

# THE FUTURE FOUNDATION SCHOOL

## Prospectus

General information about the school:

### 1.1 ABOUT THE SCHOOL

The aim of the school is to develop the students holistically so that they become responsible and conscious human beings. The Future Foundation School is a co-educational school and it began its voyage in 1981, inspired by the ideas and educational philosophy of The Mother and Sri Aurobindo. The Future Foundation School is an initiative of Sri Aurobindo Institute of Culture. The medium of instruction is English.

The school is affiliated to the Council for Indian School Certificate Examinations, New Delhi. Children are prepared for the ICSE and ISC examinations.

The Future Foundation School is the first school in India and one of the first few in Asia to receive the coveted Label FrancÉducation. This quality mark is awarded to academic institutions which have the goal to promote a system of bilingual teaching to students, by the French Ministry for Europe and Foreign Affairs.

The school has been selected as a member school of the “Leading Schools of India”. A certificate for recognition as one among the top 40 best schools of India was conferred to the school by “Leading Schools Corp,” which is the world's first and only auditing and certification body that honours qualifying institutions across countries.

The school has been consistently ranked as Number 2 among the Best Co-Ed Schools in Kolkata and West Bengal by Education World. The school has also received the prestigious Education World India Schools of Eminence Award. It has received the coveted rating of A+ across several parameters.

### 1.2 VISION

To evolve and realise a system of integral education and make it a dynamic ideal for society.

### **1.3 MISSION**

To provide holistic education to students in a conducive growth oriented environment through Life Centred Teaching and Learning, to help them become resilient, emotionally stable and socially responsible.

### **1.4 The School Ethos**

The school believes that value education and activities nourishing the emotional, social, physical and aesthetic faculties of the students are no less important than academic pursuits.

Parents are expected to subscribe to this line of thought while admitting their wards to school.

### **2 Days of Observance**

**Attendance is compulsory on the following days:**

2nd February	: Founder Principal's Birth Anniversary.
21st February	: The Mother's Birth Anniversary
29th February	: Golden Day
15th August	: Sri Aurobindo's Birth Anniversary and Independence Day
31st August	: Founder's Birth Anniversary
5th September	: Teachers' Day

If a special day should fall on a weekend, parents will be notified regarding attendance.

#### **3.1.a. Teaching-Learning Process**

- The school follows a unique teaching learning methodology where experiential learning is encouraged.
- It presents a varied learning environment at different levels of learning.
- Personal-Social Development / Self Sufficiency is stressed upon.
- The school encourages discipline, good behaviour, punctuality, regular and neat work, a continuous effort to improve and development of a greater sense of responsibility, etc.
- Art/Music/Film Appreciation Sessions are provided to students to develop their aesthetic sensibilities.

- Workshops on Anger Management, Self Doubt, Fear, Adolescence, Courage, etc. form an integral part of the holistic learning environment.
- Sri Aurobindo Institute of Culture with its impeccable tradition of organising physical and cultural activities offers the students of The Future Foundation School a wide array of options in the Co-Scholastic domain. Students are encouraged to opt for these activities as it is felt that they enhance holistic personality development.

### **3.1.b. Language Policy**

- Students are introduced to several languages at Class I level.
- English is the medium of instruction.
- In addition there is a Salient and a Tertiary Language. A student has to select any one out of Hindi, Bengali and French as his/her Salient Language.
- The Tertiary Language has to be chosen from Hindi and Bengali, which the child has not already opted for as Salient Language.
- Curricula of Salient and Tertiary languages are developed and transacted in a way to suit the requirements of a Second Language curriculum.
- One can decide to pursue either the Salient or Tertiary language as Second Language at ICSE level at the appropriate time (Class IX).
- Bengali is a compulsory (Core) language also introduced in Class I, for those who do not have Bengali as Salient or Tertiary Language.

### **3.1.c. Trips and Excursions**

Excursions are used as a learning tool to integrate the different subjects and enrich the different aspects of personality through a holistic experience. All students are strongly encouraged to join these trips/excursions. These excursions are well planned and aligned with the curriculum. They extend classroom learning to real situations which bring back new ideas in class. These are intended to induce further research and experimentation and also enable students to find solutions to real life problems and build necessary life skills. Out of city excursions start from Middle school and go right up to Senior school.

### **3.2 Academic and Career prospects**

- The school has a tie up with Lycée Français de Pondichéry which happens

to be a school administered by the French government and is the oldest French school in Asia. This school follows an International Baccalaureate (IB) curriculum. Students of our school who would like to do their studies in France at the undergraduate level, can choose to join the Lycée, after satisfying all admission requirements and formalities.

#### **4 Canteen**

- Students of the senior classes are exposed to different career avenues, academic and professional courses, through workshops, seminars and career fairs. In- House Career Counselling is provided to senior students.

Special attention is given to the nutritional aspect in the school canteen to ensure that complete balanced meals are served with the correct proportions of calorific values. The canteen follows strict hygiene regulations in cooking and serving areas during handling, preparing, serving and storing of food. It serves fresh, healthy and nutritious food. The food is cooked with utmost care in a hygienic manner, using the best ingredients. The food is tasty and healthy at the same time. The items are neither too oily, nor too spicy, making them taste like home made food, which is easy to digest. The canteen which is run by Sri Aurobindo Institute of Culture acts as the focal point to promote nutrition and health education by encouraging healthy food choices and reinforcing what students learn in the classroom, at home and in the community.

### **5 Specific information about the school**

#### **5.1 Admission**

- Information for admission is given on the website and the school notice board.
- To be eligible for admission to Class I, a candidate should complete 6 years of age but not attain the age of 7 years on March 31 of the year in which admission is sought.

Admission to Classes II to IX is strictly against vacancy.

- Admission to Class XI (for internal as well as external students) shall be at the discretion of the school authorities based on the (i) academic performance in Class IX  
(ii) academic performance in Class X : Half Yearly examinations, internal assessments, class work, homework (iii) timely submission of Projects/ Practical files.



- All students of Class X who pass ICSE from The Future Foundation School are ordinarily offered admission to Class XI, unless there has been any serious disciplinary issue concerning the student. Students who seek admission are counselled and offered an appropriate stream depending on their interest and aptitude, as observed by the school authorities.

### **5.2 Arrival and Dispersal Classes I to IV**

- Arrival is from 8.00 a.m. to 8.20 a.m.
- Dispersal is as per the timetable.
- School bus facility is available for arrival and dispersal. Bus service at dispersal is available at 1:15 pm & 2:35 pm.
- Dispersal is strictly against the Escort card.
- Dispersal for the students of Classes 1 and 2 is facilitated from the School gate; for Classes 3 and 4 from the Ashram gate.
- Changed timings for Annual Concert (Classes 1 and 2), Annual Sports (Classes 1 to 4), Carnival (Classes 3 and 4) and other important days of observance/events will be notified in due course.

### **Class V**

- Arrival is from 8.00 a.m. to 8.20 a.m.
- Dispersal is as per the timetable.
- School bus facility is available for arrival and dispersal. Bus service at dispersal is available at 1:15 pm & 2:35 pm.
- Dispersal is strictly against the Escort card.
- Dispersal for the students of Class 5 is facilitated from the Ashram gate.  
Changed timings for Annual Sports and other important days of observance/events will be notified in due course.

### **Classes VI to VIII**

- Arrival is from 8.00 a.m. to 8.20 a.m.
- Dispersal is as per the timetable.
- School bus facility is available for arrival and dispersal. Bus service at dispersal is available at 1:15 pm & 2:35 pm.
- Classes 7 and 8 will have Fitness classes on Tuesdays and Thursdays. Arrival on these days is at 8.00 a.m. (optional) or 8.20 a.m.

- Dispersal is facilitated from the school gate.
- Changed timings for Annual Sports and other important days of observance/events will be notified in due course.

### **Classes IX to XII**

- Arrival is from 8.00 a.m. to 8.20 a.m.
- Dispersal is as per the timetable.
- School bus facility is available for arrival and dispersal. Bus service at dispersal is available at 1:15 pm & 2:35 pm.
- There will be Fitness classes on Wednesdays and Fridays. Arrival on these days is at 8.00 a.m. (optional) or 8.20 a.m.
- Dispersal is facilitated from the school gate.
- Changed timings for Annual Sports and other important days of observance/events will be notified in due course.

### **5.3 Mode of Dispersal**

- i) Classes I to V: Escort Cards issued by the school to students will have to be shown to the teachers on duty at the gate during all dispersals.
- ii) Classes VI and above: Guardians should wait at the school gate for their wards after school gives over.

Request for early departure will not be entertained.

### **5.4 Attendance and Regularity**

- Punctuality and regularity in attendance are to be strictly observed.
- Students are expected to be inside the school gate within the stipulated time (8.20 a.m.) failing which the student will be sent home.
- If and when required, students may have to come early or stay back after school, guardians will be duly informed.
- When a student has been absent a mail or a diary note needs to be sent to the Class Teacher with an explanation.
- In case a student has been absent for any reason, the responsibility for making up the missed work lies with the student and parents.
- Attendance on the first day after each vacation and the last day before each vacation and on the first and the last days of each academic term is a must.

- Parents/guardians are requested to refer to the School Calendar and any notice to this effect, regarding school holidays while planning their vacations.
- Students who are absent for more than one month without intimation are liable to have their names struck off the school rolls.

### **5.5 School Terms:**

- The school session starts in April and continues till March of the following year. The school year is divided into two terms.
- Students are allotted different sections at the time of admission. However, the school authorities reserve the right to change the section of the students at the beginning or middle of any academic session.
- There are ordinarily three vacations in a year, namely, Summer, Puja and Winter. These vacations will be appropriately notified as and when required.

### **5.6 School Bus**

The school does not own any vehicle for carrying students to and from the school. However, it has an outsourced arrangement under which students are provided bus services. Students are encouraged to avail this facility as it ensures added safety.

Parents/ guardians may avail of the bus services at their sole discretion. The school bus routes are available at the reception and on the website. Students availing the school bus services, must give prior intimation in writing in case he/ she does not avail the services on a particular day.

## **6 PAYMENT OF SCHOOL FEES**

### **6.1 General Information:**

- Admission fee, Session Fee, Tuition and any other fee other than Security Deposit, paid at the time of admission or later will not be refunded for any reason whatsoever.
- The School has one time admission fees, payable at the beginning of Class I and Class XI. Further, there are Session Fees payable quarterly

during the Academic Session and Monthly Fees payable by the 10th of every month.

- Subsequent payments beyond the 10th of a month will attract late fees. A Late Fee will be charged if the Fees as applicable are paid within the month but after the due date. If the payment is made in the following month, a further identical sum is required to be paid as Late Fee and so forth for each subsequent month.
- The name of a student will be struck off the rolls, should the Fees remain unpaid beyond three months.
- Fees (other than Security Deposit) once paid shall NOT be refunded under any circumstances.
- In general, there is an increase of fees on the gross amount (including all categories of fees as applicable).
- School fees are required to be paid online through the online Payment Gateway.
- Post 10th of every month, fees can be paid with late fee as applicable.
- Session Fee: Payable in April, July, October and January every year.
- Fees for the month of February & March will be payable within 10th February, 2024 for Classes I to IX and XI.
- Fees for the month of January, February & March will be payable within 10th January, 2024 for Classes X and XII.

## **6.2 Late Fees**

If fees are paid within the month but after due date i.e. 10th, late fee of Rs. 500/- will be charged. This will be applicable from 10th of every month. An extra Rs. 500/- has to be paid for every subsequent month.

- Fee defaulting parents are required to clear old dues with late fees before the current month's fees are paid.
- Should fees be due beyond 3 months, the name of the student will be struck off the rolls without additional intimation.

## **6.3 Withdrawal & Refund**

- A calendar month's notice is required to be given in writing before a student is withdrawn from school and Transfer Certificate is sought.  
For Classes I - X

- If a student is withdrawn at any point before the session ends the fees are to be cleared till the end of the session to obtain a Transfer Certificate.  
For Classes XI & XII
- If a student is withdrawn in Term I, the fees for the upcoming month are to be cleared to obtain a Transfer Certificate.
- If a student is withdrawn in Term II, the fees are to be cleared till the end of the session to obtain a Transfer Certificate.
- The Progress Report, Transfer Certificate of the student will be withheld, subject to the discretion of the school authorities, unless the rules regarding fees are fully complied with.

#### **6.4 Security Deposit**

- Security Deposit will be refunded when the student leaves the school.
- Security deposit will be returned to parent/legal guardian only.
- If either of the parents have expired or parents have separated, then the parent who has the custody rights will be the only person to whom the deposit will be returned.

#### **7 Other Payments & Penalty:**

- Other expenses in cash and charged at actuals, may include the following, payable if and when applicable (amount should be given to the Class Teacher in a sealed envelope with the name, class, section, student id and the purpose mentioned):
  1. Field Trip and Excursion expenses
  2. Costume charges for Annual Concert/ Aspiration/ Annual Sports/Special Days of Observance, etc
- Penalty will be levied for the lost items at the following rates: (application for same needs to be given to the Class Teacher, amount should be given in a sealed envelope with the name, class, section, student id and the purpose mentioned)
  - i) Loss/Damage of Escort Card : Rs. 100/-
  - ii) Loss/Damage of ID Card : Rs.150/-

#### **8 Appearance**

- Much stress is laid on personal cleanliness and smartness in turnout.

- Uniforms must always be clean and pressed.
- Shoes must be clean.
- Students should wear their ID cards to school daily.
- Mending, if necessary, should be done promptly; students are not to be sent to school in frayed or shabby clothes.
- Hair must be washed and shampooed regularly to maintain cleanliness.
- Students are not permitted to colour their hair, use mehendi, tattoo or wear makeup and nail polish.
- Students from Class VII onwards may wear wrist watches. However, the school will in no way be responsible if the watch is lost. Students are not allowed to wear digital/smart watches.
- For working in the Biology and Chemistry Laboratories, students of Classes IX to XII must wear a white half-sleeve lab-coat.
- Students appearing for Board Examinations (Classes X & XII) should come to school in proper school uniform & shoes till they receive their Mark sheets & Pass Certificates.
- If girls have hair longer than chin length, it must be tied back neatly with black ribbon or black band. If the hair is longer than shoulder length, it must be plaited neatly. Short hair must be trimmed regularly to maintain neatness.
- It is compulsory for girls to wear tights along with inners under their skirts.
- Girls may wear only a pair of small gold or silver studs. No other jewellery is permitted. Breaking this rule will lead to confiscation of the item.
- Boys must have short hair neatly cut, and should wear a clean look. Sporting a fancy beard and wearing low waist trousers are not allowed.
- Vests should not be visible.
- Boys are not allowed to wear jewellery.

### **8.1 School Uniform:**

- Two sets of uniform & two pairs of black sport shoes must be maintained.
- Students should always come to school in the specified school uniform. An exception is made for School Fete. They should wear PT uniforms on days they have PT classes.

- Students should buy their uniform from the designated tailor. Address: 7; Dilkhusa street, Ground floor, just opposite Quest Mall gate no. 2 and Park Circus Girls High School. Timings: Monday to Thursday & Saturday - 11 am to 8 pm, Friday - 2 pm to 8 pm, Sunday closed.

**Every student should have:**

**BOYS –**

- A. i. Two half sleeve school shirts. From mid November to mid February, full sleeve shirts should be worn.
- ii. Two school shorts for boys of Classes I to V. Length of shorts should be two and a half inches above the knee. From mid November to mid February, trousers should be worn.
- iii. Two school trousers (Classes VI to XII)
- iv. Maroon hoodies for Classes I to VIII to be worn from November to mid February.
- v. Blazers for Classes IX to XII to be worn from November to mid February.
- B. i. Three pairs of black socks ( mid-calf in length) with maroon border
- ii. School belt with logo
- iii. House badge
- C. Pure black sport shoes with laces/velcros of any brand/model without any coloured stripes or designs for regular classes and PT classes (Classes I to XII).
- D. For Physical Training
  - i. Two T- shirts in house colour for all classes.
  - ii. Two black shorts (Classes I to V). From mid November to mid February, black track pants to be worn.
  - iii. Two black track pants (Classes VI to XII).
- E. Black socks ( mid-calf in length) with maroon border for Classes I to XII

**GIRLS –**

- A. i. Two half sleeve school shirts. From mid November to mid February full sleeve shirts should be worn.

- ii. Two school shorts for girls of Classes I to III – as per specification and reaching one inch above the knee. From mid November to mid February trousers may be worn.
  - iii. Two school skirts (Classes IV to XII) – as per specification and reaching one inch above the knee. From mid November to mid February trousers may be worn.
  - iv. A minimum of three black tights (Classes IV to XII) – reaching two inches above the knee is compulsory.
  - v. Black ribbons/ hair bands/clips for the hair.
  - vi. Maroon hoodies for Classes I to VIII to be worn from November to mid February.
  - vi. Blazers for Classes IX to XII to be worn from November to mid February.
- B.
- i. Three pairs of black socks ( mid-calf in length) with maroon border
  - ii. School belt with logo
  - iii. House badge
- C.
- Pure black sport shoes with laces/velcros of any brand/model without any colour stripes or designs for regular classes and PT classes (Classes I to XII).
- D. For Physical Training
- i. Two T- shirts in house colour for all classes.
  - ii. Two black shorts (Classes I to V). From mid November to mid February black track pants to be worn.
  - iii. Two black track pants (Classes VI to XII).
- E. Black socks ( mid-calf in length) with maroon border for Classes I to XII

## **9 Teaching -Learning Specifics:**

### **9.1 SCHOLASTICS**

The school provides appropriate support and resources to implement and deliver the course curriculum. The teaching staff implements the course curriculum through a range of approaches and methods relevant to the learning



needs. At the initial stages the learning resources available to our students include customised reading materials, worksheets, activity kits/story books, educational field trip/s, excursions, etc. As the journey progresses, text books get added. The whole process seamlessly connects into the Board-level curriculum. The pedagogy enhances the skill level of our students along with the development of appropriate capacities, competencies, values, habits and attitudes.

## **Theme Teaching**

### **Classes – I to IV**

In Classes I to IV theme teaching is followed. First the theme is decided upon and then a web plan is made. In this web, all the subjects are interlinked like English, Social Studies, Maths, EVS, Salient Language, Tertiary Language, Art-Craft, Life Skills, etc, with the theme. We always go from the known to the unknown, near to far and concrete to abstract developing the concepts in a spiral manner across the classes. The theme is introduced through activities like film show, listening to music, puzzles, word search, field trip, etc. The theme is progressed through experiments, paragraph writing, group discussions, research work, etc. Evaluation is done through various oral, aural, written and hands-on exercises. Through this method of theme teaching, we try to develop various skills like; reading, writing, comprehending, listening, illustrating, observing, recording, associating, awareness, thinking, identifying, sequencing, etc. This method helps the child to get a wholesome experience, breaking the boundaries of the subject and learning in an integrated fashion.

Each theme is followed for about 3-4 weeks.

## **Method of Teaching**

### **Classes – V to VIII**

The learners are viewed as active participants in their own learning process. Teaching involves the use of multi-sensorial tools & methodologies that aim at developing the cognitive, psychomotor and affective domains. Learner-centred, activity based, participatory learning tools are created and a constructivist approach is adopted to provide a holistic experience.

### **Classes – IX to XII**

The traditional teaching methodologies like Lecture, Discussions, Questioning

and Practicals in Science are applied. However, teachers make conscious endeavours to improve and modify the methodologies so that the classes become more interactive and the students have opportunities to share their views. Teaching processes like Seminars, Flipped Classrooms and PowerPoint Presentations give students ample opportunities of self learning and conducting independent research. There is stress on nurturing the higher order thinking skills. Students are exposed to subject specific enrichment sessions that are conducted by specialists in their fields.

Tutorial Classes in various subjects are offered to help the students in their educational journey. These classes help in strengthening the subject skills and concepts. Students who require some extra support may enrol themselves for these classes. The classes are taken by faculty members with proven expertise in their respective subject areas, proficient in handling these levels. These classes are administered by Sri Aurobindo Institute of Culture.

Exercise books and text books are to be purchased from the outlet of the nominated vendor. The designated outlet is 'Swayambhar' at 94 P Majumdar Road, (Indu Park), Lane opp Siemens / Geetanjali Stadium, Kolkata – 700 107. Phone numbers: 8777685200, 9051706727. Timings: 10.00 a.m. to 4.00 p.m. (Monday to Saturday).

## **9.2 CO-SCHOLASTICS:**

### **9.2a. Regular Activities:**

- Since the school believes in and promotes an all-round development of the student, physical education, life skills, Quality Time and Ideals and Progress classes form an integral part of the school curriculum.
- Physical education: forms an important aspect of the school curriculum and the students get involved in various physical activities that promote their overall growth and development.
- Ideals and Progress: introduces the students to the lives and works of Sri Aurobindo and the Mother. It tries to instil values to become aware of oneself and of the different parts of the being, to be conscious of one's surroundings and to work for the betterment of self and society through cooperation and collaboration, trying to achieve perfection in ourselves.
- Life Skills: builds in students the necessary skills and competencies

required to be able to manage ones own work independently and be able to sustain himself/herself responsibly.

- Quality Time – Social and Personal Development: aims to keep the students emotionally stable and stress free by raising their self esteem and developing codes of conduct and providing students with an enriching environment to grow and blossom.

Students of Classes VI and VII are made members of one of the following clubs/ activities.

### 9.2b Clubs

**Interact** – it aims to develop leadership skills in the students while discovering the power of service above self. The club actively works at Community Outreach at Uttarbhag, Baruipur, interacting with the local villagers, organising their medical treatment, holding non formal education classes for the village children, collecting old clothes, books, toys, etc for the village children, holding awareness campaigns, etc. The club members also actively engage with the senior members of Aumorto, the senior living facility under Sri Aurobindo Institute of Culture to celebrate various festivals and events. It is an initiative to foster tender bonding between the aged and the young to enrich the life experiences of both.

**The Earth Lovers** – it aims to generate awareness among the students to protect and preserve Mother Earth. The club members actively participate in activities concerning recycling, waste segregation, conservation, bird watching, etc. The students are involved in the plantation programme at Uttarbhag, Baruipur

**Impressions & Ideas** – it aims to help the students to acquire the awareness and orientation about the culture and heritage of India and the world at large. Through the various workshops, seminars and other programmes students can enhance and nourish their inherent talents and skills. The students also get the rare opportunity to be in direct interaction with many renowned artists who come to perform in Sri Aurobindo Institute of Culture.

**Vocational** – it aims to provide experiential hands-on training regarding various real life requirements by exposing students to actual working conditions. It offers a varied range of activities like interior decoration, first aid, electrical and electronics handling, meal planning, energy consumption survey, etc that train students with practical skills.

### 9.2c Electives

- The Co- Scholastic activities (CSA) are offered by Sri Aurobindo Institute

of Culture against a fee and are open for all students which are not mandatory in nature. However, the school strongly encourages the students to participate as these activities are chosen with a lot of care so that the students can be helped to bring out their hidden talents, enhance their creative skills and sharpen their aesthetic sensibilities and/ or improve their physical fitness and skills in a 'Sports' activity. The classes are primarily held on Saturdays, Sundays and weekdays after school.

**CSA Sports Items include:**

- Football
- Cricket
- Basketball
- Badminton
- Mini Tennis
- Swimming
- Table Tennis
- Athletics

**CSA Fitness Items include:**

- Yoga
- Karate
- Eurythmics
- Gymnastics

**CSA Non Sport Items include:**

- Expressions – English elocution, speech, drama, etc
- Violin
- Western Vocal
- Contemporary Western Dance
- Synthesizer
- Chess
- Robotics & HOTS

**9.3 Evaluation/Assessment/Examinations:**

**9.3a** Classes I to VIII:

- Evaluation is dynamic emphasizing continuity and assessment of broad based learning that is comprehensive. It focusses on the development of

the various cognitive, affective and psychomotor domains through the assessment of the student's understanding, knowledge, skills, values and application in different subjects.

- Grades are awarded in Personality – Social development, work habits, attitude and values. Grades and skill parameters are given in Co-Scholastic activities.
- In Classes I to VI there is continuous and comprehensive evaluation in Scholastic subjects. Grades are awarded for subject specific skills and aptitudes. Points are awarded against the total marks obtained in each subject, at the end of each term.
- In Classes VII and VIII students are evaluated through Formative and Summative assessments throughout the academic session, in Scholastic subjects. Formative assessment includes continuous evaluation throughout the session and comprises classwork, homework, class test, oral activities, aural activities, practical work, projects, group activities, presentations, field trips, etc. There are four Formative assessments (two per Term carrying 25 marks each) in Classes VII and VIII, in one academic session carrying 40% weightage annually. Summative assessment requires students to appear for terminal examinations in each academic subject of 80 marks respectively, at the end of each term carrying 60 % weightage in one academic session. Points are awarded on the weighted average for each subject at the end of the session.
- Class VIII: A student failing to acquire the pass percentage in any two subjects in the Summative II Examination will result in the student being detained in the class. A student failing twice in the same class has to be withdrawn.

### **9.3b** Classes IX to XII:

Evaluation pattern and promotion criteria of Classes IX to XII are as per the rules of the Council for the Indian School Certificate Examinations (CISCE). Grades are awarded in Personality -Social development, work habits, attitude, values and Socially Useful Productive Work (SUPW).

Classes IX and XI : A student failing to acquire the pass percentage in any two subjects in the Annual Examination will result in the student being detained in the class. A student failing twice in the same class has to be withdrawn.

### **9.3c** Parents/guardians receive a cumulative progress report at the end of each

term. This not only reports on academics but, in keeping with the philosophy of the school, the progress and development of various aspects of the student's personality is also reflected through continuous and comprehensive evaluation. It covers the scholastic and co-scholastic/co-curricular areas and activities of school education.

### 9.3d Grading System:

I. Academic Grade Points		II. Academic Grades	
Academic %	Points	Grades	Description
90 - 100	1	A	Development Advanced
80 - 89	2	B	Development Good
70 - 79	3	C	Development Satisfactory
60 - 69	4	D	Needs Improvement
50 - 59	5	E	Development Below Average
40 - 49	6	-	Has not satisfied minimum evaluation
35 - 39	7		
26 - 34	8		
1 - 25	9		

III. Non-Academic and Hygiene		IV. Personal Attributes	
Grades	Description	Grades	Description
A	Development Advanced	A	Development Good
B	Development Good	B	Development Satisfactory
C	Development Satisfactory	C	Needs Improvement
D	Needs Improvement	D	Needs Improvement

V. Physical Fitness	
Grades	Description
A	Outstanding : Well exceeds achievement standards
B	Good : Above achievement standards
C	Satisfactory : Meets achievement standards
D	Improving : Below achievement standards

### **10.1 Miscellaneous Information:**

Students should bring the school diary everyday to school, including Saturdays.

- The online form along with the data sheet sent for collecting basic information about the student needs to be filled and submitted on time.
- Along with books and exercise books, all other possessions such as hoodies, bags, files, shoes, pencil boxes, lunch boxes and water bottles, etc must be labelled.
- Only in an emergency, a guardian may leave a pupil's tiffin, water bottle or medicine at the school gate with proper label from where it will be sent to the concerned person, after showing a valid identity proof of the concerned pupil. No other article will be handed over.
- As a principle, students are discouraged from bringing cash much in excess of what is required during school hours, expensive toys, watches, pens, pencil cases, personal accessories, etc.
- Students are strictly prohibited from bringing any electronic gadgets like mobile phones/smart phones, cameras, I-pods, etc to school. They are liable to be confiscated and not returned in the entire session if this rule is flouted. Nor will the school bear any responsibility if they are lost/damaged. CDs, pen drives for educational purposes may be allowed with prior permission from the concerned teacher.
- Pen Drive meant for the school purpose should be labelled & only used for school work.
- Students are not allowed to bring expensive gifts/cards for teachers or any other member of the staff.
- On their birthdays, students may only bring toffees for their classmates and teachers.
- The school shall not be responsible for loss of any articles that may be brought by the students.
- Any form/document for attestation should be given to the School Office at least 48 hours before the required date.

### **10.2 School Bag:**

Students are encouraged to carry well designed, light weight school bags properly, in order to promote correct posture. Also they are encouraged to repack their bags on a daily basis according to the timetable and to avoid

carrying unnecessary articles, books, study materials, worksheets, etc that are not needed. Students are requested to follow the specific instructions given by teachers in this regard. Certain items (dictionary, atlas, etc) may be kept in the classroom resource cupboard, with proper label under the guidance of the teachers.

### **10.3 Medical Information and Check-up:**

- Parents are advised to intimate in writing the complete medical information to the Class Teacher and the school office in case the student is sick or has some ailment. The school is not liable for incomplete medical information.
- An annual health check-up is organised for students.

### **10.4 Fitness:**

- A student who is unwell should not be sent to school under any circumstances. Students afflicted with infectious / contagious diseases must complete the quarantine period before rejoining school. Doctor's appointment if required should be kept only after school hours.
- The school reserves the right to examine student's fitness- physical or mental-by its physicians and parents/ guardians must ensure compliance with the directions/ advice of such physicians.
- Students may be referred to in-house Counsellors and Special Educators based on the inputs of the Class Teachers. The advice of such professionals shall be binding on the parents/guardians.
- Medical Certificates are necessary in cases of absence due to illness for three days or more or for absence on Special Days. In the event of prolonged absence for medical reasons fitness certificate duly signed by a registered medical practitioner should be produced when the student resumes.
- A student returning to school from a communicable disease (Chicken Pox, Measles, etc) must provide a Doctor's Prescription and a Fitness Certificate indicating that the she/he is no longer contagious and can return to school.

## **11 CHILD SAFETY**

Building a secure learning environment is vital to ensuring that children are safe



at school at all times. The school is committed to maintaining an environment free of unlawful discrimination and harassment and is responsible for the healthy physical, emotional, intellectual and social development of the children.

### **11.1 Misconduct:**

- The school lays special emphasis on the moral development of the students and expects them to always behave, in and outside the school, in a manner befitting the ideals of the school.
- Disrespecting the school regulations, disobeying the teachers, staff and other superiors and indiscipline of any form are viewed very seriously and dealt with appropriately depending on the gravity of the offence.
- Any attempt to undermine the sanctity of the school, where a student is found to post objectionable content on social networking sites and blogs, may lead to the school requesting the parents to withdraw their ward from school. Parents should note that being important stakeholders, they must also bear responsibility for inappropriate and unacceptable contents uploaded on social media by their wards.

### **11.2a Level A Offences:**

- i. Stealing.
- ii. Attending school in improper uniform and non-compliance with the school rules regarding grooming and uniform.
- iii. Habitual absenteeism and/or late arrival.
- iv. Improper maintenance of books and exercise books, untidy work, neglecting homeworks/ tasks, etc.
- v. Causing disturbances/making noise during the class hours in a way that is tantamount to disruption of class.
- vi. Persistently quarrelling/ fighting with the classmates or other students.
- vii. Consistent deterioration in academic progress.

**11.2a.i** Three Level A warning letters in an academic year or two Level A warning letters in two successive academic years will lead to suspension.

### **11.2b Level B Offences:**

- i. Disobeying teachers and other superiors and school rules.

- ii. Adopting unfair means during an examination, tampering with marks in the Progress Report, forgery of parent's signature, etc.
- iii. Defacing/damaging the school property.
- iv. Conduct injurious to the ethical tone of the school or incompatible with its discipline.
- v. Generally unsatisfactory performance and conduct of the child and parents found to be indifferent to such deterioration in performance and conduct.
- vi. Posting or supporting remarks made in spite or malice about the school policies, management, teachers, staff members & students on social networking sites.

**11.2b.i** Two Level B warning letters in an academic year or one Level B warning letter in two successive academic years will lead to suspension.

**11.2c** Level C Offences and consequent suspension:

A student shall be liable for temporary suspension without issuance of any warning letter for —

- i. Any attempt to undermine the sanctity of the School Assembly/ School Ethos.
- ii. Disrespecting or insulting teachers, other superiors and staff members.
- iii. Wilful destruction of school property or utility.
- iv. Causing discomfiture, injury or distress – physically and/or mentally – to anyone deliberately inside or outside the school premises.
- v. Violent conduct or manifestation of psychological disorders or emotional instability, criminal or suicidal tendency.
- vi. Consuming or keeping in possession any drug, alcohol, tobacco or related/similar substance(s) in the school premises or entering into the school premises in an inebriated state.
- vii. Carrying into the school premises or keeping in possession any inappropriate or objectionable object, article, material, substance, picture, etc – physically or by way of clippings in a cell phone or any other electronic gadget.
- viii. Resorting to ragging, or committing any immoral act within the school premises.

- ix. Any concerted attempt to subvert the policies and practices of the school or any effort to undermine the school administration/ operation.
- x. Any prosecution under the Indian Penal Code.
- xi. Such other act or behaviour – inside or outside the school - which, in the opinion of the school authority, is deemed to be dangerous for the safety of the fellow students or detrimental to the interest or image of the school.

**11.2c.i** Two suspensions in one academic session or one each in successive sessions may lead to the school requesting the parents to withdraw their ward.

## **12 Communication:**

Communication with the Class Teacher/ Subject Teachers is encouraged for any issues/suggestions/feedback. For serious concerns appointment may be sought to meet the Mentors – Ms. Sumana Madhur for Classes I & II, Ms. Rajalakshmi Nair for Classes III to VI, Ms. Lopamudra Dutta for Classes VII to X and Ms. Madhuchanda Banerjee for Classes XI & XII. The Principal and the Headmistress will be available to guardians and visitors on weekdays by prior appointment only.

Teachers will be available after school hours on the 2nd Monday and 4th Friday of each month between 1.15 p.m. and 3.10 p.m. by prior appointment only. Appointment to meet in person may be obtained through an email communication or note in the diary. Communication over the phone will also be encouraged. Open House will be organised two times in an academic session to discuss about the child's progress in all areas.

- Entry will be through the school gate.
- The School website, Learning Support email and sms are used to communicate about circulars, notices, events, etc.
- A dedicated online Learning Management System (Vicon) is used for teaching-learning transactions for Classes I to VI.

## **13 Expectations from parents/ guardians:**

- Please see that your children are regular and punctual to school.
- Please nurture the virtues of tolerance and patience.
- Please encourage activities that build concentration skills in your children.
- Please spend some quality time with your children and encourage them to read story books and/or read together.
- Please nurture the habit of listening to others.

- Please ensure that your children have a healthy lifestyle with a balanced routine of work, play and rest, including good eating and sleeping habits.
- Please see that your child brings healthy and wholesome tiffin and carries a lunch napkin and a clean handkerchief everyday.
- Please discourage children from using mobile phones or computers to play games (especially violent ones), also restrict the time for television viewing. Ensure media and internet use under adult supervision. Please teach appropriate rules and boundaries, keep the lines of communication open, and model internet behaviour and practices that are expected from the children. Safe practices and rules should be discussed with children, outlining, what makes content appropriate versus inappropriate and safe versus unsafe.
- Please ensure that children have a disciplined study routine at home which takes care of regular studies to revise and prepare lessons in addition to daily homework. A study routine also needs to be followed during weekends to consolidate all that has been learnt through the week.
- Please check your children's exercise books and worksheets and sign them regularly.
- Please monitor correction work.
- Please monitor the proper filing and maintenance of worksheets/assessment sheets/study materials in the files and folders, meant for class use and home use.
- Please check Vicon (Classes I to VI) for regular updates on teaching-learning transactions.
- Please encourage your children to present their work neatly and to submit the assignments/projects on time.
- Please check the school website and your child's school email regularly to make a note of important information.
- Please maintain a positive and healthy communication system with the school for the overall progress of the child.

**All terms, conditions and directives as laid down in this document are subject to the Rules and Statutes laid down and amended from time to time by the Regulatory and/or Statutory Authorities, which are binding and compelling on this Institution. In the event of any contradiction(s) between the stated terms, conditions and directives herein and the Statutes and rules thereunder, the later shall hold good.**