the students for competitive examinations.

ACADEMIC YEAR

- First Term – April – July
- Second Term – August- November
- Third Term – December – March

SUBJECT OPTIONALS FOR THE SENIOR SECONDARY

SCIENCE GROUP

Option 1-

English/ Math/ Physics/ Chemistry/ Biology

*Option 2- English/ Math/ Physics/ Chemistry
/ Comp.Sc*

Option 3- English/ Physics/ Chemistry/ Biology/ Informatics

Practices Option 4 – English/

Physics/ Chemistry/ Biology/ Psychology

COMMERCE GROUP

*Option 1- English/ Business Studies/ Accountancy / Economics
/ Applied Math Option 2 – English/ Business Studies/*

*Accountancy/ Economics/ Psychology Option 3 – English/
Business Studies/ Accountancy/ Economics/ Informatics Practice*

*Arabic is mandatory subject for grade 11. Arabic is an optional
subject for those who have opted in grade 12.*

ASSESSMENT

1. TYPES OF INTERNAL ASSESSMENT

- **Diagnostic:** Used to identify student strengths, weaknesses, knowledge, and skills.

- **Pre assessments**
Pre-assessment occurs before beginning new learning to uncover prior knowledge and experiences, as well as to direct further learning. Some examples of this may include:
 - KWL (What do you know? What do you want to know? What have you learned?)
 - Charts
 - Class Discussions
 - Mathematics And Language Skills Tests,
 - Questionnaires
 - Written Responses.Each Unit of Inquiry includes these pre-assessments to determine current levels of knowledge, skills, and performance, to diagnose possible needs, and to guide future learning.

- **Formative Assessment**
 - Peer And Self-Assessment
 - Observations
 - Questioning
 - Classroom Discussions
 - Digital Quizzes
 - Problem-Solving Activities
 - Written And Verbal Feedback Of Children's Work
 - Learning Conversations
 - Observations
 - Portfolio
 - Anecdotal Notes And Checklists
 - Periodic Assessments for Grades 5 to 12.
 - Cycle Assessments (Every subject in every 45 days) for Grades 1 to 4)
 - Weekly and Monthly assessments of various skills and competencies for KG 1 and 2.
 - Subject Enrichment Activities.
 - Multiple Assessment
 - Lab activities for all grades from 1 to 12.

- **Summative Assessments:**
Term End Exams – Half Yearly and Annual Examinations are

conducted at the end of term 1 and 2 to evaluate academic achievement and grade promotion.

TYPES OF EXTERNAL ASSESSMENTS

- **Standardized Benchmark Assessments (SBA):** Assessments (e.g., Ei- ASSET, ABT) developed by an external assessment provider that are administered annually and used to determine student attainment and progress. These are mandated based on curriculum.
- **International Assessments:** Assessments (e.g., PISA, TIMSS, PIRLS) developed by external assessment providers administered periodically that are used to compare student performance nationally and internationally.
- **Cognitive Assessment**
The Cognitive Abilities Test (CAT4) is a diagnostic assessment that is designed to help students and teachers understand how they learn and what their academic potential might be. It assesses how students think in areas that are known to make a difference to learning. CAT4 is used to assess students' ability in a range of reasoning aptitudes:
 - Verbal reasoning
 - Quantitative reasoning
 - Non-verbal reasoning
 - Spatial ability

ASSESSMENT FOR GRADES 1 to 4

CLASSIFICATION OF THE SUBJECTS

- Subjects will be classified as graded and non-graded subjects (core subjects). The following subjects are non-graded subjects or core subjects for grades 1 to 4.
 - English
 - Hindi
 - Mathematics
 - EVS
 - Social Studies (for G3&4)
 - Arabic
 - Computer Science
 - Islamic Studies
 - MSCS

The following subjects are considered as graded subjects (only grades are entered in the scoresheet).

- Life Skill
- General Knowledge.
- Music
- Physical Education
- Yoga/Indoor activities

- Dance.
- These subjects are graded once a term.

ASSESSMENT

- An exhaustive BLA (Baseline Assessment) will be conducted at the beginning of the academic year to assess the curricular expectation of the grade for the newly admitted students and for the subjects (Hindi, Computer Science, MSC, Islamic Education and Arabic) which are introduced new to grade 1. Exit Assessment marks will be considered as BLA for all other students.
- The school will follow assessment of various skills as prescribed by the CBSE.
- Grades 1 to 4 will have two terms in this academic year named as term 1 and term 2.
- Term one includes April to September. Term two includes October to March.
- All the subjects will have the assessment of different skills as specified by the CBSE (Skills and the frequency of the assessment of the skills are mentioned in this policy. Scores for each skill will be shown separately in the score sheets).
- Written assessments which are part of assessing the writing skills for all the subjects will be conducted for 20 marks for grades 1 & 2 and 30 marks for grades 3 & 4 on the days scheduled and marked in the school calendar.
- Assessment of writing skills for four subjects will be conducted in five cycles of assessments i.e., two cycles of written assessments in the first term and two cycles of written assessments in the second term. Each cycle will cover the assessment of all four subjects. The Fifth Cycle Test will be an Exit assessment. The order of the conduct of the assessments will be English, Hindi Math and EVS.
- Assessments of Arabic, UAE MSCS, Islamic Studies, Life Skill, Computer Science will be conducted three times in a year. One assessment in the first term and two assessments in the second term.
- Evaluation of the answer scripts will be completed within 3 working days of the assessment.
- Answer scripts of the written assessment will be shown to the students. Detailed and constructive feedback on the performance of the students will be initiated by the teachers.
- Marks of different skills for a term will be calculated and

converted to grades. Teachers are instructed to use the criteria given in this diary for the assessment of various skills. These grades for each skill will be shown in the Report Card.

GRADING SCALE FOR GRADE 1		
MARKS RANGE	GRADE	INTERPRETATION OF GRADES
81-100	A*	OUTSTANDING
61-80	A	EXCELLENT
41-60	B	VERY GOOD
31-40	C	GOOD
1-30	D	AVERAGE

GRADING SCALE FOR GRADES 2 to 4		
MARKS RANGE	GRADE	INTERPRETATION OF GRADES
85-100	A*	OUTSTANDING
69-84	A	EXCELLENT
53-68	B	VERY GOOD
37-52	C	GOOD
1-36	D	AVERAGE

- The grade/mark list must be handed over to the class teachers before the Open House.
- Co-scholastic areas like Physical Education, Art, Music, Dance, etc. should be provided with grades for the skills concerned, as mentioned in the rating scale once in a term.
- Life skill, GK and Yoga/indoor activities will have an overall grade for a term.
- CBSE has recommended a five-point scale for indicating the achievements in the following order.

A*	OUTSTANDING	5 marks
A	EXCELLENT	4 marks
B	VERY GOOD	3 marks
C	GOOD	2 marks
D	AVERAGE	1 mark

ABSENT FOR THE ASSESSMENT

- It is mandatory for a student to appear in all the assessments.
- A minimum grade will be awarded to those students who are absent in any of the assessments on the strength of their performance in the additional subject based assignment given to them on the day of their resuming the class.

ASSESSMENT FOR GRADES 5 to 10

- An exhaustive BLA (Baseline Assessment) will be conducted at the beginning of the academic year to assess the curricular expectation of the grade for the newly admitted students and for French which is introduced new for grade 5. The Year End Assessment marks will be considered as BLA for all other students.
- The school will follow the assessment system prescribed by the CBSE.

-
- There will be two terms in an academic year. (First term- April to September and Second term- October to March).
 - Subjects will be classified as graded and non-graded subjects (core subjects). The following subjects are non-graded subjects or core subjects for grades 5 to 8.

Non-Graded subjects (core subjects).

- English
- Hindi/French/Special Arabic (For grades 9 & 10)
- Mathematics /Basic Math (for grade 10 /Applied Math (Grades 11 & 12
- Science (Phy/ Che/ Bio from Grade 6 onwards)
- Social Science (History/Geo/Civics from Grade 6 onwards)
- Arabic
- Islamic Studies
- MSCS
- Computer Science /Information Technology (Grades 9 & 10)

Graded Subjects

- Life skill /Yoga
- Music /Dance
- Physical Education
- Aerobics (Grades 5 to 8)

TYPES OF ASSESSMENTS IN GRADES 5 TO 10

Following are the different types of assessments for grades 5 to 8 in addition to BLA

1. *Periodic Assessments (PA I & PA 2)*
2. *Portfolio Assessment (TERM 1 & TERM 2)*
3. *Subject Enrichment Activities (TERM 1 & TERM 2)*
4. *Multiple Assessments (MA)*
5. *Half Yearly Examinations (HYE)*
6. *Annual Examinations (AE)*
7. *Term Assessments (TA I, TA 2 & TA 3)*

CALCULATIONS OF MARKS FOR FIRST AND SECOND

Internal Assessments		
Assessments	Term 1	Term 2
<i>Periodic Assessment</i>	5 Marks	5 Marks
<i>Portfolio Assessment</i>	5 Marks	5 Marks
<i>Multiple Assessment</i>	5 Marks	5 Marks
<i>Subject Enrichment</i>	5 Marks	5 Marks
<i>Half Yearly Examination (Term 1)</i>	80 Marks	80 Marks
<i>Annual Examination (Term 2)</i>		
Total	100 Marks	100 Marks

PROMOTION/RETENTION POLICY

- Students who score 35 % and above will be promoted.
- The academic probation will be notified to the children and their parents immediately after the result analysis.
- Promotion for grade 10 will be based on the results of Board exam

CO-SCHOLASTIC ASSESSMENT FOR GRADES 5 TO 8

For the holistic development of the student, co-curricular activities in the following areas will be carried out by the teachers and will be graded term- wise on a 3-point grading scale (A= Outstanding, B= Very Good and C = Fair). The aspects of regularity, sincere participation, output, and teamwork will be the generic criteria for grading in the following co-scholastic activities:

- (a) Work education: Skill based activities resulting in goods or service useful to the community
 - (b) Art education: Visual and performing Arts
 - (c) Health and physical education (sports/Martial arts/Yoga etc.)
 - (d) Discipline: Students will be assessed for discipline which will be based on the factors like attendance, sincerity, behaviour, values, and tidiness, respectfulness for rules and regulations, attitude towards society, nation, and others. Grading of discipline will be done term- wise on a 3-point grading scale (A= Outstanding, B= Very Good and C = Fair)
- In addition to the above areas, an overall grade for a semester will be awarded (Once in a term) for the following: -
 - General Knowledge
 - Life skill

CO-SCHOLASTIC ASSESSMENT (GRADES 9 and 10)

School will promote co-curricular activities for the holistic development of the student. These activities will be graded on a 5-point grading scale (A to E) and will have no descriptive

indicators. No upscaling of grades will be done.

In addition to the above areas, an overall grade for a term will be awarded (Once in a term) for the following: -

- General Knowledge
 - Life skill
- Grades for discipline will be given by the Class Teacher concerned once in a term. This will be done on a five-point grading scale (A to E) with the following elements:
1. Attendance
 2. Sincerity
 3. Behaviour
 4. Values
- ❖ Grading pattern for Co-Scholastic area will be as follows:
(5 POINT SCALE)

Grade	Grade Range
A	4.1- 5.0
B	3.1- 4.0
C	2.1- 3.0
D	1.1- 2.0
E	<1.1

GRADING PATTERN (Grade 5 to 10)

Grades Scale for Scholastic Areas (Classes V – X) (School will award grades as per the following grading scale)	
91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C1
41-50	C2
35 – 40	D
34 & below (Needs improvements)	E

PROMOTION/DETENTION POLICY

School religiously abides by the promotion policy of the ADEK and the CBSE. It is mandatory for a student to appear for all the assessments. Students must score 35% aggregate in all the core subjects to qualify for promotion. Promotion to Grade 9 will be open

only to those students who meet the above-mentioned requirements of CBSE.

ASSESSMENT FOR SENIOR SECONDARY

The school will follow the assessment system prescribed by the CBSE in grades 11 and 12.

SUBJECT OPTIONALS FOR THE SENIOR SECONDARY

SCIENCE GROUP

Option 1-

English/ Math/ Physics/ Chemistry/ Biology

*Option 2- English/ Math/ Physics/ Chemistry
/ Comp.Sc*

Option 3- English/ Physics/ Chemistry/ Biology/ Informatics

Practices Option 4 – English/

Physics/ Chemistry/ Biology/ Psychology

COMMERCE GROUP

Option 1- English/ Business Studies/ Accountancy / Economics

/ Applied Math Option 2 – English/ Business Studies/

Accountancy/ Economics/ Psychology Option 3 – English/

Business Studies/ Accountancy/ Economics/ Informatics Practice

Arabic is mandatory subject for grade 11. Arabic is an optional subject for those who have opted in grade 12.

SUBJECTS FOR INTERNAL ASSESSMENT

1. *LIFE SKILL/ ISLAMIC STUDIES*
2. *GENERAL STUDIES*
3. *HEALTH AND PHYSICAL EDUCATION*

CHANGING THE OPTIONAL SUBJECTS

1. No candidate shall be permitted to change his/her subject of study.
2. The candidate shall not be offered a subject in Class XII which he/she has not studied and passed in Class XI.

DIVISION OF ACADEMIC SESSION

1. First term (April to September)
2. Second term (October to March)

I understand and accept that the student's admission and continued enrollment at the school is conditional upon the parents agreeing to and complying with these Terms and Conditions.

-----**To be signed by Parent/Legal Guardian**-----

I Parent/Legal Guardian of _____ on this day,
_____(date)_____, confirm that I have read and accept these Terms and
Conditions in full.

Parent/ Guardian Name:

Signature: _____

Date: _____

Bharatiya Vidya
Bhavan