

Initial Chapter 'At Home' 2018-2019



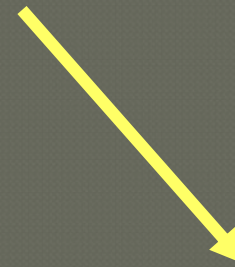
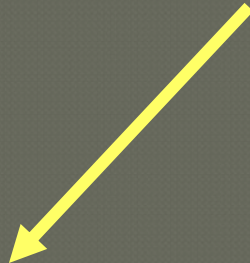
SCOTTISH HIGH

INTERNATIONAL SCHOOL



Welcomes All

Affiliations



NATIONAL CADET CORPS



**Cambridge Assessment
International Education**

Cambridge International School



Curriculum



The School is divided into:

- ❖ The Initial School (Pre Nursery, Nursery and Kindergarten)- PYP curriculum
- ❖ The Primary School (Grade I–V)- PYP curriculum
- ❖ The Middle School (VI – VIII) – ICSE curriculum/ Cambridge curriculum for Grade VI-VIII
- ❖ The Senior School (IX & X)- ICSE and Cambridge 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 certified for 'ISO 29990:10' a standard for Learning Services Management defining quality of work places, training and education.



Infrastructure & Facilities





Infrastructure & Facilities



- ❖ Air conditioned classrooms.
- ❖ Air conditioned dining hall with a seating capacity of 800 people in one go.
- ❖ Multi Purpose Hall and A.V. Rooms.
- ❖ Lecture and Conference Halls.
- ❖ air conditioned auditorium with a seating capacity of 1100 people.
- ❖ Networking, hardware lab and an innovation lab.
- ❖ Special education and remedial therapy room.
- ❖ RO plant for safe drinking water.





Infrastructure & Facilities





Infrastructure & Facilities



- ❖ Play fields.
- ❖ 200m athletic track and 100m sprint track.
- ❖ Basket ball court.
- ❖ Tennis court.
- ❖ Half Olympic size swimming pool.
- ❖ Splash pool for toddlers with misty sprays.
- ❖ Swings and play area for toddlers.
- ❖ Indoor golf academy with a tie up with DLF golf course.
- ❖ Trained fire fighters and first aid persons on every floor.
- ❖ Fire safety with smoke alarm, sprinklers and fire mains.





Infrastructure & Facilities



- ❖ Dining services, in-house state of the art kitchen and professional chefs.
- ❖ Fully equipped 12 bedded state of the art medical infirmary.
- ❖ Resident full time lady doctor, a dietician.
- ❖ 24 hours round the clock security.
- ❖ 24*7 CCTV surveillance with more that 120 cameras installed under constant monitoring
- ❖ Full power back up with dedicated DG sets.
- ❖ Full time house keeping with trained houseboys and nannies.
- ❖ TPT coordinators for school buses.





First day of the new academic session



- ❖ Timings for Initial School- 8 am to 1 pm.
- ❖ Primary and Senior School – 8 am to 4 pm.
- ❖ Bus children will be picked up from their respective stops at the specified time.
- ❖ Walkers will be escorted by parents into their class rooms in the Initial School building. Dispersal will happen from the classrooms till summer vacations.
- ❖ All stationery items and note books, duly labelled to be handed over to the HRT today itself.





E.R.I.C. Information



- ❖ E.R.I.C.— Easy to remember if consulted.
- ❖ Relevant pages and deposit a duly completed E.R.I.C.
- ❖ All notes, circulars sent to you in the E.R.I.C to be acknowledged.
- ❖ Communicate to the Home Room Tutor (HRT) using the E.R.I.C.
- ❖ Kindly read through the E.R.I.C. to understand all the school policies.





Attendance Policy



- ❖ 80% attendance during the year is compulsory.
- ❖ Long leave is discouraged.
- ❖ The child will be marked absent for the said duration and the absentee work will be covered under parental supervision.
- ❖ Kindly plan holidays as per the school calendar so as to not miss important school events.
- ❖ In case of medical leave, a medical certificate needs to be submitted to the HRT.





Discipline Policy



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

- ❖ Reinforcement of appropriate language shall be required to be done at home.
- ❖ Parents to refrain from using abusive language in the presence of the child.
- ❖ Teachers shall model the attributes of the IB learner Profile in the school, same needs to be reinforced at home.





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.
- ❖ The winter jacket is an important part of the school uniform, please ensure it is worn regularly during the season.
- ❖ Initial children to carry their aprons in their bags daily.





Catering





Catering



- ❖ The school has in-house catering.
- ❖ The students of Pre Nursery to KG are provided with a mid day snack.
- ❖ The monthly food menu is 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 may contact the front desk for details and bookings.



Infirmary



- ❖ Medical Staff- School has a 12 bedded infirmary with a full time resident doctor who is the Dean of Medical Services with her team of a dietician, four nurses and some nannies.
- ❖ Infirmary is meant for first aid and preventive health care.
- ❖ The school has an arrangement with Medanta-The Medicity, Paras, Max, Fortis Memorial Institute, Artemis Hospital 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.



Security





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.
- ❖ Please ensure the child wears his/her Id-card daily to school, and you need to carry the authorization card to school positively. The child will not be handed over to you without the Authorization Card.





Transport Facility



- ❖ Children to arrive at the stop at least 10 minutes before scheduled time. Under no circumstances, the bus will wait for a late child.
- ❖ A driver, conductor, transport coordinator and a lady attendant are present in the bus at all times.
- ❖ CC TV and GPS are installed in all our buses.
- ❖ 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.



School Function and Events



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



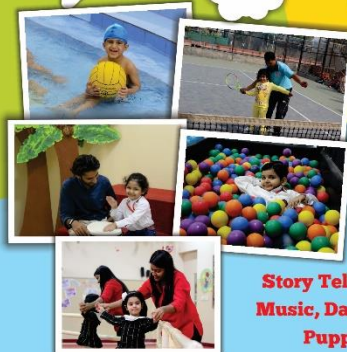
SCOTTISH HIGH INTERNATIONAL SCHOOL
Presents



Hurray! We are back....

The summer camp for the Initial Chapter
(Pre-Nur, Nur & KG)

MAY 21st TO JUNE 1st 2018
TIMINGS: 9:00 AM TO 12:30 PM
(MON TO FRI)



Special Attraction

Rain Dance
Potter's wheel
Bouncy

Story Telling, Creative Art & Craft, Clay Moulding,
Music, Dance, Movie, Just A Minute, Fun Activities,
Puppet Show, Horse Riding, Splash Pool,
Yoga & Games

Contact Info:
EA TO PSP - +91-124-4112781-90
Email: eatoin.principal@scottishhigh.com

*At the end of the camp children will be
awarded a certificate of participation



My Big School Journey



AKSHAINIE
ARORA



Crèche



- ❖ SHIS is a full time formal school with Initial Chapter children leaving by 1:00 pm.
- ❖ Crèche is functional after 1:00 pm to 4:00 pm and 6:00pm.
- ❖ Seat available on first come first serve basis.
- ❖ Interested parents can apply at the crèche counter/Help Desk in the auditorium or hand over their applications to the School Coordinator.





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 listed below come into play.
- ❖ 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.



Visiting Hours



- ❖ Visit of parents during school hours is restricted to the reception area.
- ❖ Teachers are not allowed to attend to phone calls while with the children. Kindly fix appointment to meet the HRT between 1.00 pm to 4.00 pm.
- ❖ The HRT is the first contact point for a parent.
- ❖ Directly escalating matters to the Principal or the School Director implies their getting back to HRT ultimately for resolving the problem.
- ❖ The visiting hours for administrative issues are 9:00 am to 4:00pm after fixing a prior appointment with the concerned department.
- ❖ In case of an emergency, all of us are accessible to you 24*7.





Feedback Mechanism



Involving parents in the part of their child's journey of learning forms an integral part of Scottish High School's ethos. We reach out to our parents, our primary stakeholders, in a number of ways.

- ❖ SMS
- ❖ Home Visits
- ❖ Parent Feedback Forms
- ❖ Parent Teacher Meetings
- ❖ Front Desk Programmes/ Coffee Mornings
- ❖ Student Led Conference/ Gallery Walk





Feedback Mechanism



- ❖ The school has an open policy for feedback.
- ❖ All feedbacks can be read on the school website or Facebook page of Scottish High.
- ❖ A number of channels are available for a two way communication between the parents and the teachers with regards to our prime concern- OUR CHILDREN
- ❖ E-mail: Mails can be sent on the following IDs-
 - info@scottishhigh.com
 - schoolcoord@scottishhigh.com
 - primaryschoolprincipal@scottishhigh.com
 - schooldirector@scottishhigh.com



Single Parents



- ❖ 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.
- ❖ Information in this respect can be given personally or through e-mail to either myself at
- ❖ primaryschoolprincipal@scottishhigh.com or
- ❖ Ms. Anindyo Sen Gupta (School Coordinator)
schoolcoord@scottishhigh.com



Code of Conduct & Communication



- ❖ 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 and leave at the earliest to facilitate the work of the support staff.
- ❖ Any change in address, phone numbers, transport, family status, professional change and the like should be immediately intimated to the following people- Home Room Tutor through the ERIC or School Coordinator at – schoolcoord@scottishhigh.com





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.



Hasta La Vista...



...Till we meet again