



Welcomes all the Parents to the At Home Programme

An IB World School



Affiliations of SHIS



Affiliations of SHIS

The School is divided into:



The Initial Years
(Pre Nursery, Nursery &
Kindergarten)

IB PYP curriculum

The Primary Years (Class I–V)

The Middle School (VI – VIII)

ICSE curriculum
IGCSE curriculum

The Senior Years (IX & X)

ICSE curriculum
IGCSE curriculum

The Senior Years (XI & XII)

ISC curriculum
DP curriculum

IMS Policy

Integrated Management System



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



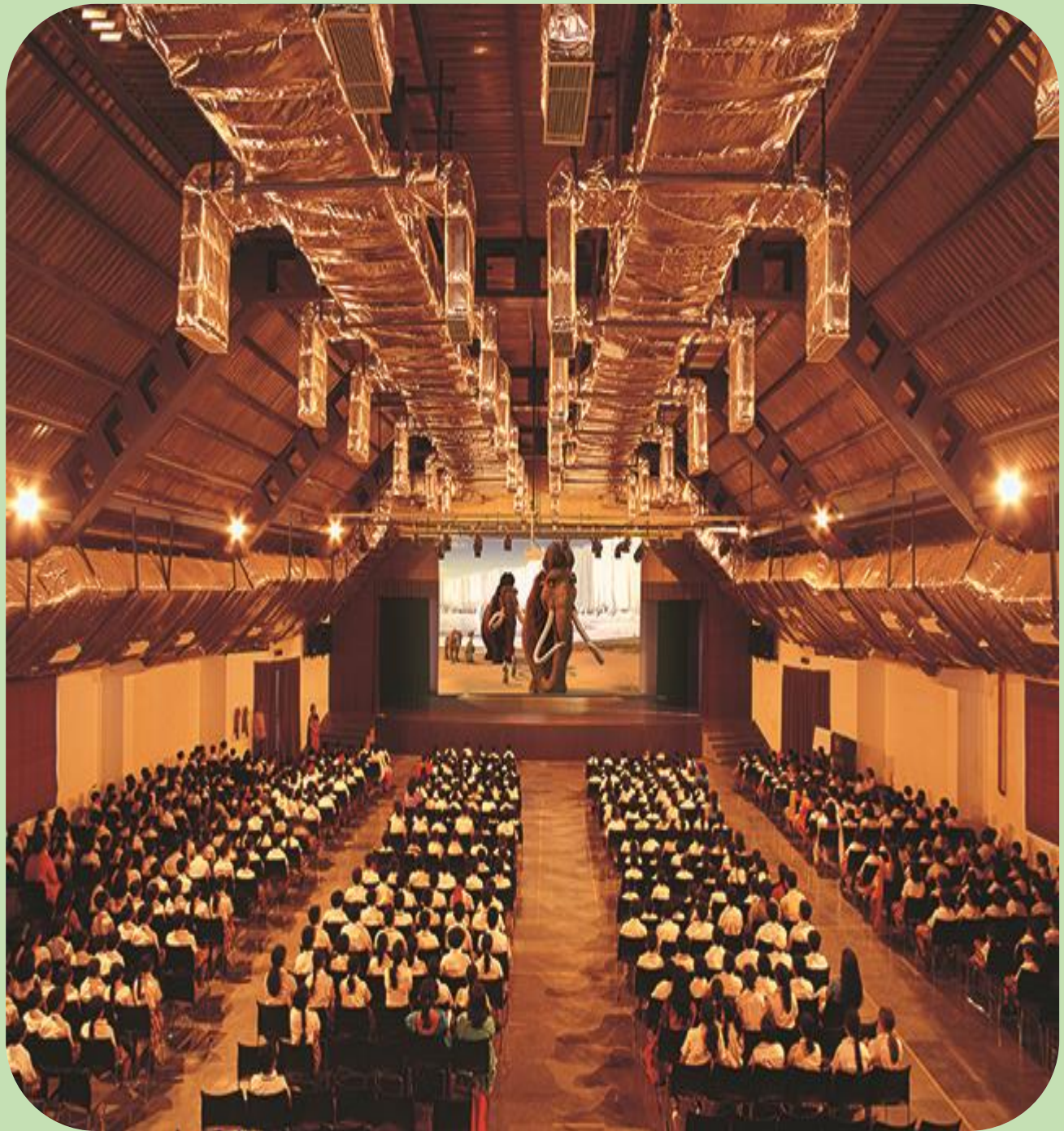
SHIS is the only one of its kind in this country with-ISO 2990:10 - a standard for Learning Services Management defining quality of work places, training and education.



INFRASTRUCTURE

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 with a seating capacity of 800 people.*
- *Fully Air Conditioned 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.*
- *Surveillance by 120 cameras*
- *All washrooms are manned by nanny's*
- *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-

Initials - 7.50:00 am – 1:00 pm

Grade I to XII - 7.50:00 am – 4:00 pm

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 2nd April 2018.*
- *Parents of Grade I have an orientation on 2nd April 2018 at 8.30 am in the auditorium. You are requested to kindly drop your child to the class and assemble in the auditorium by 8:15am*
- *Parents of Grade II to V may escort the students to the classes for the first week.*
- *All books to be duly labelled and deposited in the class.*
- *The stationery deposited to us by the vendor shall be handed over to the*

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 ,30 ,32 and 33** 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.*
- *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.*
- *Primary students to wear their clan uniform on Fridays.*
- *Identity Cards in the school premises are compulsory.*



Catering

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*

Transport

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

Transport

- *Stringent maintenance checks*
- *Experienced and reliable drivers*
- *Every bus is equipped with mobile phone, GPS and CCTV's*
- *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 admission department at the school reception.*
- *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 and a dietician 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

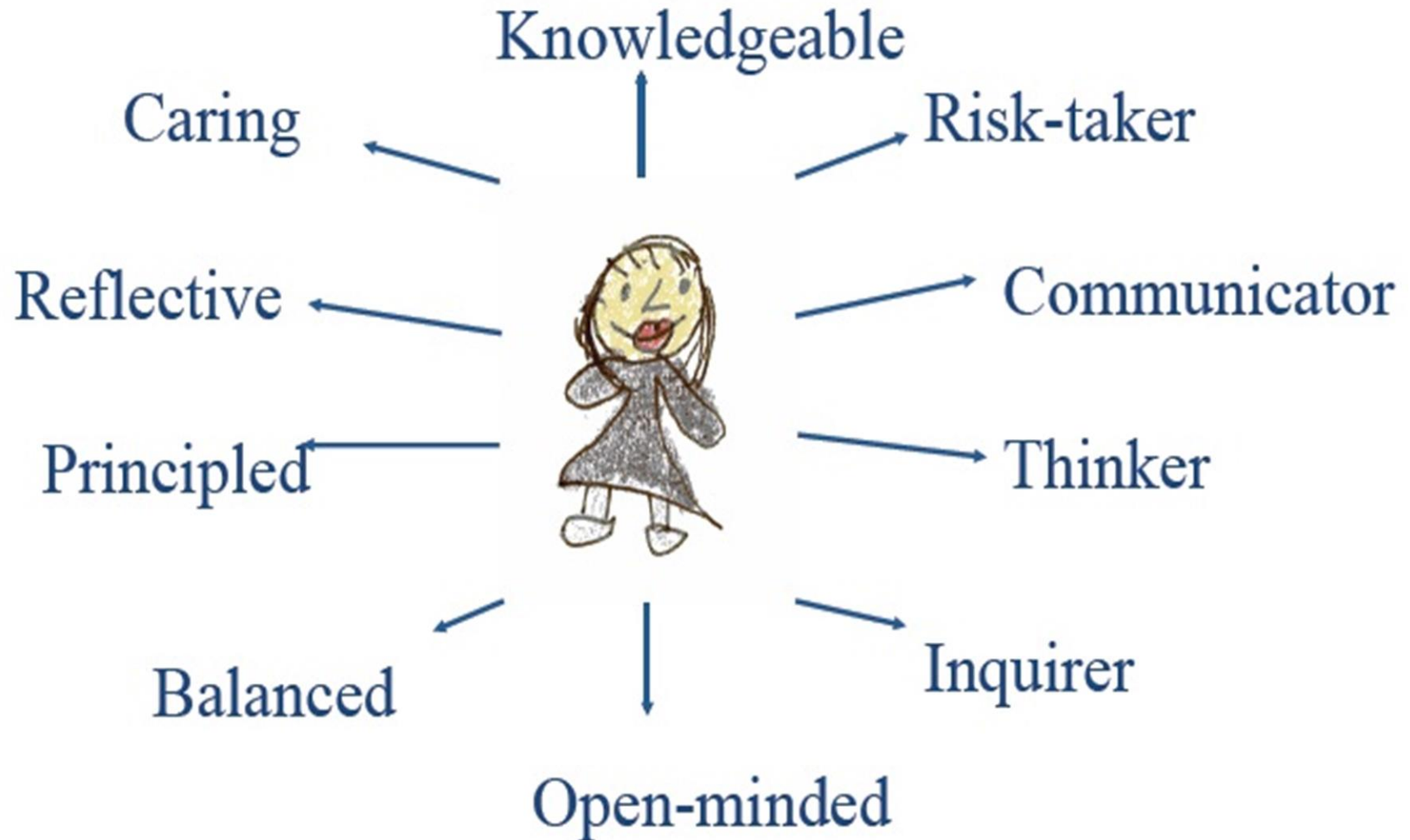
- *Soccer*
- *Swimming*
- *Tennis*
- *Skating*
- *Basket Ball*
- *Athletics*
- *Taekwondo*
- *Golf*
- *Cricket*
- *Judo*
- *Yoga*



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*
- *Each Clan Parent has about 10-12 students to look after.*
- *The clan meetings enable the children to bond with their clan parents.*

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 Feedback 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 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

- Important Updates*
- Important functions and announcements.*

Online Communication System

- *Instant messaging for any urgent, emergency flash message*
- *Changes in bus routines, bus routes, school timings*
- *We are open in sharing contact numbers of HRTs with parents. However, you are requested to kindly contact them between 5pm to 6pm .*
- *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

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*

➤ *Primary School Principal*

Email: primaryschoolprincipal@scottishhigh.com

➤ *School Director— schooldirector@scottishhigh.com*

I would like to end this orientation with a short note :-

***The aim of education should be to teach us rather how to think, than what to think –
rather to improve our minds, so as to enable us to think for ourselves,
than to load the memory with thoughts of other men.***

Thank You

