



# **VIBGYOR HIGH**

# **PARENT HAND BOOK**

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## **BRIEF HISTORY**

VIBGYOR High schools are the brain child of a team of professionals sharing a common vision of providing **holistic education**, in a **stress-free environment with individual attention**. Our schools are known to be ideal places for learning through fun, building on skills and application based wisdom. Our aim is to be considered among the finest education institutions in the nation. We endeavour to achieve this by providing school infrastructure which meets international standards and ensuring an exceptionally well trained and dedicated teaching staff.

VIBGYOR High is not just a school, it is a vision to bring about change in the education system and empower the new generation with life skills for the challenges of a dynamically changing world.

## **VISION**

Our vision is to provide the highest quality of education in a safe, secure and nurturing environment to develop our students into progressive thinkers and lifelong bearers of skills that will prepare them for the challenges of a dynamically changing world.

## **MISSION**

Our mission is to provide individual attention and opportunities to foster integrative, innovative and critical thinking in our students so as to make them knowledge seekers who attain their maximum potential through an enjoyable learning process.

## **ACCREDITATION**

VIBGYOR High offers its students a choice of 3 certification examinations; The Indian Certificate of Secondary Education (ICSE), International General Certificate of Secondary Examination (IGCSE) and National Institute of Open Schooling (NIOS).

- **ICSE**

The Indian Certificate of Secondary Education (ICSE) Class X is conducted by the Council for Indian School Certificate Examinations, New Delhi. The Indian Certificate of Secondary Education has been designed to provide an examination in



the course of general education, in accordance with the recommendations of the new Education policy 1986, through the medium of English.

The subject choices and syllabuses prescribed for these examinations are varied and aim at nurturing the unique gifts of individual pupils. Students appearing for ICSE are required to select their subjects in Grade 9. For additional information on the ICSE examinations visit the ICSE website [www.cisce.org](http://www.cisce.org)

- **IGCSE**

The International General Certificate of Secondary Examination (IGCSE) is conducted by the University of Cambridge International Examination (CIE). VIBGYOR High offers CIPP, Check Point, IGCSE and A level course of studies. These courses are recognized by the State Boards and the Universities of India.

For additional information on the IGCSE examinations please visit the IGCSE website [www.cie.org.uk](http://www.cie.org.uk)

- **NIOS**

The National Institute of Open Schooling (NIOS), formerly known as National Open School (NOS), is an internationally recognized certificate of repute. It caters to the children with special needs and subject disability, enriching their lives and helping them to align themselves with main stream society.

Note-All VIBGYOR High schools may not have the affiliation to all the boards mentioned here

## **UNIQUE STUDENT ID**

Every student is given a unique ID number/ enrollment number. This number is to be used in all communication, references, fee pay-in slips and other matters relating to the school.



## School Schedule & Timings

- School Schedule

VIBGYOR High follows the June - April academic year session. The school will normally have a Summer, Diwali and Christmas break. Precise dates for the above will be mentioned in the school diary or communicated by circulars.

- School timings:

The regular timings for school from Monday to Friday are as follows:-

## Section Timings

Primary	8:30am to 2:50pm
Secondary	8:30am to 2:50pm

Note: Students will be required to attend school and/ or school activities on occasions beyond the above mentioned timings as and when informed.

## SCHOOL FEES

- All School Fees are payable on a quarterly basis in advance.
- The quarters are defined as under

Q - 1 April – June
Q - 2 July – September
Q - 3 October – December
Q - 4 January - March

- Advance payment of school fees for the entire year is accepted.
- The Cheque / DD should be crossed and drawn in favour of "VIBGYOR High"
- The school fee is payable directly at the Bharat Co-op Bank as per the details mentioned on the fee book by Cash / Cheque / DD.
- The fee receipt book will specify the schedule and the amount payable. The school fee is payable only by Cash / Cheque / DD from 1<sup>st</sup> to 15<sup>th</sup> of the beginning of each payment Quarter ( Monday to Friday Between 9:30 A.M. to 1:00 P.M.), if 15<sup>th</sup> of the



month falls on a Saturday / Sunday / Bank Holiday then a day prior to it would be considered as the last day.

- The parents may be requested to produce the fee receipt to confirm payment of fee, if the same is required by the school.
- Please write the name, enrollment number, grade, division of the student on the reverse of the cheque. & the same with payment details on the fee receipt book.
- If the School fee is not paid on or before 15<sup>th</sup> of the beginning of the quarter, surcharge will be levied @ of Rs 200/-per week. In such cases, fee plus surcharge should be tendered to the school office before 15<sup>th</sup> of the next month.
- If the school fee is not paid for the first two months of the quarter and before 15<sup>th</sup> of the third month, the parents are required to make the payment in the Accounts Office by a Bank Pay Order or in cash before the end of the same period.
- In case the cheque gets dishonoured, dishonour charges of Rs. 500/- will be payable.
- Outstation clearing cheques will be accepted only by payment of outstation clearing charges of Rs. 200/- per cheque.
- Replacement of a lost/misplaced fee receipt book may be obtained from School on payment of Rs. 100/- per booklet.
- Fees once paid are neither refundable nor transferable.
- The school fees include school essentials and field trips.
- The school fees do not include snacks / lunch from the cafeteria, bus transport and overnight field trips. These are extra and optional.
- Those who wish to apply for a School Leaving Certificate will need to apply before the beginning of the next quarter, failing which the parent will be required to pay the fees of the following quarter.

**Please Note: In the event that the school fees are not paid for beyond one month after the due date, the management reserves the right to strike off the name of the student from the school muster.**

## COMMUNICATION

### Teacher - Parent Communication

- The school diary which has a section allocated for specific teacher/parent communication is the recommended form of communication. Parents are required not to send communication on chits of paper as these can be misplaced and not communicated to the teacher.

- It is absolutely mandatory for the parent to read and acknowledge the student's diary everyday and also to check for any notes / suggestions or remarks sent by the school authorities.

### Help Desk

- VIBGYOR High has a Help Desk to help you with any queries, problems or suggestions.

You may communicate with the Help Desk through:

- Time 8.30 a.m. to 3.30 p.m.
- Telephone (022) 39577070
- Fax – (022) 39577001
- E-mail -helpdesk.mumbai@vibgyorhigh.com
- Letter addressed to 'Help Desk'
- You may visit the school help desk in person on the following days only (School working days)

Monday	8:30am to 11:30am
Thursday	8:30am to 11:30am
Saturday	9:00am to 12:00 noon

### Note:

- In the event that a meeting is necessary with the Principal, Coordinator or Counsellors the Help Desk will arrange for the meeting at a convenient time.
- Appointments will be at the discretion of the Help Desk based on time schedule and nature of the query or problem.
- Appointments will be on a one to one basis to address the individual's issues.
- Representations by proxy or for other than one's own ward will not be entertained. Appointments cannot be combined.
- In an eventuality that there is a change in the regular procedure of fetching your child, a written application needs to be made atleast 2 working days in advance. No phone calls will be entertained.



## **CURRICULUM AND METHODOLOGY**

### **Primary Section (Grade 1 - Grade 4)**

The primary curriculum of VIBGYOR High is based on the ideas, theories and practices prevalent internationally. Our dedicated curriculum team incorporates these ideas, theories and practices within the learning objectives and standards set out by relevant authorities.

The curriculum encourages social development, technical skills and a sound knowledge base. In each grade students are exposed to a broad range of historical, scientific, and cultural topics that build on one another to prepare them for later educational success.

VIBGYOR High tries to develop cultural literacy in a way that is systematic but which leaves room for creativity for both teacher and student. This curriculum eliminates the lacunae and repetition that characterize a curriculum which is based on text books and traditional teaching methods. The latest teaching methodologies and pedagogies are incorporated to effectively deliver the curriculum and create an ideal environment for learning.

### **Assessment system**

The assessment in the Primary section is informal and continuous based on a combination of in-class observations and formal work done by the students. The assessments will evaluate the level of skill achievement and attainment of learning goals for each subject as well as the social & cultural development of the students. The assessment criteria fulfill recommendations laid down by the CICSE and CIE. At this stage the school does not follow a ranking system. Progress reports of the child will be discussed and handed over during the PTMs. The final report cards will only be issued at the end of the academic year.

### **Secondary Section (Grade 5 - Grade 10)**

The curriculum in the secondary section is more specific and focussed. The various aptitudes and strengths of individual students are further identified and honed; thus they are encouraged to focus on their areas of interest and skills, thus preparing them for future challenges and the relevant certification. The curriculum is enhanced with teaching aids and experiential learning through projects and field work.

## **Assessment system**

The assessment system in the Secondary section moves to a formal examination system. The formal assessment is introduced in Grade V. The system will evaluate skills acquired and attainment of learning goals for each subject. The assessment criteria fulfill all the recommendations laid down by the CICSE and CIE. The school does not follow a ranking system. Progress reports of the child will be discussed and handed over during the PTMs. The final report cards will only be issued at the end of the academic year.

## **Sports and Performing Arts (SPA) - Primary and Secondary School**

VIBGYOR High is one of the few schools in the country which has a structured curriculum for Sports & the Performing Arts that includes in-class and out-of-class experiences. The SPA curriculum is integrated with all other cross-curricular activities.

The aim of the programme in the Primary section is to expose children to various sports and performing arts thereby identifying their individual aptitude and interest. The programme is also designed to develop age-specific skills in the child and brings about awareness of various activities thus promoting self confidence. Trained coaches for various sporting activities instruct and guide the children in all activities.

In the Secondary section the children are encouraged to focus and excel in specific disciplines. The spirit of competition is encouraged and children are exposed to various tournaments and competitions.

## **Guidelines for SPA**

- SPA activities are compulsory for students.
- The SPA activities will be offered on a first-come first-served basis.
- Activities once selected and allotted by the school cannot be changed for the academic year.
- All the requisite personal equipment must be provided by parents.
- Students are expected to attend the SPA activity with their personal equipment that is clearly labelled and marked. Students are expected to



take due care of their equipment. The school will not be responsible for damage, loss or exchange of equipment.

- Students not attending their respective activity will face disciplinary action.
- During SPA time students are not allowed to sit idle. Students who are not engaged in any particular activity (for a specific reason) will be required to report to the library to spend the time reading.
- In the event that a student cannot attend the SPA activity, parents must inform the SPA coordinator by writing a note in the student diary. If the reason is medical, it needs to be explained suitably in the student diary.
- Students are expected to maintain good conduct at all times in school. Any student found to be violating any part of the discipline policy will face the appropriate disciplinary action.

## **Promotion Policy**

### **Primary**

- Promotion is based on the cumulative performance throughout the academic year. Please note that a student's assessment also includes assessment of conduct, discipline and participation in school activities.
- While a non-detention policy is favoured in these classes, detention at a particular level may be considered if advised by the grade teacher and Counsellor.
- Promotion is also subject to a student attaining a minimum of 80% attendance in class.

### **Secondary**

- Promotion is based on the cumulative performance throughout the academic year. Please note that a student's assessment also includes assessment of conduct, discipline & participation in school activities.
- Promotion is also subject to a student attaining a minimum of 80% attendance in class.

## **Homework and Project work Guidelines**

Parents are expected to refer to the student's diary and homework file regularly and ensure that homework is completed and submitted at the allocated time.



Parents can assist the child with research and collaborative work; however the homework and project work is to be done by the children with the least amount of assistance from adults. Parents are exhorted not to do the child's homework.

### **Primary**

**Math Homework:** Math homework will be assigned on a daily basis from Monday to Thursday. The homework will be provided in the form of spiral bound sheets. The same should be submitted to the teacher on Friday and will be corrected by Monday and discussed with the children in the Monday support programme.

**Other Subjects:** Homework for other subjects will be assigned on Friday in the form of loose homework sheets. These sheets will be carried by the students in their homework assignment file. The same should be submitted to the teacher by Wednesday. The corrected homework will be given to the students along with fresh home work on Friday.

The corrected homework sheets can be kept at home.

A general discussion on the homework to be done will be carried out during the support period on Friday.

### **Secondary**

In the Secondary section homework will be given on a daily basis. Project work can be part of the homework given. Such homework will be given on long weekends or holidays. The time factor will be considered before assigning the project work.

### **Field Trips**

Field trips are an extension of concepts explored in the classroom. Children learn better when they are provided with a 'hands on experience'. Field trips are carefully planned, reviewed and monitored by our staff to ensure the safety of the children.

During an academic year parents can expect a minimum of 3/4 field trips for the Primary section and at least 3 field trips for the Secondary section. The details of the field trip will be intimated to the parents via the diary or circular. In situations



where the field trip extends beyond school hours, parents will be expected to collect their children from the school.

Over and above the field trips mentioned above, various overnight and optional field trips will be organized by the school at an additional cost to the parents. The same will be communicated via a circular.

**Note:** The School takes adequate safety measures, precaution and also necessary care during transit. However the School or its Management or its Bus Contractor shall not be held liable for any injury, accident or damage.

The children need to come in school uniform and must have their ID card on them.

### **Competitive Exams**

The students of VIBGYOR High - Primary and Secondary are given an opportunity to participate in National and International competitive exams like NSTSE, ASSET, etc. These assessments are optional. The details of such exams and examination fees shall be communicated to you through circulars / diary.

### **House Concept**

The house system is an integral part of our school. It gives a sense of belonging and hones the spirit of competition. The four houses characterize the four basic elements of nature; Air (Yellow), Fire (Red), Water (Blue) and Earth (Green).

Inter-house competitions will be held at regular intervals throughout the academic year. At the end of the academic year, the house with the highest aggregate scores wins the Inter-house championship and trophy. A house once allotted to a student will not be changed.

### **Special Days / Culminating Activities**

Special days and Culminating activities are an important part of the academic programme of the children. On such days parents are invited to be a part of the special day activities.



Culminating activities are organized for children to demonstrate their skills and project work. Parents are invited to view the work done by their children. We strongly recommend that parents enthuse the children by being proactive and attending these special days and activities.

## **CODE OF CONDUCT**

### **Punctuality**

The children need to come to school on time. The children are expected to be in school 5 minutes before the school time.

### **Attendance and Absenteeism**

- Minimum of 80 % attendance for the entire academic year is required for promotion of the child to the next grade.
- It is mandatory for students to attend the first (1st) and the last day of school (i.e. before and after every vacation). If for some unavoidable reasons they are unable to do so, a written permission needs to be obtained from the Principal before the child can attend the academic session.
- For any other day of absence the parents should submit a written explanation in the diary.
- If sick leave is being mentioned and it is for more than 3 days, the parent should submit a doctor's certificate.
- In order to participate in athletic or other extra-curricular activities after school or in the evening of a school day, the student must be in attendance for the entire day on which the activity takes place.
- No half days or early leave for students will be permitted.
- When a long term absence is anticipated, parents/guardians should obtain written permission from the Principal.
- No leave will be granted for family vacations, festivities, ceremonies, overseas trips, etc.
- No assessments, tests, examinations will be rescheduled or re-conducted to accommodate students' absence. Please note that failure to attend the final examination without the Principal's permission may lead to repetition of the same class in the next academic year.



## UNIFORM AND GROOMING

### Uniform

- Students are expected to come to school on all days, in complete uniform including VIBGYOR High socks and suggested school shoes, except on the days when informed otherwise.
- Regular uniform for girls and boys of Grades I to IV:
- Red Tee-shirt with beige shorts. In winter, boys and girls may wear the beige trousers.
- Regular uniform for girls and boys of Grades V to A levels:
- Red Tee-shirt with beige trousers.
- On the days when the child goes for SPA Activities, he / she should wear the SPA uniform.
- Mix and match of the regular school uniform with the SPA uniform is not acceptable and no excuses for the same will be entertained.
- The school recommends that students wear floaters (black) till mid September due to the monsoons.
- **The students are expected to wear their ID Cards at all times.**

### Grooming

#### General

A student's personal appearance is the responsibility of the student and the parents, but is of vital concern for VIBGYOR High, especially when the appearance or personal grooming habits are disruptive to the functioning of the school. Administrators reserve the right to make decisions concerning appropriate dress.

- Students should present themselves neatly and be well-groomed.
- Students should maintain high levels of personal hygiene.
- Clothing that is inappropriate or that exposes chest, shoulders, bare midsection or buttocks are not permitted. The shirt and pants must have constant overlap with normal posture and movement; midriff should not be visible.
- Any extra attire beyond uniforms—including jewelry, sunglasses, hats, scarves, bandanas, stocking/skull caps, sweat/sports bands, long earrings, chains,



pendants, rings or bracelets, fancy / expensive watches, bangles etc. will not be permitted.

### Girls

- Girls may wear simple studs or small thin round earrings.
- Ribbons/hair bands must be black.
- Hair should be worn neatly and plaited or worn in two ponytails if below shoulder length.
- Nail polish or long nails or mehndi application on hands will not be allowed.
- Colouring of hair will not be permitted.

### Boys

- Boys are not permitted to wear earrings or ear studs.
- The hair should be cut short and not fall over the collar or over the forehead.
- No fancy hairstyles will be allowed.
- Colouring of hair will not be permitted.
- 

**Note:** If on any religious grounds any of the above cannot be followed, written permission from the Principal of the school will have to be obtained.

### Behaviour and Ethics

- All students are responsible to the school authorities for their behaviour both in and outside the school. Any indiscipline on the part of the students shall render them liable for disciplinary actions.
- Fighting, bullying, creating disturbances, denying use of facilities to others, and/ or acting in such a manner as to risk injury to others, using threats or intimidation against others, theft or any other unlawful activity will not be permitted.
- Students must respect the property of others, including keeping all books, facilities, equipment and other materials used in the school in good condition and refrain from damaging school property and/ or the property of others. No student should scratch or spoil the desks or chairs, school furniture or fixtures,



curtains, etc.; write or draw anything on the walls or in any way damage things belonging to others.

- Care should be taken to keep the school clean at all times. Litter must be disposed off in the dustbins provided.

## **ESSENTIALS TO BE CARRIED EVERYDAY TO SCHOOL**

### **Primary**

- Labelled School Bag (Care needs to be taken that the size of the bag is adequate to accommodate 11 inches x 13 inches size homework file)
- Student ID card
- School Diary
- Reader (when provided by school)
- Simple compass box with sharpened pencils, eraser, ruler, sharpener, etc.
- Water bottle
- Home work file (to be carried on the day of submission)
- Snacks tiffin and Lunch tiffin for those who do not avail of school snacks / lunch facility

### **Secondary**

- Labelled School Bag (Care needs to be taken that the size of the bag is adequate to accommodate 11 inches x 13 inches size homework file)
- School Diary
- Reader (when provided by school)
- Simple compass box with pens, sharpened pencils, eraser, ruler, sharpener, etc.
- Geometry box
- Home work file (to be carried on the day of submission)
- Snacks Tiffin and Lunch Tiffin for those who do not avail of school snacks / lunch facility.

**Note:** Please refer to 'List of Items Supplied by School' section for details of items/ books that are included as part of the fees.



## THINGS NOT TO BE CARRIED TO SCHOOL

- Expensive and flashy items like fancy watches, jewellery, pens, etc.
- Electronic items like iPods, Cell phones, Discman/ Walkman, PSP, Game boy,
- CDs, CD Players, Hand held video games, etc.
- Toys, balls, and sporting equipment not related to SPA.
- Inappropriate books, magazines, cassettes, etc. with racist, communal or obscene literature or images

In the event that these items are found with the children, they will be confiscated and not returned under any circumstances. Disciplinary action will be taken as deemed fit by the school authorities

## DISCIPLINE POLICY

All students are held responsible for their own behaviour. When a student at VIBGYOR High needs to be disciplined for violating school rules, the intervening staff member may follow one or more of the following options depending on the severity and/or nature of the behaviour.

Parents of students who are found repeatedly misbehaving, will need to be called in by the Coordinator to discuss the problem. If the student continues to misbehave and show aggressive behaviour, the parent may be asked to withdraw the child from the school.

### Primary and Secondary

The following lists provide examples of offenses and their consequences. They apply to in-school, off-school/school-related misconduct. The lists are not necessarily all-inclusive and, therefore, teachers and coordinators are not limited in application because an item is not on the list. A student whose general attitude and conduct demonstrates an unwillingness to follow the principles that govern the school, as determined by the school officials, may be dismissed from the school upon repeated **Level Two** and **Level Three** offenses.

Level	Misconduct	Authority	Disciplinary Action	Next Level
<p><b>1</b> <b>(One)</b></p>	<ul style="list-style-type: none"> <li>• Cursing/Inappropriate Language</li> <li>• Failure to do Assignments</li> <li>• Minor Disruptions in class room</li> <li>• Aggressive Behaviour (including, but not limited to, slapping, hitting, punching, biting)</li> <li>• Excessive Tardiness/Absenteeism</li> <li>• Teasing of Another Student</li> <li>• Pushing and Unwarranted Touching</li> <li>• Insubordination</li> </ul>	<p>Teacher</p>	<p>Verbal warning accompanied by a <b>NOTE</b> in <b>DIARY</b></p> <hr/> <p>Upon receiving 2 <b>NOTES</b> in <b>DIARY-</b></p> <hr/> <p>Upon receiving 3 <b>NOTES</b> in <b>DIARY</b></p> <p>– One Yellow Slip will be given</p>	<p>Use of Lunch Break for completion of work / counselling / community service</p> <hr/> <p>Use of SPA period for completion of work /counselling/community service and /or loss of field trip or other off school privileges</p> <hr/> <p>Parent – Teacher Conference in Person.</p> <p>Any further infractions of this level will be considered as Level 2 misconduct i.e. it will lead to suspension from school for 5 working days.</p>

Level	Misconduct	Authority	Disciplinary Action	Next Level
<p><b>2</b> <b>(Two)</b></p>	<ul style="list-style-type: none"> <li>• Repeated Level One Offenses</li> <li>• Bullying</li> <li>• Threatening a School Member, Teachers and other Students</li> <li>• Aggressive Behaviour (including, but not limited to, slapping, hitting, punching, biting)</li> <li>• Defacing or Destroying School Property</li> <li>• Defacing or Destroying a School Member's, Teacher's and other Student's Property</li> <li>• Instigating a Conflict</li> <li>• Dismissed From Class/Major Disruption</li> <li>• Deliberate Disobedience/Insubordination/Disrespect</li> <li>• Cheating or Plagiarism</li> </ul>	<p>Principal</p>	<p>Issue of <b>One Orange Slip</b> i.e. suspension from regular school for <b>5 working days</b></p>	<p>Parent – Teacher Conference in Person. Any further infractions of this level will be considered as Level 3 misconduct i.e. it will lead to permanent expulsion from school.</p>

Level	Misconduct	Authority	Disciplinary Action	Next Level
<b>3</b> <b>(Three)</b>	<ul style="list-style-type: none"> <li>• Repeated Level Two Offenses</li> <li>• Striking a Teacher or School Official</li> <li>• Distribution or Use of Drugs /Tobacco/Alcohol</li> <li>• Coming to School Under the Influence of Drugs/Alcohol</li> <li>• Bringing a Weapon/Incendiary Device to School</li> <li>• Tampering With a Fire Alarm/Extinguisher</li> <li>• Setting a False Fire Alarm</li> <li>• Conviction of a Crime Defacing/Destroying School Property</li> <li>• Stealing</li> <li>• Sexual Harassment</li> </ul>	Principal	Issue of <b>Red Slip</b> Principal – Parent – Coordinator Conference in Person	<b>Immediate Expulsion</b> from school

**Note: Although the Disciplinary action will graduate from 2 notes to a yellow slip, orange slip and the red slip, severity of a case might compel the school management to directly issue a yellow, orange or red slip. The school management’s decision will be final.**



## **BIRTHDAY CELEBRATION**

### **Primary (Grade 1 and 2)**

- While we understand that a birthday is a special day in a child's life, parents are encouraged to keep the celebration and expenses to a bare minimum.
- The birthday child of grade 1 and 2 can come to school in party wear. While parents are permitted to send cake for the child to cut in class, birthday cakes are not compulsory.
- The cake needs to be eggless with no icing or cream on it.
- If parents wish to invite the class students for a birthday party, they are encouraged to invite all the children.
- Distribution of birthday invitations in the school will only be permitted if all children of the class are invited.

### **Primary (Grade 3 and 4) and Secondary**

- The children are permitted to come to school in party wear, but the dress worn should not violate decency and must have constant overlap with normal posture and movement; bare midriff should not be visible.
- No return gifts or gifts for teachers should be distributed or accepted.
- Distribution of birthday invitations in the school will only be permitted if all children of the class are invited.

## **PETS ON CAMPUS**

Dogs and cats or any pets are not permitted on campus unless specifically requested of a parent for any curriculum related activity by the school authorities.

## **LOST AND FOUND**

The school is not responsible for the loss / misplacement of items. In the event that any item is lost, parents are required to contact the Help Desk personally within 2 working days of the loss. If the item is not traced, it will be considered lost. The school will not be liable for the lost item.

## EMERGENCY

An emergency fire drill will be conducted twice in an academic year.

- At the sound of the fire alarm, teachers will take their students to the designated safety area, and assemble there in class lines.
- Once lined up, teachers take attendance and fill out the attendance sheet.
- This sheet is sent to the Principal.
- The all clear signal will be given by an announcement.

### Earthquake or Imminent Danger Drill

In the event of an earthquake or imminent danger staff and students need to be aware of the procedures using the **DROP** command and put them into effect immediately. An emergency drill will be conducted twice in an academic year.

When the DROP command is given, the following actions are taken if inside the school building:-

- Drop to knees facing away from windows, knees together.
- Get under equipment (desk / table etc.) where available (Try to avoid glass and other objects from falling on you).
- Fold arms on the floor close to the knees
- Bury face in arms and close eyes tightly.
- Remain in position until the teacher gives the next command.

When the DROP command is given, the following actions are taken if outside the school building:-

- DROP immediately to the ground and cover head with arms.
- Stay in position till the teacher or administrator gives instructions.

### Closure of school during emergencies -

In the event of:

- Curfew in the area or on the roads approaching the school.
- Serious warning from the city authorities on floods / earthquakes / riots, etc.



The school authorities may take the decision to keep the school closed at their discretion, keeping in mind children's safety.

**Note:**

- During monsoons, the school will remain open on all working days. On days of heavy rainfall, parents' discretion is advised for sending their children to school.

**Emergency Dispersal of students during Floods / Civil Unrest**

- The school buses will not ply during such emergencies.
- The parents will be notified by the school authorities to fetch their children from school.
- The children will be handed over to the parents or guardians only on presentation of bearer cards/authority letter and/ or if the parent/guardian is identified by the teacher and student.
- In an extreme case, when it is impossible to move out of the school premises and it is crucial to take shelter in the school building, basic arrangements will be provided for the students by the school.

**PARENT TEACHER MEETS - PTM**

Parent Teacher Meets are scheduled 3 times in a year. The parents get an opportunity to go through the class work sheets, assessment sheets and other work done by the child in school. All aspects, academic and non academic related to the child are discussed during this meet.

PTM dates will be communicated to the parents through circulars. Parents will be allotted a time slot to meet the teachers. Parents are expected to adhere to their allotted times to avoid causing any kind of inconvenience to themselves and other parents. **It is compulsory that parents attend the PTM.**

**LIBRARY**

The mission of the library is to support the school curriculum, promote appreciation of literature and teach literacy skills. The library is open during



school hours. Students and staff are invited to use the library for browsing, recreational reading, study and research.

### **Library Books**

Students are permitted to borrow one book at a time.

- Books are issued for a period of one-week.
- Reference books, magazines, and videos cannot be issued.
- Books issued can be renewed. To renew, the book has to be brought to the library and a request be made for renewal.
- Students returning books are requested to hand over the same to the librarian only.

### **Fines**

- If a book is returned late, a fine of Rs. 5/- per school day will be charged.
- Overdue and fine notices will be communicated to the class teacher by the librarian once a week. The class teacher will note the same in the school diary.
- All outstanding/overdue books/materials and fines must be cleared before the child is issued the next book.

### **Note-**

- All patrons will be charged for damaged books/materials.
- The exact fine will be determined by the librarian on an individual case basis.
- All fines must be paid at the school fee-counter.

### **SICK BAY**

- The school is equipped with a sick bay and a trained nurse. The school has a doctor-on-call, who will visit the school as and when required.
- While every precaution is taken by the school to provide a safe and secure environment for the students, in the unfortunate eventuality of an accident or student falling ill, the first step will be to take the child to the sick bay.
- If the incident is minor, the nurse will administer the treatment.



However, in case of any major incident the school may need to call the doctor. Parents will be informed of the incident by the nurse as soon as possible. Parents may be requested to collect their child from school.

### **Guidelines for Health**

- The health of all students is of vital concern to us.
- The health form needs to be filled in accurately and submitted to the school before the commencement of the academic year.
- In case of any major change in the information given in the health form, parents are required to inform the school in writing.
- Do not send children to school if they have a severe cold, cough, fever or are suffering from a contagious or infectious disease.
- Medication can be administered in school (with written instructions from the parent)

Under such circumstances medicines sent to school should be accompanied by a copy of the doctor's prescription.

### **SPECIAL COUNSELLING CELL**

Students face diverse challenges both personally and developmentally. The special Counselling cell helps students tackle these challenges.

#### **Our counselling cell is qualified: -**

- To provide prevention and intervention programmes.
- To implement counselling programmes that promote and enhance overall development of the student.
- To cater to students with specific learning difficulties.
- To cater to students with special emotional/ behavioural / social needs.
- To help students attain age-appropriate social skills.
- To help students to develop decision-making skills to design an appropriate career plan.
- To provide workshops and training programmes for the school community
- To provide curriculum based "Life skills" programmes for the Secondary students

## Identification of Special Needs

- References from parents at the time of admission.
- Teacher references/observation of the child during the academic year.
- Observation of students by professionals after parents/ teachers refer the need to the Special Counselling Cell.

### Note:

- Depending upon the level of support required for the student, parents may be required to pay additional fees for the support.
- Parents may be asked to arrange for a special educator exclusively for their child, who will work under the supervision and guidance of the school Special Education cell.
- Parent participation is an important aspect of special support. Parents may need to come to school more often in such cases.
- Children who do not show improvement may be asked to seek admission elsewhere.
- In all cases the school authorities' decision will be considered final. Parents are required to adhere to the decisions of the school authorities.

## CANTEEN / CAFETERIA

- The canteen provides nutritious hot snacks and lunches. Children who bring their own snacks / lunch may also sit and eat in the canteen and may purchase additional food items with coupons.
- A varied Lunch menu is designed which is rotated on a monthly basis. The snacks menu is rotated on a weekly basis.
- The details of the same will be available with the Help Desk.
- Snack/Lunch Coupons can be bought from the VIBGYOR Shop.
- **NO CASH** will be accepted at the canteen.
- The school authorities reserve the right to make any changes in the menu as well as the pricing of lunch and snacks.

**Note: Parents are requested not to send junk food, especially packets of chips and aerated drinks to school**



## BUS SERVICE

- The school is not directly responsible for transport and will appoint a school bus operator under contract. Parents interested in availing of the same for their children are requested to fill the enrollment form available at the Help Desk.
- The bus facility shall be extended to students depending upon the feasibility of the bus route and availability of a seat in the specific bus.
- Every bus has a female attendant who will accompany the students on all routes.
- No student will be handed over to the parent/guardian without the bearer card
- The school will not be responsible for any delay or cancellation of bus service.
- Misbehaviour / indiscipline in the bus or non-payment of bus fees may lead to cancellation of the bus facility for the student. The school retains the right to deny the facility to anyone without assigning any reason whatsoever.
- Transportation fees are to be paid directly at the Bus Help Desk.
- **All transportation related queries should be directed to Bus Help Desk.**

## Routes

The suitability of a route to school will be assessed by the bus operator. The suitability of the route will depend on the distance, load factors and road conditions.

## Pickup Points

Students will be collected as near to their home as possible although they may have to walk a 'reasonable' distance to meet the transport. The pickup point will be determined by the bus contractor. The responsibility for ensuring a child's safety in getting to and from the picking up/setting down point rests with the parent.



- Under no circumstances shall students or their parents / guardians compel the bus employee to divert any route or change any pick-up or drop-off point allotted at the beginning of the year.

### **Permanently Excluded Students**

Students who show aggressive behaviour, creating disturbances and/ or acting in such a manner as to risk injury to themselves and others in the bus will be permanently excluded from the transport facility.

Parents are encouraged to avail of the bus facility to avoid traffic congestion during the arrival and departure time. Nonetheless, for parents who prefer to drop their children by private transport, the school is not responsible for their vehicle parking or traffic congestion. Parents are requested to drop their children off and leave the school premises immediately.

### **SECURITY**

- Our aim is to provide a safe and secure environment for our students, staff and visitors. We request parents and other visitors to cooperate with the security personnel at all levels.
- All visitors are expected to come to the Security cabin at main gate 2, sign in the visitor's book, wear a visitor's badge and report to the Help Desk.
- All parents who make an appointment to meet with a member of staff must follow the same procedure as above.
- Kindly note that the staff has the right to challenge visitors who are not wearing a visitor's badge.
- No student should come to school unescorted.
- Students will be handed over only to the person holding the bearer card.
- During emergencies the emergency protocol will be followed.
- We strongly recommend that children should not be sent or picked up by new house maids or drivers. In case this is unavoidable and there is a change of the staff, the class teacher should be informed of the same immediately.

## TEMPORARY GUARDIANSHIP

At times during the school year, parents may have to leave the city, but they may wish to keep their children in school. VIBGYOR Kids requires the parents to fill out a temporary Guardianship form and send it to the office. Parents may ask for the form from the school office during the school office hours.

## SCHOOL SHOP

Timings for Parents and Students:

	Days	Timings
Parents	Working Saturdays	9:00am to 12:00noon
Students	All working Wednesdays and Fridays	12:30pm to 1:30pm

Items available at the school shop

1. Lunch and Snacks Coupons
2. ID Cards and Bearer Cards
3. Schools Books and School Diary
4. School Shoes
5. Winter uniforms (pullover)

Note: Most of the items will be available only on order