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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 aim by providing school infrastructure which meets international standards and enabling an exceptionally well trained and dedicated teaching staff.

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

The first VIBGYOR High school was started in 2004 at Goregaon, Mumbai. Since then, VIBGYOR High, Vadodara, VIBGYOR High, Pune and VIBGYOR High, Bangalore have also joined the VIBGYOR High community.

VIBGYOR High is a member of International Schools Association, Geneva. As a member of one of the oldest such organizations, VIBGYOR High will integrate ISA's highly acclaimed curriculum for peace and sustainability as part of its curriculum. All schools follow a common curriculum and ideology. While being culturally sensitive to the vast geography of the nation, all policies are based on the underlying values that are common across the world and aim to give every child a holistic education.



VISION

Our vision is to provide 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 statement

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 2 certification examinations; The Indian Certificate of Secondary Education (ICSE) and International General Certificate of Secondary Examination (IGCSE).

- **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 a 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 aimed 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 examination visit the ICSE website; 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 IGCSE (O level) and A level course of studies.

For additional information on the IGCSE examination please visit the IGCSE website; www.cie.org.uk

Our Associates

VIBGYOR High is a member of International Schools Association (ISA), Geneva.

The ISA mission is:

- To further world peace and international understanding through education.
- To encourage the creation of new international schools.
- To encourage co-operation among international or internationally-minded schools through consultation on teaching and administrative questions.
- To facilitate or undertake the study of educational problems of interest to such schools.
- To nurture interest in national schools of international matters as a means of improving international understanding.
- To publicize the aims and principles of international schools and promote international understanding among national schools.

In future VIBGYOR High will endeavour to be a part of other national & international organizations.

Unique Student ID

Every student is given a unique ID number/ enrollment number. This number is to be used in all communications, references, fee pay-in slips and others matter 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:-

Playschool	–	08.30 a.m. to 12.00 noon
Nursery	–	08.30 a.m. to 12.00 noon
Jr. KG and Sr. KG	–	08.30 a.m. to 12.00 noon
Primary and Secondary	–	08.30 a.m. to 02.50 p.m.

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

School Fees

- All School Fees are payable on a quarterly basis in advance.
- The fee receipt book will specify the schedule and the amount payable.
- Advance payment of school fees for the entire year is accepted.
- The school fees is payable at –
- At the school office (Cheque/ D.D.)
- Overseas Parents may deposit fees directly through Cheques.

(Please Contact School office for necessary details)

- The Cheque / DD should be crossed and drawn in favour of
 - A) " VIBGYOR High PREPRIMARY" (for Playschool, Nursery, Jr. KG, Sr.KG)
 - B) "VIBGYOR High PRIMARY" (for Grades I – IV)
 - C) "VIBGYOR High SECONDARY" (for Grade V to VII)
- The enrollment number, name, grade and division of the student needs to be mentioned on the reverse of the cheque.
- In event a cheque gets dishonoured, a charge of Rs. 500/- will be levied.
- Fees once paid are neither refundable nor transferable.
- A grace period of one (1) month beyond the due date will be given and surcharge of Rs. 200 per month will be levied for the same. **Note:** In the event that the school fees are not paid for beyond one month after the due date, the management reserves its right to strike off the name of the student from the school musters.
- Those who wish to apply for School Leaving Certificate will need to apply before the beginning of the period in which the fee is to be paid, failing which the parent will be required to pay the fees of the following quarter before the school leaving certificate will be issued.

Communication

Teacher – Parent Communication

- The school diary is the recommended form of communication which has a section allocated for specific teacher parent communication. Parents are required not to send communication on chits and 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

For any queries or suggestions, you may communicate with Help Desk through:

- E-mail – Maildesk.vadodara@vibgyorhigh.com
- Letter addressed to 'Mail Desk'
- Telephone – Tel No. +91 265 3247479 / 80
- Fax – + 91 265 2680606
- In Person – 8.30 am to 4.00 pm during week days and 9.00 am to 11.00 am on 2nd and 4th Saturdays

Note :

- In the event a meeting is necessary with the Principal, Coordinator, Councilors or Teachers, 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 on 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 wherein there is a change in the regular procedure of fetching your child. Such applications need to be made at least 2 working days in advance. No phone calls will be entertained.

Curriculum and Methodology

Preprimary

The Preschool curriculum is unique among early childhood programs. It is a comprehensive curriculum that addresses all facets of early childhood development. It identifies explicit skills and knowledge that are critical to a young child's development in terms of "readiness to learn". It presents skills and knowledge that progress from very basic to more challenging, so that children build new knowledge and skills based on what they have already learned. It represents shared knowledge. Only by explicitly specifying the competencies and knowledge that all children should share, can we ensure access to an excellent and fair education for all. It allows children to experience and develop skills required for a solid foundation of future learning.

Assessment System

The Preschool assessment program is based on continuous in class observation and evaluation of the child. A progress report will be made available at the time of the 2nd PTM. The final Report Card will be available at the end of the academic year.

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 with 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 builds on one another to prepare them for later educational success. VIBGYOR High tries to develop cultural literacy in a way that is systematic but leaves room for creativity for both teacher and student. This curriculum eliminates the gaps 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 primary section is informal and continuous based on a combination of in class observations and formal work done by the children. The assessments will evaluate level of skill achievement and attainment of learning goals for each subject and social cultural development of the children. 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 PTMs. 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 aptitude and strengths of individual students are further identified and 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 secondary section moves to a formal examination system. The formal assessment is introduced in the second term of Grade V. The system will evaluate skills achieved 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 PTMs. 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 & 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 program in the Primary section is to expose children to various sports and performing arts thereby identifying their individual aptitude and interest. The program is also designed with the intention of developing age specific skills of the child and brings 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 required personal equipment will need to be provided by parents. Students are expected to attend the SPA activity with the required personal equipment that is clearly labeled and marked. Students are expected 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 (due to some reason) will be required to report to the library for 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 mentioned explicitly in the student diary.
- Students are expected to maintain good conduct during all hours of the school. Any student found to be violating any part of the discipline policy will face the appropriate disciplinary action.

Promotion policy

Preprimary

- A non-detention policy is favoured in these classes unless detention at a particular level is advised by the grade teacher and councillor.

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 upon advised by the grade teacher and councillor.
- Promotion is also subject to a student attaining 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 minimum of 80% attendance in class.

Homework and Project work Guidelines

Parents are expected to refer to the student diary and homework file regularly and ensure that homework is completed and submitted in 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 least amount of assistance from adults. Parents are not expected to do the child's homework.

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 5/6 field trips for the preprimary section, 3/4 field trips for the primary section and at least 3 field trips for the secondary section. Parents will be intimated the details of the field trip through 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. 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 tagged to their uniform (preprimary and primary).**

Competitive Exams

The students of VIBGYOR High – Primary and Secondary are given an opportunity to participate in National and International competitive exams like NSTSE, MacMillian, 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 maintains 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 aggregated scores wins the inter house championship and cup. A house once allotted will not be changed.

Special Days / Culminating Activity

Special days and Culminating activities are an important part of the academic program 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 encourage 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 due to some unavoidable reasons they are unable to do so, a written permission of the Principal needs to be taken before the child can attend the academic session.
- For any other day of absence the parents should submit a written explanation in 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 take 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 final examination without Principal's permission may lead to repetition of the same class in the next academic year.

Uniform and Grooming

Uniform

Preprimary

- The students of Playschool and Nursery classes are expected to wear their school uniform on Mondays and Thursdays only.
- The students of Jr. KG and Sr. KG are expected to attend school in complete uniform on all days.
- The students of Preprimary will be required to come in Black Floaters. The children should not come in shoes with laces.
- **The students of Preprimary are expected to wear their ID Cards at all times.**

- **It is mandatory for all the preprimary classes to be dressed in complete uniform with their ID Cards when the class would be taken for field trips.**

Primary

- 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 - IV – white / red T-shirt with the beige shorts. In winter, boys and girls may wear the beige trousers.
- On the days, where the child goes for SPA Activities, he / she should be dressed in the SPA uniform with specific House stripes.
- Mix and match of the regular school uniform with the SPA uniform is not acceptable and no excuses for the same would be entertained.
- **The students of Primary are expected to wear their ID Cards at all times.**

Secondary

- 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 - IV – white / red T-shirt with the beige trousers.
- On the days, where the child goes for SPA Activities, he / she should be dressed in the SPA uniform with specific House stripes.
- Mix and match of the regular school uniform with the SPA uniform is not acceptable and no excuses for the same would be entertained.

Grooming

General

A student's personal appearance is the responsibility of the student and their 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 well-groomed.
- Students should maintain high levels of personal hygiene.
- Clothing that is inappropriate or that exposes chest, shoulders, bare midsection or buttocks will not be permissible. 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 watches / expensive watches, bangles etc. will not be permitted.

- Students should present themselves neatly and well-groomed.

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.

School Uniforms for the next academic year will be available on sale at the VIBGYOR Shop in the Administrative section.

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 taken.

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 student 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.
- 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 in the dustbins provided.

Preprimary

- Student ID Card
- Labelled School Bag
- School Diary
- Extra pair of clothes and inner wear.

- Labelled water bottle.
- Tiffin box for children who do not avail school snacks facility.
- Library bag needs to come back to school every Monday.

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
- 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 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)
- Dictionary (Provided by school, kept in school)
- Atlas – Grade III onwards (Provided by school, kept in 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 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, Cellphones, 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.

Preprimary

Students who are found repeatedly misbehaving, parents will need to be called in by the coordinator to discuss the problem. If the student is found to be consistently misbehaving and showing aggressive behaviour which can disrupt the working of the class, 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 was 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
1 (One)	<ul style="list-style-type: none"> • Cursing/Inappropriate Language • Failure to do Assignments • Minor Disruptions in class room • Aggressive Behavior (including, but not limited to, slapping, hitting, punching, biting) • Excessive Tardiness/Absences • Teasing of Another Student • Pushing and Unwarranted Touching • Insubordination 	Teacher	Verbal warning accompanied by a NOTE in DIARY	Utility of Lunch Break for completion of work / counseling / community service
			Upon receiving 2 NOTES in DIARY -	Use of SPA period for completion of work / counseling/ community service and /or loss of field trip or other off-school privileges
			Upon receiving 3 NOTES in DIARY – One Yellow Slip will given	Parent – Teacher Conference in Person. 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.

Level	Misconduct	Authority	Disciplinary Action	Next Level
<p style="text-align: center;">2 (Two)</p>	<ul style="list-style-type: none"> • Repeated Level One Offenses • Bullying • Threatening a School Member, Teachers and other Students • Aggressive Behavior (including, but not limited to, slapping, hitting, punching, biting) • Defacing or Destroying School Property • Defacing or Destroying a School Member's, Teacher's and other Student's Property • Instigating a Conflict • Dismissed From Class/Major Disruption • Deliberate Disobedience/Insubordination/Disrespect • Cheating or Plagiarism 	<p>Principal</p>	<p>Issue of One Orange Slip i.e. suspension from regular school for 5 working days</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
<p style="text-align: center;">3 (Three)</p>	<ul style="list-style-type: none"> • Repeated Level Two Offenses • Striking a Teacher or School Official • Distribution or Use of Drugs /Tobacco/Alcohol • Coming to School Under the Influence of Drugs/Alcohol • Bringing a Weapon/Incendiary Device to School • Tampering With a Fire Alarm/Extinguisher • Setting a False Fire Alarm • Conviction of a Crime Defacing/Destroying School Property • Stealing • Sexual Harassment 	Principal	<p>Issue of Red Slip</p> <p>Principal – Parent - Coordinator Conference in Person</p>	<p>Immediate Expulsion from school</p>

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 managements' decision will be final.

Birthday Celebration

Pre-Primary and Primary (Grade 1 and 2)

- While we understand that 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 Pre-Primary can come to school in a 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 requested to invite all the children.
- Distribution of birthday invitation 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; midriff should not be visible.
- Students are not permitted to distribute sweets or cut cakes in school. No return gifts or gifts for teachers would be distributed or accepted.
- Distribution of birthday invitation 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 matter 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

These emergency action plans have been formulated to protect life and property in the event of fire, floods, earthquake, civil unrest or other disasters. The following plans provide for the safety and well being of all our students at school.

Fire Drill

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 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 the 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 required to take shelter in the school building, necessary basic arrangements will be provided for the students by the school.

Parent Teacher Association – PTA

The school will have a PTA which will assist the school in smooth functioning in a most conducive and amicable atmosphere. The Principal or his nominee will be the Chairman of the PTA.

Parent Teacher Meets – PTM

Parent Teacher Meets are scheduled 4 times 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.

SPA coaches will be available during the second and fourth PTM only.

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 from 8:30 a.m. to 2:50 p.m. Monday through Friday and on 2nd and 4th Saturday of the month from 9:00 AM to 1:00 pm.

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

Library Books

Students are permitted to borrow up to one book at a time.

- Books are issued for a one-week period.
- 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 request for renewal.

Students returning materials are requested to hand over the same to the librarian.

Fines

- If a book is returned late, a fine of Rs. 5/- per school day will be charged.
- Overdue and fine notices will be informed by the librarian to the class teacher 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 a case-by-case basis.

Sick Bay

The school is equipped with a sick bay and trained nurse. The school has also appointed a panel of doctors who will visit the school as and when required.

While every precaution is taken by the school to provide a safe and secured 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 doctors on its panel. Parents will be informed of the incident by the nurse as soon as possible. Parents may be requested to collect their children 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, you are required to inform the school in writing.
- Do not send children to school if they have bad cold, cough, fever or are suffering from a contagious or infectious disease.
- Medication can be administered (with parental written instruction) at the school. Under such circumstances medicines sent to school should be accompanied with a copy of the doctor's prescription.

Special Counseling Cell

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

Counseling Cell

Our counseling cell is equipped: -

1. To provide prevention and intervention programmes.
2. To implement counseling programmes that promotes and enhances student's over all development.
3. To cater to the students with specific learning difficulties.
4. To cater to the students with special emotional/ behavioural / social needs.
5. To help students attain age appropriate social skills.
6. To equip students to develop decision making skills to design an appropriate career plan.
7. To provide workshops and training programmes for school community
8. To provide curriculum based "Life skills" program for the secondary students

Identification of Special Needs

- Parents references at the time of admission.
- Teacher references/observation of the child during the academic year.
- Student's observations by professionals after parents/ teachers refer the need to the Special Counseling 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. Parent may need to come to school more often in such cases.
- Children who are not showing improvement in our school may be asked to seek admission elsewhere.
- In all cases school authorities' decision will be considered as final. Parents are required to adhere by the decisions of the school authorities.

Canteen/Cafeteria

Preprimary

- Snacks are provided for all Playschool, Nursery, Jr. KG and SR. KG. students

Primary and Secondary

- The canteen provides nutritious hot snacks and lunches. Children who bring their own snacks / lunch may also sit and eat in the canteen and could 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.
- Lunch/Snacks are optional for Primary and Secondary students. Students who wish to avail of the Lunch facility will be required to pay Rs.1500/- for each quarter. Students who wish to avail of the Snacks facility will be required to pay Rs.1050/- for each quarter or Rs. 350/- per month in the Administrative Office.

- **NO CASH** will be accepted at the canteen.

Please note, students opting for the meal plan need to pay for the same by a cheque drawn in favour of:

- VIBGYOR High – Primary (for Grade I to IV)
- VIBGYOR High – Secondary (for Grade V to VII)

- The school authorities reserve the right to make any changes in pricing, timing or menu.

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

Bus Service

- Bus facilities are available for student in Nursery and above.
- The school is not directly responsible for transport and will appoint a school bus operator under contract. Parents interested in availing the same for their children are requested to fill the enrolment 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 vacancy in the buses.
- 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 (Preprimary and Primary). 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 at the Administrative Office.
- All transportation related queries should be directed to Manager, Facilities.

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 students or their parents / guardians shall 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 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 co-operate with the security personnel at all levels.
- All visitors are expected to come to security cabin at main gate 2, sign in the visitor's book and wear a visitor's badge and report to 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 pre primary and primary child should come to school unescorted.
- Pre primary and primary children will be handed over only to the person having 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 the drivers. In case it has to be done 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 High requires the parents to fill out a temporary Guardianship form and send it to the office. Parents may request for the form from the school office during the school office hours.

School Shop

Timings: The school shop will be open from 9:00 am to 1:00 pm on regular school days except Saturdays.

Things available at the school shop

1. Pre Primary uniforms
2. Primary Uniforms
3. Secondary Uniforms
4. VIBGYOR caps
5. VIBGYOR socks
6. ID Cards and Bearer Cards
7. Library Bags
8. Schools Books and School Diary

Note: Most of the items will be available only on order. Library fines may be paid at the school shop