



Welcomes All The Parents to
'At Home' Programme

An IB World School



Affiliations of SHIS



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 2990:10 - a standard for Learning Services Management defining quality of work places, training and education.

Affiliations of SHIS

The School is divided into:

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

Infrastructure

- *Air Conditioned Classrooms.*
- *Fully Equipped Medical Infirmary for Boys & Girls.*
- *Full Time Resident Lady Doctor with four nurses and three nannies.*
- *In-House State of the Art Kitchen and Professional Chefs.*
- *Fully Air Conditioned Dining Hall and Auditorium with a seating capacity of 800 people.*



Infrastructure

- *Play fields*
- *200m athletic track and 100m sprint track*
- *Basket ball court*
- *Tennis court*
- *Skating Rink*
- *Golf Academy – tie up with DLF Golf Course - Gurgaon*
- *Half Olympic size swimming pool and Splash pool for toddlers with misty sprays*
- *HP Innovation Lab*
- *Full power back up with dedicated DG sets*
- *RO Plant for safe drinking water*
- *Fire safety with smoke alarm, sprinklers and fire mains*
- *Trained fire fighters and first aid persons on every floor*

School Timings

*Scottish High
is a day boarding School
from Pre Nursery to Grade XII*

The School timings are-

<i>Initials</i>	<i>- 7.50:00 am – 1:00 pm</i>
<i>Grade I to XII</i>	<i>- 7.50:00 am – 4:00 pm</i>

All students are to reach the school by 7:50 am

Arrival and Dispersal

First day of Academic Session

- *The new session will commence on 1st April 2016.*
- *Parents of Grade I to III may escort the students to the classes on the first day. Grade IV and V will be escorted to their classes by their Home Room Tutors from the school's amphi-theatre. All books and stationery items to be duly labelled and deposited in the class.*
- *Grade VI onwards- All children to gather in the school ground.*

School ERIC

- *School Eric should be extensively used for any kind of correspondence with the school and all the notices/circulars should be duly acknowledged.*
- *Please fill up pages 5 to 8 and send a duly completed ERIC on the first day of the academic session. This will help us to update our data bank.*
- *Full details of the academic year is mentioned in the School Eric.*

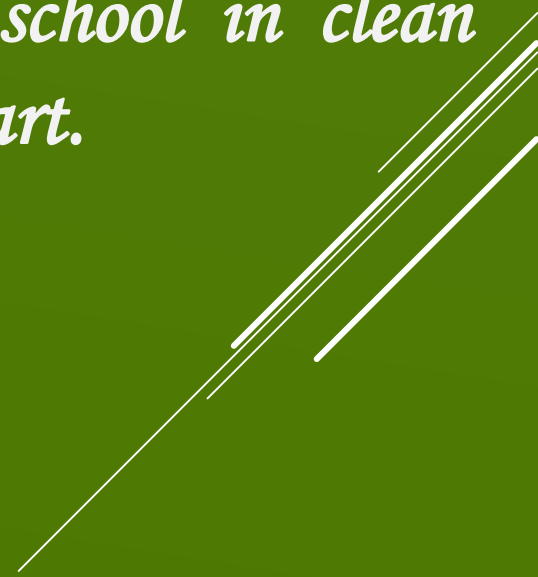
Absenteeism, Leave and Punctuality

- *Every student must attend 80% of the working days of the year.*
- *Parents should fill up the record for Non Attendance on 36 and 37 page of the ERIC for each day the student is absent from school, stating the reason for absence.*

Absenteeism, Leave and Punctuality

- *Permission for leave must be applied for and obtained, in writing, at least 24 hours prior to commencement of the intended period of leave.*
- *In case of emergencies, the student must upon returning to school, bring a note from the parent stating the reason for absence.*
- *Early Exeat shall not be entertained.*
- *In case of sick leave for more than 3 days the leave application should be sent along with a medical certificate.*

Dress Code

- *All students are expected to pay proper attention to personal cleanliness.*
 - *Every student is expected to arrive in school in clean uniform as designated, well groomed and smart.*
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- A series of several parallel white diagonal lines in the bottom right corner of the slide, extending from the middle of the right edge towards the bottom left.


Catering

- *Scottish High is a day boarding school, therefore, breakfast, lunch and evening milk is served.*
- *The quality of the food is good whether it be in terms of hygiene, nutrition or variety – meets the ISO standard. Regular health check ups of the food handlers are conducted in the school medical infirmary by the Medical Officer.*
- *A weekly well planned food menu is also put up on www.scottishhigh.com.*

Dining Hall



Transport

- *Air conditioned buses*
 - *First Aid kit*
 - *Trained TPT Coordinators and drivers*
in each bus to ensure well being and security of children.
- 
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Transport

- *Stringent maintenance checks*
- *Experienced and reliable drivers*
- *Every bus is equipped with mobile phone*
- *Strict adherence to authorization identity cards is required . Children will not be handed over in the absence of authorization card.*

Availing Transport Facility



Authorization Cards (ID Cards)

➤ *Kindly collect the temporary authorization cards after referring to the section list with the Help Desk of admission department in the auditorium.*

➤ *You are requested to submit the following for permanent ID Cards.*

- *Two passport size photographs of the student in uniform with names.*
- *Two passport size photographs of each parent in a self addressed envelope with names.*
- *One contact number – for SMS.*
- *Complete residential address.*

Early Exeats

- *No student will be allowed to leave the school premises except in case of an emergency or if the student is unwell and has a supporting doctor's report.*
- *Parents coming to pick their wards early from the school will report at the reception and must carry the authorization card.*

Single Parent

In case of single parents, custody documents and specifications viz a viz of the child, needs to be submitted with the Admission Office— for necessary actions and follow ups.

Medical Facilities

A well equipped infirmary with a Resident Medical Officer with four nurses and three nannies is set up within the school campus.

➤ *Treatment for minor illness and first aid is given immediately at the infirmary by the Doctor.*

➤ *The school has an arrangement with Paras, Max, Artemis, Medanta the Medicity and Fortis hospitals in Gurgaon.*

➤ *First aid kits have been placed in buses, swimming pool, laboratories and at the main gate of the school in case of need.*





Camps



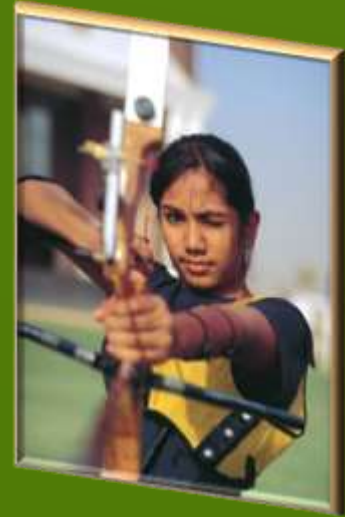
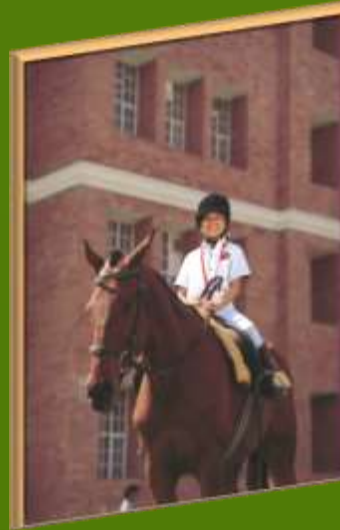
Sports at SHIS

Scottish High believes that physical education contributes to a student's physical, academic and social well being and thus is an important and integral part of the school's educational program.



Sports at SHIS

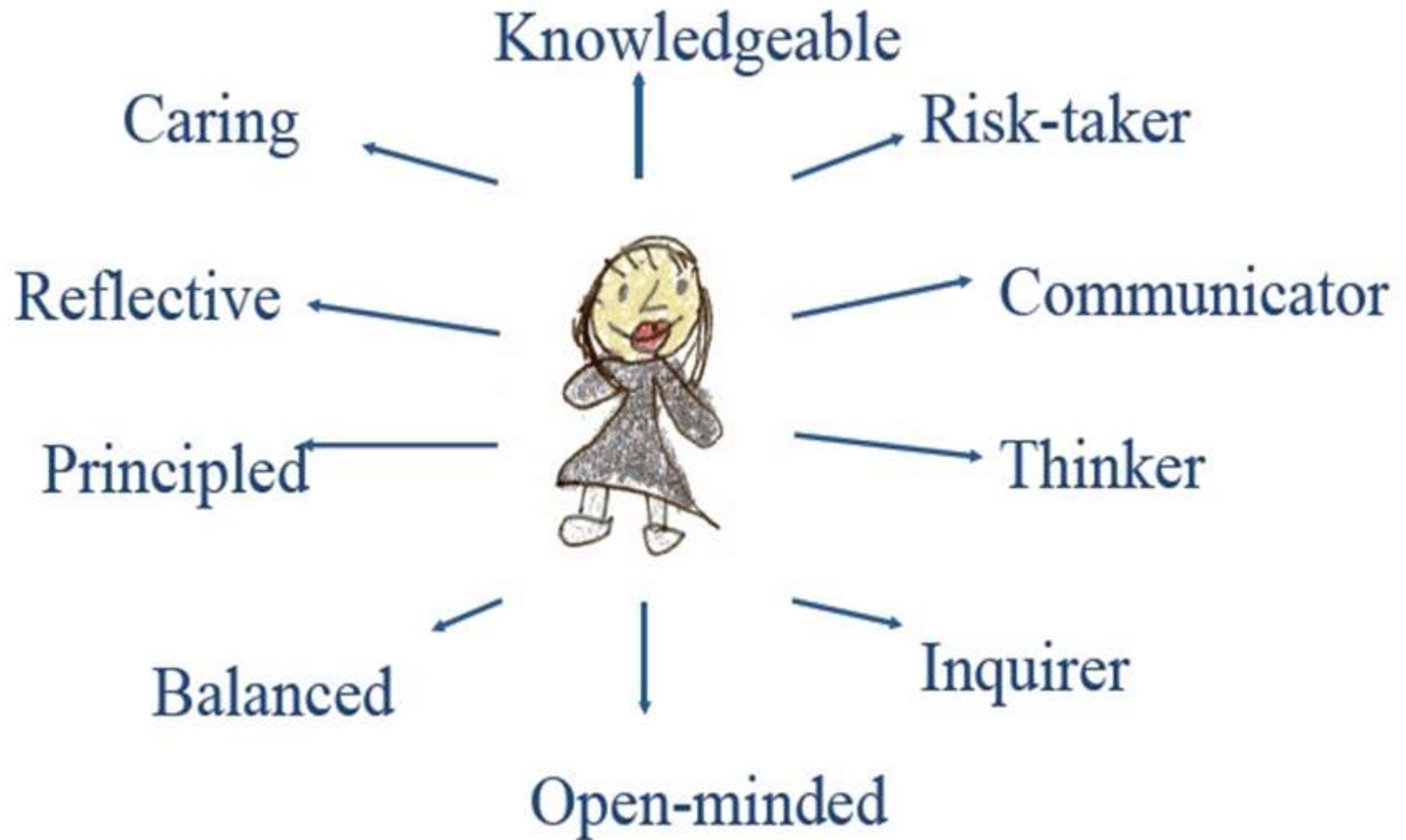
- *Soccer*
- *Swimming*
- *Tennis*
- *Skating*
- *Basket Ball*
- *Athletics*
- *Taekwondo*
- *Yoga*
- *Golf*
- *Cricket*
- *Judo*



The IB PYP Model



IB Learner Profile

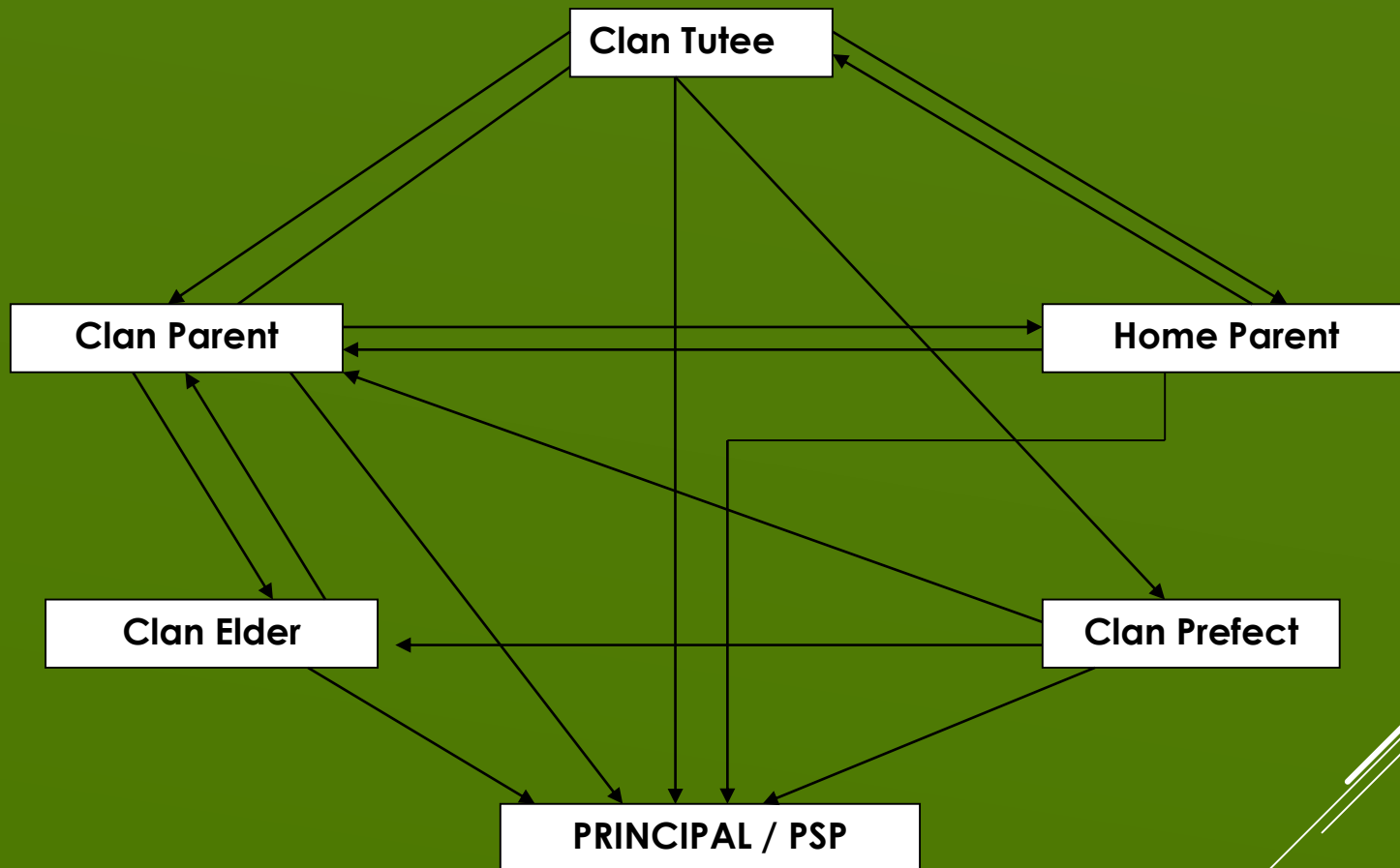


Clan System

*The school is divided into 4 Clans
Anderson, Boyd, Macarthur and Lamont.*

- *Every Clan is led by an Elder. Each Elder is assisted by Clan Parents who play the role of the Home Parent in the school*
- *The Clan Parent and the home parent share joint responsibility of developing the child into a responsible human being.*
- *Each Clan Parent has about 10-12 students to look after.*
- *The clan meetings enable the children to bond with their clan parents.*

Clan



Feedback Mechanism

*The school has open policy for feedback.
All feedbacks can be read on the School Website-
www.scottishhigh.com*

- *SMS and e-mails*
- *Home Visits*
- *Front Desk Programme/ Student Led Conferences*
- *Parent Assessment Forms*
- *Parent Teachers Meeting*

Online Communication System

In keeping with the latest trends of Information Technology and Communication, Scottish High offers connectivity service with following features:-

Daily SMS (paid) by Home Room Tutor to parents on the

- Activities done during the day.*
- Home task/project work for the day or weekend.*

Mass SMS by the school

- Events of the week.*
- Important functions and announcements.*

Online Communication System

- *Instant messaging for any urgent, emergency flash message*
- *Changes in bus routines, bus routes, school timings*
- *In case of illness or injury*
- *We are open in sharing contact numbers of HRTIs's for the parents. However, you are requested to kindly contact them only after 4pm.*
- *Incase of any emergency please contact the Front Desk*

Celebrating Birthdays

- *The school provides the facility to host birthday parties in school during and after the school hours.*
- *To develop curiosity in books and inculcate habit of reading we are cultivating the students themselves as a resource.*
- *The students on the occasion of their birthday may donate a book to the school library.*

Note: Book Donation is a voluntary act

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Fee Invoice

- *The student fee is to be paid till the 10th of the given month of the given quarter.*
- *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 cheques.*
- *Please do not give any money to your child unless there is specific note from the school duly signed by the School Director.*

School Visiting Hours

- *Parents visiting the school during school hours are requested to contact the reception or any other specific office they have been called to.*
- *Any academic issues- Home Room Tutor to be the first contact point.*
- *For any administrative issues please contact the reception.*
- *In case of an emergency we all are accessible to you 24*7.*

Updating of Personal Details

Any change of address, phone numbers, transport, family status, professional change should be immediately intimated to the following people

➤ *Home Room Tutor*

➤ *Front Desk schoolcoord@scottishhigh.com*



Please Contact:

In case of any queries:

➤ *Home Room Tutor— The mobile number will be provided to the students on the first day of school*

➤ *Front Desk*

➤ *Primary School Principal*

Email: primaryschoolprincipal@scottishhigh.com

➤ *School Director— schooldirector@scottishhigh.com*



Thank You

