

## SCHOOL RULES

1. All students come under school rules from the beginning of the journey to school until the end of their journey back home.
2. All students should, at all times, maintain a high standard of discipline, in particular:
  - a) they should show consideration for the needs of others;
  - (b) they should take pride in their personal appearance;
  - (c) they should greet all ladies, teachers, administrative staff and visitors; and,
  - (d) boys must stand up at the approach of ladies and gentlemen of their acquaintance.
3. Prefects along with the staff are responsible for the discipline of the school and for the enforcement of all rules.

### DRESS

1. Students should always be dressed in the prescribed school uniform or games dress, wherever applicable.
2. Informal dress is permitted only on certain excursions/expeditions/outings.
3. All the buttons, except the top one, of the shirt will be fastened.
4. Clothes and shoes not of the regulation pattern, or, in any way, unsuitable, will not be allowed.
5. All boys must have regulation haircut (side burns and long hair on the nape, mush- room cut, crew cut, etc. are forbidden). Beard or stubble is not permitted.
6. **Students are allowed to wear coloured clothes on their birthday. However, please note the clothes have to be formal, befitting a school.**
7. Students should always be dressed in the complete prescribed school uniform or games uniform (wherever applicable) whenever attending the school.

### LEAVE OF ABSENCE

1. No leave will normally be granted during term time.
2. No student should leave the school premises during the school hours without the written permission of the Principal/ Vice Principal.
3. Except for duly approved reasons, the extension of vacation is not permitted. Latecomers after vacation, who have not been granted leave of absence, may have their names struck off the rolls.
4. Application for medical leave should always be accompanied by a medical certificate from a registered medical practitioner.
5. All leave applications should bear the signature of parents, or, in their absence, of guardians, who are directly responsible for the child.

### MISCELLANEOUS

1. Classrooms must be kept tidy. Text-books and exercise books must not be defaced in any

way. Walls, desks, chairs and cupboards or any other object in school must not be defaced and must be kept tidy.

2. Lights, fans and air conditioners must be switched off and windows and doors closed when the classroom is not in use. This is the responsibility of the students.
3. No student may tamper with or operate any electrical fitting.
4. *Litter*: All waste paper and waste material must be put in the proper receptacle.  
Students must make a point of picking up and disposing of litter and caring for the appearance of the school.
5. *Breakages*: Any breakages of, or damage to school property must be reported immediately to the Class Teacher and the school office. The charge debited to the student will depend on the circumstances and nature of the damage, and on the promptness with which it is reported.
6. *Literature*: No boy or girl may possess any literature without having it approved and signed by the Class Teacher or English or second language teachers, as appropriate. Unsigned literature will be confiscated or thrown away and disciplinary action will be taken.
7. *Losses*: All loss should be reported at once to the office and any unclaimed article found on the school campus must be taken to the office and deposited there.
8. No video and audio tapes, Mobile or Cell Phones, Digital Cameras, CD & DVD Players, MP3, CD, DVD, floppy disks and electronic articles, equipment should be brought to school. The school reserves the right to conduct periodic checks to ensure that the rule is being followed.
9. Use of chewing gum anywhere in school is prohibited.
10. Parents are hereby reminded that as per the school rules mobile phones are not allowed in school for students.
11. No video camera / camera or any electronic item will be allowed inside the school premises at all without the permission of the school authorities.
12. ANY MATERIAL RELATED TO THE SCHOOL (SCHOOL LOGO, SCHOOL NAME ETC.) MAY NOT BE UPLOADED ANYWHERE, ESPECIALLY ON ANY SOCIAL NETWORKING SITE WITHOUT PERMISSION FROM THE SCHOOL AUTHORITIES.

### **NOTE TO PARENTS**

In order to achieve our aims we would like you to help us make our children follow all school rules. May we request you also to keep in mind the following:

Improper conduct reflecting character, persistent irregularity, continual neglect of studies, disobedience, insubordination and disrespect towards any staff member, malpractice at tests and examinations, thieving, immoral behaviour, smoking or chewing tobacco, use of drugs and liquor and other serious intentional offences will lead to disciplinary action.

Parents are requested to co-operate with the school authorities by enforcing regularity and discipline, by seeing that the children prepare their lessons and by taking an active interest in the activities of the school.

Parents are informed that remarks by the teachers are made in the student's diary- cum- calendar, when necessary. They are requested to check the diary-cum-calendar and sign it, indicating that they have seen the remarks.

Parents are expected to sign, at least, once a fortnight the exercise books of their children, their periodic progress reports or any other similar documents, when requested to do so.

**Parents/guardians are requested not to apply for leave of absence for their children or ask to see them during lessons, unless absolutely necessary.**

**If a student is likely to be absent due to illness for a long period, the Principal must be informed in writing as soon as possible to request leave of absence.**

Parents/guardians are especially requested to notify the school of any change in their email address and telephone numbers as soon as possible.

Parents/guardians are requested not to send the children to the school for at least a fortnight after they have recovered from infectious or contagious diseases like chicken pox, measles, mumps, etc., and until they are medically fit. They should bring the necessary medical certificate of fitness to school and hand it over to the School Nurse before reporting to Class.

**Parents/ guardians or other persons are not permitted to see the teachers during school hours without the permission of the Principal/Vice Principal/Supervisor(s). On urgent matters, the staff may be seen by prior appointment, when they are free.**

**Parents may meet the Principal or Vice Principal between 4.30 pm and 5.30 pm.**

Parents are welcome to call on the Principal in the office by appointment when they visit the school.

Parents/guardians are expected to ensure that their children/wards leave the school premises not later than fifteen minutes after the school gets over. Students are expected to wait inside the school premises. The school is not responsible for students who are waiting outside the school premises.

Attention to Circulars: Parents are requested to read carefully all circular letters/ notices issued by the school from time to time, and take action promptly. Timely action on these is in the interest of the children. Please refer to the Circulars sent by the school and not what is circulated in the social media.

Correspondence: All letters concerning children should be addressed to the "PRINCIPAL" by designation and not by name. It will be of great help if parents state in their letter the class and section of the child.

Parents are requested not to enter their child(ren)'s classroom without permission.

**The School is a No Smoking Zone. Smoking by Parents/ Visitors on the school premises is strictly prohibited.**

**Parents and Visitors are requested not to use their Mobile Phones inside the School Buildings and at School Programmes.**

**Parents are requested to wear appropriate attire while visiting the school keeping in mind the young students in school.**

**Special Leave: Parents/guardians are requested to refrain from asking for special leave of absence to attend weddings of other than the child's own brother or sister or for religious ceremonies, social functions and domestic celebrations as leave for such purpose is normally not granted during term time.**

Valuables: Children are not allowed to bring any valuable articles such as expensive cameras, costly watches, transistors, radios, jewellery, cassette recorders, audio and video cassettes, floppy disks, mobile phones, etc., with them.

Attendance: **Attendance on the day of reopening is compulsory.** Absence due to illness or for any other reason should be intimated at once as prior permission is required even for a short period of a day or two. Long absence, without prior intimation, may result in the child's name being taken off all the school rolls.

A Perfect Attendance Certificate is awarded at the end of the year if one was present on all school days and was on time for roll call every morning and for evening functions.

Similarly, attendance on the last day before the commencement of each vacation is compulsory. **Permission for children to leave school early, except for valid reasons, is normally not granted.**

**Please note that a circular will be sent which has to be duly signed by parents if a child has to stay back in school after regular school hours or has to come to school on a holiday.**

Family Problems: It would help the child if parents inform the Principal and the child's Class Teacher/Housemaster/Housemistress about unusual problems in the family,

Information about unusual health problems should also be shared with school staff. All such information will be treated in strict confidence and remedial measures taken in order to ensure the child's comfort and well being.

The Principal will always welcome your suggestion, comments and opinion. Do feel free to see or write to the Principal. In this school we believe that nothing much can be achieved without the support of the parents

## **ADMISSION AND WITHDRAWAL**

The school is primarily intended for Indian children. All children are expected to follow the curriculum prescribed by the Central Board of Secondary Education, New Delhi.

Applications for admission should be made on the prescribed form by parents or guardians who will be responsible to the head of the school for the pupil's conduct, de- portment, punctuality, regular attendance, progress in school and payment of fees, and other matters.

A child must be three years old on 15th March of the school year before he/she can be admitted to the Lower K.G. No child who has not completed 5 years will be considered for admission to Class 1. A corresponding scale of age is fixed for the successive classes.

Students seeking admission to Class 6 and upwards will be given a test at the time of admission. The decision of the school authorities regarding the entrance test shall be final.

A pupil who joins the school for the first time must produce a photocopy of the official birth certificate and passport, as evidence of the date of birth entered in the admission form. A child coming from another school must produce a transfer certificate from the school last attended, duly countersigned by the education officer or the competent authority of the area.

**Applications for withdrawal should be submitted in writing to the Principal at least one**

**month before the date of withdrawal** or a month's fee will be charged in lieu of the notice. If a child withdraws / leaves the school in the month of February, the fess paid for the month of March will not be refunded since the academic year ends in March.

A transfer certificate, or any other certificate, will be issued only if all school dues have been paid and library books and school items taken on loan have been returned.

## **POLICY FOR PARTICIPATION IN NATIONAL LEVEL TOURNAMENTS**

The policy of the school for participation of the children in the National Level competition/ tournament is given below for your reference:

1. A player/team qualified to participate in the National Level should bear the airfare and the school will bear only the boarding and lodging charges.
2. If a player/team wins or secures the First or Second or Third position at the National Level, the school will reimburse all the expenses that the player had incurred towards participation in the competition/tournament, as per the school policy

## **AWARD RULES**

### **HAJI JANAB C SAIDU MOHAMED MEMORIAL MERIT AWARD**

The criteria for HAJI JANAB C SAIDU MOHAMED MEMORIAL MERIT AWARD:

1. The subject wise ranking of the first five toppers in each section of a particular class is considered and then the points are added up. Whoever gets the lowest point is awarded the first position; the second lowest point holder gets the second position and so on. In case of a tie, the aggregate percentage is the deciding factor.
2. The minimum aggregate percentage for eligibility is 85% but in class XI Commerce Stream it is 75%.
3. There may be a student with a lower aggregate percentage but due to the higher ranking in various subjects, he/she gets the top position on the merit list.

**Note: The Victor Ludorum is awarded to students for their achievements from Class 6 only. Thus a student becomes eligible for a Victor Ludorum only on completion of the academic year in Class 6.**

### **VICTOR LUDORUM FOR ACHIEVEMENT IN ACADEMICS**

The criteria for awarding Victor Ludorum badges for academic achievement:

1. Victor Ludorum badges for academic achievement would be awarded to those students who have secured the Special Commendation Certificates for academic achievements in Classes 6 to 9.

### **VICTOR LUDORUM FOR ACHIEVEMENT IN MUSIC**

The criteria for awarding Victor Ludorum badges for achievement in music:

1. Noteworthy participation in the Founders Day programme for 3 years in Western Music, Indian Music or Band.
2. The students are entitled for the 2nd Victor Ludorum Badge after participation in the Founder's Day for the next two years.

3. Students who have been awarded 1st prize in any three different Music Competitions conducted during that academic year, by recognized organizations attested by Indian School, Al Ghubra.
4. Students who have passed Grade 5 exams (Practical and Theory) conducted by The Associated Board of the Royal Schools of Music and Trinity College of Music London.

### **VICTOR LUDORUM FOR PERFORMING ARTS**

Victor Ludorum badges would be awarded to those students from Class 6 upwards for noteworthy participation in cultural programmes in which the students have officially represented Indian School, Al Ghubra.

### **VICTOR LUDORUM FOR ACHIEVEMENT IN ART**

1. Students who have been awarded 1st prize in any three Art Competitions conducted during the academic year, by recognized organizations attested by Indian School, Al Ghubra.
2. Students who have been awarded 1st prize in any Photography Competition conducted during the academic year, by recognized organizations attested by Indian School, Al Ghubra.
3. A student becomes eligible for Victor Ludorum only from Class 6 upwards.

### **VICTOR LUDORUM FOR ACHIEVEMENT IN SPORTS**

The criteria for awarding Victor Ludorum badges for achievement in Sports:

1. Students who have represented the school in any particular event at the National Level.
2. In Swimming events, students who have met the bench mark for selection to the National Level Competitions.
3. Students who have represented Oman in any particular event at the International Level.

Note: A student is eligible for only one Victor Ludorum in an academic year even s/ he has won in more than one event in any of the above categories. A student becomes eligible for Victor Ludorum for achievements in sports from Class 6 upwards.

### **VICTOR LUDORUM FOR ACHIEVEMENT IN GK & QUIZZING**

1. Students who have been awarded 1st, 2nd or 3rd prize in their respective classes, in the General Knowledge tests conducted during the academic year by the school, are eligible for the Victor Ludorum badge at the end of the academic year, provided they have an aggregate score of 60% or above.
2. Students who have been awarded two or more 1st, 2nd or 3rd prize in any Inter- School Quiz Competition conducted during the academic year by recognized organizations attested by Indian School, Al Ghubra will be eligible for the Victor Ludorum badge at the end of the academic year.

Note: A student is eligible for only one Victor Ludorum in an academic year even if he/she qualifies for both criteria given above.

## VINCENT VISION TROPHY FOR THE BEST PHOTOGRAPHER

This trophy is awarded to a Class12 student who is an outstanding photographer and has won at least three prizes in the last two years in photography contests held in school or in those conducted by recognized organizations attested by Indian School, Al Ghubra.

### PRIZES FOR EXCELLENCE IN ART

The criteria for awarding prizes for excellence in Art:

1. The students are awarded points every time they win 1st, 2nd, 3rd or Consolation prizes in the Art Competitions conducted by the School.
2. These points will then be compiled class wise and the first three students achieving the highest points will be awarded the 1st, 2nd, and 3rd prizes respectively.

These prizes are awarded on the Founder's Day to the 1st, 2nd and 3rd prize winners class wise from classes 6 to 12.

### Commendation Certificates for Academics

Category	Classes 6 to 9	Class 11
Special Commendation Certificate	A-1 Grade in all Subjects excluding third language	90% and above in all Subjects
Double Commendation Certificate	A-1 Grade in 4 Subjects excluding third language	90% and above in 4 Subjects
Commendation Certificate	A-1 Grade in 3 Subjects excluding third language	90% and above in 3 Subjects

Commendation Certificates would be awarded to students for achievement in academics as per the following criteria: