



GENERAL NORMS & POLICIES OF THE SCHOOL

The Student diary is the most important document. Kindly testify that you have carefully gone through the complete guidelines given in the Diary. Please fill in the particulars as declared in diary pages. The consent to be signed before you send the profile to the teacher on the first day of School.

Personal Memorandum page, both Teacher copy and Office Copy should be carefully filled in by parents and submitted within the first week of the new academic year.

Parents and guardians are bound to check and do the follow-up at home as per the instructions given.

Any sort of communication from the school should be proactively looked upon and counter signed without fail. Your irregularity in doing the same will affect the child's performance report where parental cooperation holds a significant role.

Make sure that you receive a wallet with the fee receipt with child's name and the Admission Number on it. Kindly safeguard and file it at home for ready reference and to demonstrate your systematic approach before your child.

The School Website can be visited for updates. Additional information if any will be sent by WhatsApp. WhatsApp cannot be misused or abused for personal purposes. It is a facility opened by the School to reduce your strain. You may send messages to the teacher from **5 pm to 6 pm**.

All parents must update their valid email and whatsapp number to speed up communications in emergencies.

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Textbooks, Notebooks and Stationery items should be purchased from the School.

Arrival time for own transport parents 7:20 a.m. pick up: before 1:40 p.m. further delay in picking up children will be liable for additional payment. All the School buses are expected in School before 7:25 a.m. and the parents or authorized persons need to accompany your child to the bus stops in the morning and afternoon.

Because of interruptions, Early Departure is totally discouraged. Late Arrival & Early Departure should be recorded in the gatekeeper's register. Late entry pass will be issued by the Security Officer.



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Frequent latecomers are obliged to adhere to the School policies formulated as per guidelines of the Ministry of Education. Those who do not comply with the regulations will be liable to suspension after 3 warnings.

Telephone calls to the students & the teachers during the class hours will not be entertained. WhatsApp facility must be opened in order to facilitate better communication with the School. Parents must communicate through the diary only. All parents must have a valid e-mail account and a phone number.

Those who fail to attend the Parent -Teacher Meeting on the scheduled date are requested to meet the Teacher only after meeting the Principal.

Parents can meet the Teachers/ Coordinators/ HODs /House Wardens/ Principal on prior appointment only. Barging into the classroom without informing the office **is** not be entertained.

Any damage to School property will be seriously dealt with. The Discipline Committee will fine the defaulter and the amount due will be deducted from the Caution Deposit with intimation to the parents.

All contacts to be channelized through the office. Smoking is prohibited in the School Campus.

No financial transaction is advised through the child. If so, this will be purely at parents' risk. The school expects the parents to come to the Office and deals with the Office directly. If any parent sends anything through the child, intimation should be given to the teacher through the diary. Payments can be done using SADAD.

It shall be the policy of the School to encourage independent study and work. As your child advances in age day by day, we shall together teach him/her to keep himself/herself neat and tidy, to keep his/her room tidy, make his/her own bed, polish his/her own shoes, carry his/her school bag, attend to his/her personal chores and thus help formation of such habits early in life to inculcate in him/her dignity of work, necessary for a successful future.

Parents should make all possible efforts to instill in the child that all other activities are secondary to his/her going to School. It may be noted that as parents you should not retard the child's progress in the School and minimize his/her interest for regular hard work which will gradually lead to poor performance in general behaviour and academics.



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Parents are advised to label the personal belongings of the child to avoid loss.

Pupil is responsible for the safe keeping of his/her books and belongings. All School property should be handled with care and caution. Parents concerned shall be bound to pay for the damages incurred.

The class hours are from 7:30 a.m. to 1:00 p.m. Parents dropping their children to school are requested to do so before 7:20 a.m. The school gates will be closed at 7:30 a.m. and students who are late after 3 warnings will not be permitted to attend their classes for the day. Parents are informed to not drop their children to school before 7:00 a.m. and to pick up their children strictly before 1:40 p.m. Beyond these timings, the School will not be responsible for children. As a precautionary measure of safety and to avoid confusion and chaos, children collected by their guardians will not be sent out of their classrooms until buses leave the school premises.

Parents are requested to potty train the children while they get ready to go to Kindergarten so that by school going age you can avoid stress related to your child's morning chores. Good habits form character.

No ornaments and jewellery are worn by children. If by tradition piercing of the ears is demanded by the family the tiniest should be used as the jewellery.

Parents are advised not to show extravagance while celebrating children's birthdays. Kindly send chocolates only to meet the number of teachers and students of the child's class.

No uniform will be worn on the student's birthday. It is our policy to limit celebration to distribution of biscuits or branded sweets to prevent health hazards.

No mobile phone is permitted in the School. Exchange of any electronic gadget or distribution of any pamphlet will be against the Code of Conduct for the student.

Chewing gum is not permitted in the School at all. Oral hygiene should be habituated along with personal cleanliness.



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Sale of products by the children is completely banned. Anyone who acts against this instruction will be suspended from the School.

The traditions and value systems of Bahrain should be respected and observed by the student and his/her family. Anyone who is found to be disrupting the spirit of nationalism and universal brotherhood will be rusticated from the School.

Nobody can represent the School to media / outside without the written consent of the School Authority.

The School should be notified in time if a child receives any award / certificate from outside the School.