

THE SCOTTISH HIGH INTERNATIONAL SCHOOL

A READY RECKONER FOR THE PARENTS OF THE INITIAL CHAPTER

2017-18

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 mentioned in the E.R.I.C. between 1:30 pm to 2:30 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:

1. Kindly label each item of your child's belongings e.g. bag, bottle, uniform, shoes, apron.
2. Duly labelled water bottles with strap are to be carried by the children.
3. RO water is available on each floor, at every water point for refill.
4. A clean handkerchief is to be pinned onto the child's uniform.
5. 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-grey patkas are to be worn.
6. ID-card should be worn by the child daily.
7. Gate no. 3 to be used by the parents of the Initials for arrival and dispersal.
8. 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.
9. 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 the swings area, as the classes come down sequentially. In case of a bad weather condition, dispersal will happen from the Initial's reception/ classrooms.
10. The child has to be in school by 7:50 am. Kindly ensure timely arrival of your ward at school.

11. Regular late comers (with three late entries in a week) will be sent back home.
12. Teachers will be present at the earmarked locations/ classrooms to receive and see off children during the arrival and dispersal timings.
13. 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.
14. 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.
15. 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.
16. 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.
17. Parents of children in Pre-Nursery, Nursery and Kindergarten 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.
18. We expect that your child is toilet trained when he/she joins school. Diapers are not desirable.
19. 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.
20. 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.
21. The Home Room Tutor will send home the absentee work. Kindly connect with the HRT to help the child complete the work to keep pace with the class.
22. The E.R.I.C. 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 E.R.I.C. on pages 111-112.
23. Please fill up pages 5, 6, 7, 8 and 29 to 33 of the E.R.I.C. and send a duly completed E.R.I.C. by 5th April'17 if not already done so.
24. For leave up to 3 days, please fill up pages 36-37 of the E.R.I.C.
25. Long leaves are discouraged as the learning continuity is broken. However, for longer leave; an application is to be submitted to the Home Room Tutor for the approval of the leave by Initial School Principal. The child will be marked absent for the said

duration and absentee work will be covered under parental supervision. You are requested to plan your holidays/ commitments as per the school calendar so as to not to miss important school events. The same will not be rescheduled as per individual requirements.

26. 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.
27. No food items are permitted from home for class parties.
28. Please do not send return gifts on your child's birthday. Only 2 sweets or a chocolate is permissible. Kindly cooperate.
29. 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.
30. Parents are welcome to meet us any time between 1:00 pm to 4:00 pm, preferably by taking a prior appointment.
31. 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.
32. 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.
33. 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.
34. For the splash pool activity you are requested to keep ready the following: swimming costume, cap, comb, bath robe, towel, slippers and spare underwear: all duly labelled in a water proof bag. The day for splash pool for Grade..... Section.....is every week.
35. 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.
36. 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.

37. 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. Kindly ensure that you inform the HRTs about any medical or any kind of allergy that your child suffers from.
38. In case of any untoward incident like hospitalization, surgery and the like at your end, please keep the Home Room Tutor informed.
39. Our first Parent Teacher Meeting will be on 22nd April'17. The time schedule for the same will be sent to you.

Looking forward to a great academic year with you.

With warm regards,

Ms. Rupa Chauhan
Initial School Principal

Ms. Sudha Goyal
School Director