

Initial Chapter 'At Home'

2016-2017



SCOTTISH HIGH

INTERNATIONAL SCHOOL



Welcomes All

The Scottish High International School



Is centrally located in the commercial hub of Gurgaon. The school caters to the residents of NCR, including the rapidly expanding professional classes of this area who want the best of international curriculum, facilities and faculty for their children.

School Address & Phone Nos.



The Scottish High International School
G- Block, Sector -57, Sushant Lok- II, Gurgaon.

Phone: 0124- 4112781 to 90

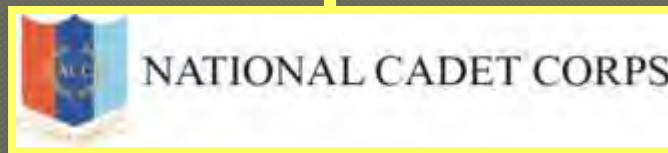
Fax: 0124 - 4112788

Email: info@scottishhigh.com

Website: www.scottishhigh.com



Affiliations and Tie-ups



Welcome to the Scottish High family



- ❖ I welcome the proud parents of the young preschoolers stepping into formal school as IB students.
- ❖ IBO aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.
- ❖ Through our classroom environment we try to encourage students to be active, compassionate and lifelong learners by helping them develop some attitudes, profiles and skills within them.
- ❖ We strive to assess the child in a continuous and comprehensive manner to cover all aspects of his/her development through the academic year.
- ❖ No notes are to be made during this presentation. All relevant details will be available on the school website-www.scottishhigh.com



Curriculum



The School is divided into

- The Initial Years (Pre School, Nursery & Kindergarten)- PYP curriculum
- The Primary Years(Grade I-V)- PYP curriculum
- The Middle School years (VI - VIII) - ICSE curriculum
- The Senior Years (IX & X)- ICSE and IGCSE curriculum
- Senior High (XI & XII)- ISC and DP curriculum

IMS Policy

Integrated Management System



The school sustains and maintains international standards of quality in terms of health, safety and environment.



SHIS is the only one of its kind in this country with 'ISO 29990:10' a standard for Learning Services Management defining quality of work places, training and education.

Infrastructure



Infrastructure

- ❖ Air conditioned classrooms.
- ❖ Fully equipped 12 bedded state of art medical infirmary for boys & girls.
- ❖ Resident full time lady doctor and a dietician.
- ❖ In-house state of the art kitchen and professional chefs.
- ❖ Fully air conditioned dining hall with a seating capacity of 800 people in one go.
- ❖ Fully air conditioned auditorium with a seating capacity of 1100 people.



Infrastructure

- ❖ RO plant for safe drinking water.
- ❖ Fire safety with smoke alarm, sprinklers and fire mains.
- ❖ Lush green play fields.
- ❖ 200m athletic track and 100m sprint track.
- ❖ Basket ball courts.
- ❖ Tennis court.
- ❖ Half Olympic size swimming pool.
- ❖ Splash pool for toddlers with misty sprays.
- ❖ Obstacle course for juniors.
- ❖ Indoor golf academy with a tie up with DLF golf course.
- ❖ Full power back up with dedicated DG sets.
- ❖ Trained fire fighters and first aid persons on every floor.



Infrastructure

- ❖ 24 hrs round the clock security.
- ❖ Full time house keeping with trained houseboys and nannies.
- ❖ Dining services.
- ❖ TPT coordinators for school buses.
- ❖ Networking, hardware lab and an innovation lab.
- ❖ Lecture and Conference Hall.
- ❖ Special education and remedial therapy room.
- ❖ Online tracking of child's activity-mass SMS facility.



A typical day at Scottish High

- ❖ **Arrival by 7.50am by bus/walker (own arrangement).**
- ❖ Escorted by TPT coordinator/nanny from bus, walkers guided by teacher on duty from building's entry point to the class room.
- ❖ **Welcomed by Home Room Tutor/s (HRT) in the class room.**
- ❖ Nanny assists the child in basic settling down process i.e., bag in the locker, bottle at the water station, ERIC on HRT's table, washroom and the like.
- ❖ **Circle time-students sit around the teacher to reflect on all that happened between dispersal the previous day to arrival this day in class.**
- ❖ Unit time/activity time as per class time table.
- ❖ **Snack time around 10.00 am, served in the class by nannies under the supervision of the HRT, under strict hygienic conditions.**
- ❖ Unit time/activity time as per class time table.
- ❖ **Dispersal time at around 12.45 pm with TPT coordinators collecting students as per routes. Walkers are escorted to dispersal area by the HRT.**
- ❖ Children who have opted for crèche are escorted and handed over to the in-charge.







First day of the new academic session

Bus children will be picked up from their respective stops at the specified time.

- ❖ Walkers will be escorted by parents to the class room as per directions on T- boards at the main gate.
- ❖ Bus students will be received by teachers on duty and escorted to the classes.
- ❖ All stationery items and note books, duly labelled to be handed over to the HRT on the first day itself, if not already done so.
- ❖ Parents are not permitted to stay in the class room unless the child is very unsettled.
- ❖ All details in the ERIC should be sent completed with signatures.
- ❖ No child is left unattended even for a minute during school hours.
- ❖ Kindly do not call up the HRT/front desk through the day to check upon your child.



Traffic Rules

- Approach to the school from main sector road should be after taking a U-turn via Deep estate.
- Vehicles to move straight instead of turning back and approach the main road from the road ahead of the school.
- These traffic rules have to be followed from
 - 7:30 am to 8:15 am in the morning
 - 12:15 pm to 1:15 pm in the afternoon
 - 3:30 pm to 4:15 pm in the evening
- Kindly do not park your vehicle on the main road or in front of any resident's house, blocking traffic movement.



Ready Reckoner

- ❖ Dear Parents, A warm welcome to all of you at the beginning of the new academic session at Scottish High. At the onset, I would like to put your mind at ease that once your child is in our care, he/she will be our responsibility and would receive only the best in all spheres. We shall strive to work hand in hand with you, to ensure the overall development of the child.
- ❖ The Home Room Tutor (HRT) of your child for this session has been introduced to you. In case of any query feel free to contact them through their telephone numbers between 1:00 pm to 3:00 pm or through the School board line numbers between 8:00 am to 1:00 pm.
- ❖ A dedicated nanny is in class to assist the children.
- ❖ The Home Room Tutors accompany the child for all activity periods, where the Single Subject Teachers (activity teachers) work with the children.
- ❖ To ensure each item of your child's settle down smoothly into the school routine a few points for your perusal:
- ❖ Kindly label each item of your child's belongings e.g. bag, bottle, uniform, shoes, apron.
- ❖ Duly labelled water bottles with strap are to be carried by the children.
- ❖ RO water is available on each floor, at every water point for refill.
- ❖ A clean handkerchief is to be pinned onto the child's uniform.
- ❖ Girls with long hair to tie them in ponytails or plaits (for hair longer than shoulders using black bands and those with short hair to wear black clips/ black nylon hair bands. For Sikh boys-maroon patkas are to be worn.



- ❖ ID- card should be worn by the child daily.
- ❖ Gate no. 3 to be used by the parents of the Initials for arrival and dispersal.
- ❖ For the first few days, parents can drop the child into the class room. Thereafter children will enter the building on their own and teachers will be around to guide them.
- ❖ Dispersal for walkers will take place from the side entrance. Parents to come in by 12.50 pm for Pre Nursery, Nursery and KGs and wait for their children in the ground near swings area, as the classes come down sequentially. In case of a bad weather condition, dispersal will happen from the Initial's reception.
- ❖ The child has to be in school by 7:50 am. Kindly ensure timely arrival of your ward at school.
- ❖ Regular late comers (with three late entries in a week) will be sent back home.
- ❖ Teachers will be present at the earmarked locations/ classrooms to receive and see off children during the arrival and dispersal timings.
- ❖ To ensure that the dispersal takes place smoothly, we will be writing the bus route number/ walker on the child's hand using a sketch pen.
- ❖ Early exeat will not be entertained unless there is a grave emergency in the family or if the child is not feeling well. Application for an early exeat is to be given to the EA to ISP at the Initial's reception.
- ❖ Authorization card is mandatory in order to collect the students. The person coming to pick up the child must carry the authorization card. In case the person is not carrying the card, he/she would be directed to the Initial School reception to get an authorization slip. Such queries will be addressed only after dispersal i.e. 1:00 pm onwards.



❖ Entry of parents / guardians/ drivers /nannies into school on regular basis or for school functions, PTMs and the like will only be permitted on showing the authorization card at the gate.

❖ Parents of children in Pre-Nursery, Nursery and KG are required to deposit a spare set of clothes and underwear in a labelled bag with the Home Room Tutor within the first 2 days of school. These will be returned at the end of the session.

❖ We expect that your child is toilet trained when he/she joins school. Diapers are not desirable.

❖ Parents have already submitted all stationery and books duly labelled, to the Home Room Tutors as per the list provided on the day of the Orientation. They will be tallied and any deficit will be informed within a week of the school opening.

❖ Note books will be sent home every Friday (once we start written work for Nursery and KG). Kindly sign them and ensure that they are sent back the following Monday.

❖ The Home Room Tutor will try to help the child to complete in class, the absentee work up to one day. For longer leave, on return, the parent is requested to meet/ telephonically discuss with the Home Room Tutor and assist in covering up the pending assignments during the ensuing weekend.



- ❖ The ERIC is the main mode of communication between the school and the parent. Kindly check it daily and acknowledge the Home Room Tutors' notes and all the circulars sent by signing in the ERIC on pages 111-112.
- ❖ Please fill up pages 5, 6, 7, 8 and 29 to 33 of the ERIC and send a duly completed ERIC by 4th April'16 if not already done so.
- ❖ For leave up to 3 days, please fill up page 36-37 of the ERIC.
- ❖ Long leaves are discouraged as the learning continuity is broken. However, for longer leave; an application is to be submitted to the Initial School Principal for approval of the same. Child will be marked absent for the said duration and absentee work will be covered under parental supervision.
- ❖ Since a healthy snack is provided by the school, parents are requested not to send any snack from home. Exceptions as in case of recovery from an illness are permitted provided written permission is sought from the Initial School Principal via the Home Room Tutor.
- ❖ No food items are permitted from home for class parties.
- ❖ Please do not send return gifts on your child's birthday. Only 2 sweets or a chocolate is permissible. Kindly cooperate.



❖ As a voluntary token, you are requested to send a book for the school library on your child's birthday. The same, with the child's name written on it, can be given to Home Room Tutor who will hand it over to the school library.

❖ To inculcate the spirit of generosity in the children, we encourage them to bring along non-perishable goodies or stationery items on the occasion of their birthday. These items can be distributed amongst the children of the Under Privileged Section of our school, by the children themselves during the school hours.

❖ Parents are welcome to meet us any time between 1300hrs to 1600 hrs, preferably by taking a prior appointment.

❖ We shall be sending you the yearly curriculum within the first week of the new session. Kindly refer to it for a detailed breakup of the syllabus.

❖ At the start of each unit of inquiry, a family letter will be sent to you giving detailed information about the learning engagements to be covered during the course of the unit. Parents are requested to go through the same and update the Home Room Tutors about the evidence of learning visible through actions outside the school domain via written notes/jottings in the E.R.I.C. and finally through a Parent feedback form which will be sent home at the end of each unit.

❖ The daily SMS (mandatory for Early Years) will keep you informed about that day's activity. Please submit the telephone number through which you wish to avail the SMS facility at the front desk, if not done so already.



❖ For the splash pool activity you are requested to keep ready the following: swimming costume, cap, bath robe, towel, slippers and spare underwear: all duly labelled in a water proof bag. Kindly check the day of splash pool for your child with the respective HRT.

❖ To enhance the bonding between the school and home, our teachers will be coming over to your homes at the onset of the academic year. We look forward to your welcoming them preferably within the first two months.

❖ All parents are expected to participate in the school ceremonies and routine. The school expects parents to volunteer their talents and skills for the benefit of the children.

❖ In case of any untoward incident like hospitalization, surgery and the like at your end, please keep the Home Room Tutor informed.

❖ Our first Parent Teacher Meeting will be on 23rd April'16. The time schedule for the same will be sent to you.

Looking forward to a great academic year with you.



ERIC Information

- ERIC- Easy to remember if consulted.
- It is an important mode of communication between the parent and the school.
- Please fill up the relevant pages and deposit a duly completed ERIC. This will help us to update our data bank as soon as possible .
- Acknowledge all notes, circulars sent to you in the ERIC.
- As far as possible, communicate to the HRT using the ERIC.
- Read through the ERIC to understand and become an integral part of the school ethos.
- Details of the annual school calendar are printed in the ERIC.



Attendance Policy

- ⌘ **Mandatory attendance-80%**
- ⌘ Up to 3 days of leave- pages 36-37 of the Eric needs to be updated
- ⌘ **For longer absenteeism- leave application to be submitted with a medical certificate if required.**
- ⌘ Always keep the Home Room Tutor informed about the leave.



Discipline Policy

Discipline at this tender age means training of mind and character, aiming to develop self control and the habit of obedience.

As per our policy on discipline, the following maybe noted:

- *Rewarding for persistent good conduct.

- *Making the child aware of what constitutes highly acceptable behaviour.

- *Corrective measures to be employed for inappropriate behaviour.



Picnic/Educational trips

- Picnic/Excursions are also planned for the students.
- They are carefully and meticulously planned keeping in mind all factors of comfort travel, security, adventure and exposure.



Summer Camp



My Big School Journey



AKSHAINIE
ARORA



SCOTTISH HIGH™
INTERNATIONAL SCHOOL
Address: 11 Road, Sector 14, Phase 1, Gurgaon 122001, Haryana
Tel: 0122-4117100 Fax: 0122-4117101
Email: info@scothighschool.com Website: www.scothighschool.com



ISHAAN
RAVAL



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School Function and Events



Catering

- † The school has in-house catering.
- † The students of Pre Nursery to KG are provided with breakfast.
- † The monthly food menu is on the school notice board and on the school website for viewing.
- † A food committee decides on the menu and monitors quality on a daily basis.
- † Regular health check ups of the food handlers are conducted in the school medical infirmary by the school doctor.
- † Daily food testing and regular sanitary rounds are taken and the report is submitted to the School Director.
- † The school also caters for birthday celebrations. Interested parents can contact the front desk for details and bookings regarding the same.



Infirmary



- ◇ Medical Staff- School has an infirmary with a full time resident doctor who is the Dean of Medical Services with her team of four nurses and three nannies. Along with this we have on our panel a full time Dietician and occupational therapist, speech therapist and counselor.
- ◇ Infirmary is meant for first aid and preventive health care.
- ◇ The school has an arrangement with Medanta-The Medicity, Paras, Max, Fortis Memorial Institute
- ◇ Alchemist, Artemis Hospital and Centre For Sight and Dental roots dental clinic in Gurgaon.
- ◇ Regular medical checkups are conducted for the students.
- ◇ We request you not to send your child to school with even mild symptoms of any kind of sickness.
- ◇ Out of our years of experience with little children, family time is more important for unwell children helping them recuperate faster.

◇ The resident doctor apart from providing medical backup is also responsible for health check ups of nannies, houseboys, chefs, food tasting sanitary rounds and the like.

◇ Hand sanitizers and tissues have been provided in all class rooms for maintaining high standards of hygiene.

◇ First aid kits have been placed in buses, pool side, laboratories & at the main gate of the school, in case of need.

◇ Medical staff is available on all the working days to handle medical emergencies and provide basic first aid. Infirmary is fully equipped with all emergency handling equipments such as Defibrillator, ECG Machine, Nebulizer, Pulse Oximeter, Suction machine, Ambu bags, Oxygen cylinder etc.



Medical Information

Any medical information

- ◎ history
- ◎ allergy to medicine or food item
- ◎ sensitivity, or any such issue with respect to the child, needs to be openly communicated through the relevant pages in the ERIC or informed at the front desk.



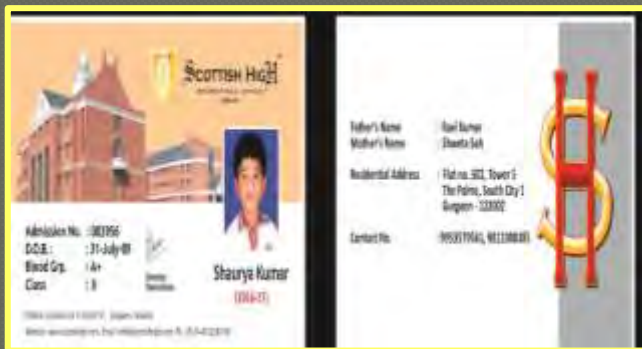
Medical Emergency

- ◎ In case you get a call from school stating an emergency vis a vis your child, please come directly to the front desk of Initial's reception.
- ◎ From there, you will be escorted to the infirmary to meet the doctor, an Exeat will already be ready and the child can be taken by you.
- ◎ However in case of a critical emergency, the school will take the necessary step and simultaneously inform the parents.



Id-card/Authorization card

- Temporary Id-cards and the authorization cards will be issued for use by students and parents in the respective classrooms after this 'At Home' session. Kindly ensure to paste the photographs of the parents/guardians on it in order to ensure safety.
- Please ensure the child wears his/her Id-card daily to school and you carry the authorization card at all times.



Transport Facility



- Optional bus service is available for the school children.
- It is expected that the children arrive at the stop at least 10 minutes before scheduled time to avoid delays. Under no circumstances, the bus will wait for a late child.
- A driver, conductor and a Transport Coordinator, on the School rolls, are present in the bus. For afternoon dispersal, a nanny accompanies the Initial students.
- Keeping security in mind, the authorization card issued to parents/guardians is to be shown by the person coming to collect the child at the pick up/drop off point.

Security and Authorization cards



Security and Authorization cards

- ❖ No entry of parents/ guardians/ servants is allowed into the school premises without an authorization card.
- ❖ In case the authorization card is misplaced/ lost, parents need to apply for a new one at the front desk. A fine will be charged for the same.
- ❖ Both the authorization card and student Id card will be made a-fresh in a new colour code.
- ❖ This process may take some time as there are a number of accompanying formalities to be completed to ensure security of the child, even for issuing one duplicate Id-card and authorization card.
- ❖ Exeat Policy- No child is allowed to go unescorted. An authorization card/ exeat slip has to be shown at the gate by the person accompanying the child.
- ❖ Security guards are following instructions of school authorities when they check you. Kindly cooperate.



Single Parents

- While we respect your privacy and the need to maintain the confidentiality, single parents are requested to provide us all the relevant details to facilitate us in care of the child while in school.
- The school reserves the right to be involved in the counseling process only to the extent of helping the child.
- Numerous cases have come to light wherein spouses try to involve the school in legal issues pertaining to custody of the child. The matter is a subject of court and the school in no way wishes to be a part of such issues.
- Information in this respect can be given personally or through e-mail to either myself - initialschoolprincipal@scottishhigh.com or Ms. Anindyo Sen Gupta (School Coordinator)-schoolcoord@scottishhigh.com



Uniform

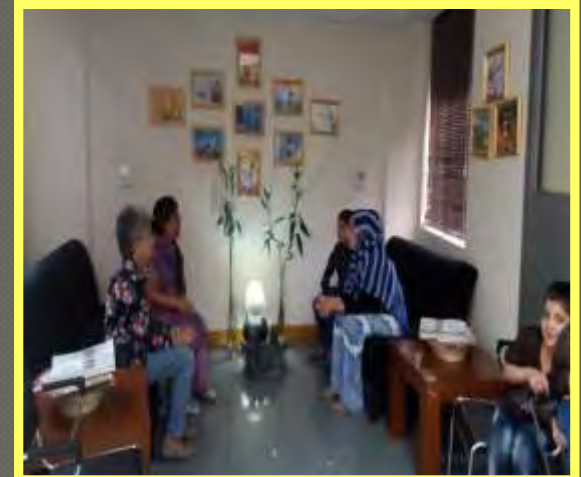
- ◉ For the next 14 years at Scottish High your child is going to wear the school uniform with pride.
- ◉ Help us to inculcate this pride by ensuring the school uniform specified is adhered to.
- ◉ Initial children need to carry their aprons in the bag daily.
- ◉ The winter jacket is an important part of the school uniform, please ensure it is worn regularly during the season.



Visiting Hours



- ◉ Visit of parents during school hours is restricted to the reception area or any other specific office they have been called to.
- ◉ The academic area, infirmary, dining hall and the like are out of bounds during the class hours.
- ◉ Teachers are not allowed to attend to phone calls/SMS's while with the children. Please call up/ SMS/ fix appointment to meet the HRT between 1.00 pm to 4.00 pm.
- ◉ The HRT is the first contact point for a parent. Escalating matters to Initial School Principal or the School Director implies their getting back to HRT ultimately for resolving the problem.
- ◉ Please communicate your concerns through SMS, ERIC, e-mails or calling up the Home Room Tutor.
- ◉ The visiting hours for administrative issues are 9.00 to 10.00am and 3.00 to 4.00pm.
- ◉ In case of an emergency, all of us are accessible to you 24*7.



Communication

- ◎ The school staff members are responsible representatives of this educational institute.
- ◎ From our end, the Director's orders are for the staff to be courteous to any parent who approaches them.
- ◎ Your concerns and issues need to be conveyed to them in a genteel manner.
- ◎ Misbehaviour of any kind will be dealt with strictly.



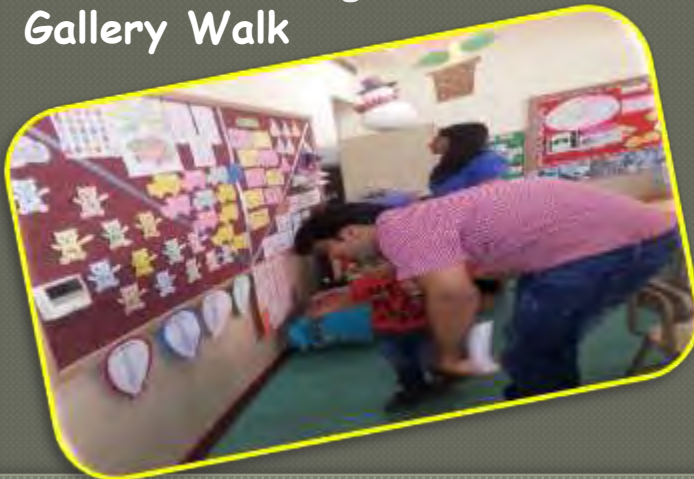
Updating Personal details

Any change in address, phone numbers, transport, family status, professional change and the like should be immediately intimated to the Home Room Tutor(s) through the ERIC or the Admission Department.



Feedback Mechanism

- The school has an open policy for feedback.
- All feedbacks can be read on the school website- www.scottishhigh.com
- A number of channels are available for a two way communication between the parents and the teachers with regards to our prime concern-OUR CHILD
- E-mail: Mails can be sent on the following ids-
 info@scottishhigh.com
 schooldirector@scottishhigh.com
 initialschoolprincipal@scottishhigh.com
 schoolcoord@scottishhigh.com
- Home Visits
- Parent Feedback Form
- Parent Teacher Meeting
- Front Desk Programmes/ Coffee Mornings/ Student Led Conference/ Gallery Walk



Fee Invoice

- The student fee is to be paid till the 10th of the given month of the given quarter.
- In the event of late deposit of fee, ERIC rules come into play.
Following surcharge shall be charged-
 - From 11th to 15th a fine of Rs.100- per day will be charged.
 - From the 16th to 20th a fine of Rs. 200/- per day will be charged.
 - If the fee is not paid by the 20th of the given month, the name of student will be struck off from the school register and all the dues shall be forfeited from the security deposit & re-admission may be allowed only at the discretion of the management.
 - Fee invoice is just a reminder to the parents. Non receipt of invoices will not be considered as an excuse.
 - Drop box facility is available at the gate for the convenience of the parents for them to drop their fee cheque.
- Please do not give any money to your child unless there is a specific note from the school duly signed by the school director for any specific purpose.



Code of Conduct

- ◎ School is an institution of learning, kindly maintain its sanctity.
- ◎ Please avoid gossiping, protests or using school premises to promote personal business.
- ◎ After dispersal the school support staff needs to clean, check and lock the school. Kindly collect your child after dispersal and leave at the earliest to facilitate the work of support staff.



Crèche



- ◎ SHIS is a full time formal school with Initial Chapter children leaving by 1.00pm.
- ◎ However time and again we are flooded with requests from our parents to provide crèche facility.
- ◎ Considering these requests, we have made arrangements to look after the children in crèche after 1.00 pm till 4.00 pm.
- ◎ In order to maintain a high standard, limited seats are available in the crèche on first come first serve basis.



Crèche



Crèche routine includes:

- HRT hands over the child to the crèche in charge.
- A dedicated nanny freshens up the children before lunch.
- Under care of two teachers and a nanny, the children are fed a proper meal.
- This is followed up by activity 1 for the day (art work).
- Rest time
- Games, Dance and Music
- Evening drink
- Dispersal by bus/ own arrangements.

Parents interested to avail the crèche facility can apply at the crèche counter/Help Desk in the auditorium or hand over their applications to the School Coordinator.

Withdrawal Procedure

- Parents/Guardians are required to notify in writing of the withdrawal of the student if this is to occur at any other time than the end of Grade 12.
- One quarter's notice of withdrawal is required or one quarter's fees will be payable in lieu of notice.
- Until this has been completed and signed, signifying the return in good condition of all school property, no reports, transfer certificates or recommendation to future schools or colleges will be issued to the student or the parent.



Important Instructions

- ◉ Kindly check your child's Grade/Section from the roster displayed in the auditorium.
- ◉ Layout of important counters-



- ☐ T-Boards are placed for your convenience.
- ☐ In case of any query w.r.t. books and uniform please contact the help desk.

