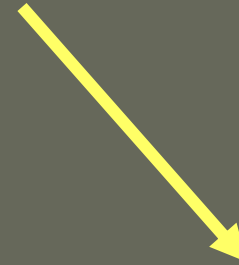


Scottish High International School

'At Home' Orientation: 2022-2023



Affiliations



NATIONAL CADET CORPS



Cambridge Assessment
International Education

Cambridge International School



Curriculum



- The School is divided into:
- ❖ The Initial Years (Nursery and Kindergarten)-IB PYP curriculum
 - ❖ The Primary Years (Grade I–V)- IB PYP curriculum
 - ❖ The Middle School Years (VI–VIII)- ICSE curriculum/ Lower Cambridge for Grade VI-VIII
 - ❖ The Senior Years (IX & X)- ICSE and IGCSE curriculum
 - ❖ Senior High (XI & XII)- ISC and IB DP curriculum



EOMS Policy



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



Scottish High International School is the first educational institution in India to be certified with EOMS ISO 21001:2018 standard for Educational Organization Management Systems.



Infrastructure & Facilities



- ❖ Air conditioned classrooms.
- ❖ Fully air conditioned dining hall with a seating capacity of 800 people in one go.
- ❖ V.M.M.P Hall and A.V. Rooms.
- ❖ Dr. Kartikay Saini Academic Resource Centre
- ❖ Conference rooms.
- ❖ Fully air conditioned auditorium with a seating capacity for 1100 people.
- ❖ Networking, hardware lab and computer labs.
- ❖ Special education and remedial therapy rooms.
- ❖ RO plant for safe drinking water.





Infrastructure & Facilities



- ❖ Play fields.
- ❖ 200 m athletic track and 100 m 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 for boys and girls.
- ❖ 1 lady doctor and a dietician.
- ❖ 24 hours round the clock security.
- ❖ 24*7 CCTV surveillance with more than 150 cameras installed under constant monitoring.
- ❖ Full power back up with dedicated DG sets.
- ❖ Full time house keeping with trained houseboys and nannies.
- ❖ Lady TPT coordinators for all the school buses.





School Timings and Address



And when you are all set to sail...

Class	Time
Kindergarten	8:00
Nursery	8:00
Grade I	8:00
Grade II	8:00
Grade III	8:00
Grade IV	8:00
Grade V	8:00
Grade VI	8:00
Grade VII	8:00
Grade VIII	8:00
Grade IX	8:00
Grade X	8:00
Grade XI	8:00
Grade XII	8:00
Grade XIII	8:00
Grade XIV	8:00
Grade XV	8:00
Grade XVI	8:00
Grade XVII	8:00
Grade XVIII	8:00
Grade XIX	8:00
Grade XX	8:00
Grade XXI	8:00
Grade XXII	8:00
Grade XXIII	8:00
Grade XXIV	8:00
Grade XXV	8:00
Grade XXVI	8:00
Grade XXVII	8:00
Grade XXVIII	8:00
Grade XXIX	8:00
Grade XXX	8:00

The regular school timings are as following:

- # Nursery and Kindergarten: 8:00 am till 1:00 pm;
- # Grade I onwards: 8:00 am till 4:00 pm
- # The students are to report to their classes by 7:50 am.



The New Academic Session



- ❖ All students to come to school smartly attired in the school uniform.
- ❖ Kindly label all the belongings like uniform, shoes, bags, bottles, apron etc. for easy identification.
- ❖ Stationery kit is to be handed over to the respective HRTs on the first day of the session i.e. on 4th April, 2022 (Monday).
- ❖ E.R.I.C. (the school diary) to be carried daily in the bag.
- ❖ Labelled spare set of clothes and underpants to be deposited with the HRTs (Nursery, KG, Grade 1)
- ❖ Dedicated nanny is in the class to assist the children for Nursery, KG and Grade 1 students.
- ❖ First Parent Teacher Meeting will be on Saturday, 23rd April'22



Arrival



- ❖ The students are to report to their classes by 7:50 am.
- ❖ Students of Nursery and Kindergarten to use gate no. 3 to reach the Initial's block.
- ❖ Bus students are to be picked from respective stops by trained lady TPT coordinators. Teachers on duty will receive them in school.
- ❖ Primary students to be escorted by teachers on duty to their classrooms.





Dispersal



- ❖ Dispersal for the walker students of Nursery and KG will take place from the respective classrooms by 12:50 pm for a few days.
- ❖ Bus students of Nursery and KG, will be escorted to the bus by the lady transport coordinators.
- ❖ Walker students of Grade 1 and Grade 2 are to be picked up from the amphitheatre and Grade 3, 4, 5 from the school ground at 3:40 pm.
- ❖ Students using the school transport, from Grade 1 to Grade 5 will be to the lady TPT coordinators, buses will leave the premises by 4:00 pm.





Daily Routine



- ❖ Identity Cards are compulsory in the school premises.
- ❖ Strict adherence to the Authorization and Identity Cards is required.
- ❖ Initial students are served breakfast/ snack. Grade 1 to 5 students are served breakfast, lunch and evening beverage.
- ❖ A weekly well planned food menu is uploaded on the school website www.scottishhigh.com.
- ❖ The quality of the food in terms of hygiene, nutrition or variety meets the ISO standard. Stringent maintenance checks are adhered to uphold high standards in all aspects.





E.R.I.C. Information



- ❖ 'E.R.I.C. – Easy To Remember If Consulted' is the main mode of communication.
- ❖ Please read through the E.R.I.C. to understand all school policies.
- ❖ Kindly communicate to the Home Room Tutor (HRT) using the E.R.I.C.
- ❖ Please fill up the relevant pages (i.e. 5,6,7,8,and 31 to 35) and deposit a duly completed E.R.I.C. by first week of the new session.





Attendance Policy



- ❖ Long leave is discouraged as the learning continuity is broken.
- ❖ You are required to inform your child's teacher in advance if your child is absent on a said day followed by entry on page 37-38 of the E.R.I.C. on rejoining.
- ❖ In case of medical leave, a medical certificate needs to be submitted to the HRT.





Uniform



- ❖ Your child is going to wear the school uniform with pride everyday.
- ❖ Students of grade Nursery to Grade 2 need to carry their aprons in their bags daily.
- ❖ The winter jacket for Nursery and Kindergarten and blazer for Grade 1 and upwards, is an important part of the school uniform.
- ❖ Primary students are to wear their Clan uniforms on Fridays.





Catering





Catering



- ❖ The school has in-house catering.
- ❖ Stringent maintenance checks like social distancing, adhering to complete Covid protocols are followed.
- ❖ Pantry staff wear gloves and masks at all times.
- ❖ Regular health check-up of the food handlers is 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 regarding the same.





Infirmary



- ❖ Medical Staff- School has an infirmary consisting of a team of a doctor, 5 nurses and 3 nannies, a full time Dietician, an Occupational therapist, Speech therapist and 2 Counselors.

- ❖ The school has an arrangement with Medanta- The Medicity, Paras, Max Healthcare, Fortis Memorial Institute, Artemis Hospital, CK Birla Hospital and Dental Roots dental clinic in Gurgaon.



- ❖ Regular medical checkups are conducted for the students.



Infirmary



- ❖ The medical team apart from providing medical backup is also responsible for the health check-up of nannies, houseboys, chefs, food tasting, sanitary rounds and the like.
- ❖ First aid kits are placed in all the school buses, pool side, laboratories main gate and other key areas 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.
- ❖ Any medical information history, allergy to medicine, sensitivity to the food to be openly communicated by filling up pages 6 and 8 in the ERIC .





Id-card/Authorization card



- ❖ Temporary Id-cards and the Authorization cards of the students will be issued to the parents during this 'At Home' Orientation session.
- ❖ Please ensure the child wears the Id-card daily to school and parent/guardian carry the Authorization card positively for child's pick up. The child will not be handed over without the Authorization card.





Transport Facility



- ❖ School Transport is available on first come first serve basis.
- ❖ Students to arrive at the bus stop at least 10 minutes before the scheduled time. The bus will not wait for a late child.
- ❖ A driver, conductor and a lady transport coordinator are present in all the school buses at all times
- ❖ All the school buses are equipped with GPS, CCTVs and mobile phone for TPTs.
- ❖ Authorization card issued to parents/guardians is to be shown everyday.





School Functions and Events





Picnics, Camps & Educational trips



- ❖ Picnics and Educational trips are planned for all students. Once in a year, overnight camp is conducted for the students of Grade 1 and above.
- ❖ They are carefully and meticulously planned keeping in mind all factors of comfort, safe travel, security, adventure and exposure.
- ❖ Scottish High also provides the students the unique opportunity to travel abroad and gain international experience.





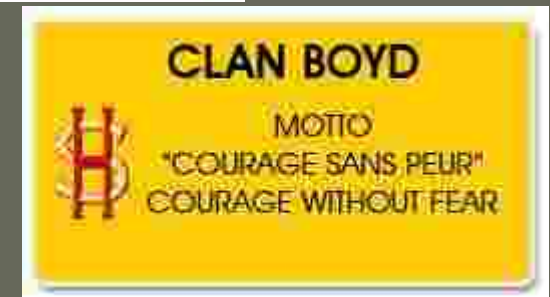
Fee Invoice



- ❖ The student fee is to be paid till the 10th of the first month of the given quarter.
- ❖ Fee can be paid online through the online Fee portal or by NEFT/RTGS. Drop box facility is also available at the main gate no. 2 for the convenience of the parents.
- ❖ Kindly read the ERIC to understand the policy on late fee payments.
- ❖ Please do not give any money to your child unless there is a specific note from the school duly signed by the School Director.



CLAN System



- ❖ Clan System is applicable from Grade 1 and upwards.
- ❖ The School is divided into 4 Clans-Anderson, Boyd, Macarthur, Lamont.
- ❖ The students compete with other clans by participating in numerous activities held in the school.



Visiting Hours



- ❖ Visit of parents during school hours is restricted to the reception area.
- ❖ Teachers are not allowed to attend to their phones while they are with the children.
- ❖ Please communicate your concerns preferably through ERIC or e-mails.
- ❖ The visiting hours for administrative issues are 9:00 am to 4:00 pm 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 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:

- ❖ Message/ WhatsApp
- ❖ Home Visit
- ❖ Parent Feedback Form
- ❖ Parent Teacher Meeting
- ❖ Front Desk Programme/ Coffee Morning
- ❖ Student Led Conference/ Gallery Walk





Feedback Mechanism



- ❖ The school has an open policy for feedback.
- ❖ 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 e-mail IDs-
info@scottishhigh.com
schoolcoord@scottishhigh.com
primaryschoolprincipal@scottishhigh.com
schooldirector@scottishhigh.com





Single Parents



- ❖ Single parents are requested to provide us with 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 of the e-mail IDs listed below:

schoolcoord@scottishhigh.com

primaryschoolprincipal@scottishhigh.com



Code of Conduct & Communication



- ❖ Please avoid gossiping, protests or using school premises to promote personal business.
- ❖ Kindly approach the HRT or PSP with a prior appointment and clarify any issue or concern rather than putting it on the WhatsApp group/social media.
- ❖ 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 E.R.I.C. or
School Coordinator at
schoolcoord@scottishhigh.com





IB PYP ..the Transdisciplinary Approach



Programme aims at nurturing curiosity and developing skills for inquiry and research where children learn with enthusiasm and sustain love of learning throughout their lives.



Enthralling Dance classes..





Mesmerizing Music sessions....





Shaping young minds and bodies





Sports At SHIS





Indoor activities At SHIS





Learning should not stop..



Hindi Diwas



English Week



International Week



Library Week



Functions and Events



Expressing their Patriotic Fervour



Love for Grandparents



Festivities in the air.....





Parents as Partners..



Guest speakers



Reading Programmes





Crèche



- ❖ SHIS is a full time formal school with Initial Chapter children leaving by 1:00 pm.
- ❖ Crèche facility is available for the students of Grade Nursery till Grade 2 as per the following slots –

1:00 pm to 4:00 pm and 1:00 pm to 6:00 pm.

- ❖ Seats are available on first come first serve basis.





Scottish Green Horns



- ❖ After considering the requests of our working parents, we have made arrangements to look after the pre-schoolers. Extended Day Care facility is available for the pre-schoolers aged between 2 to 3 years. Timings for the same are:

9:00 am to 1:00/6:00 pm

12:30 pm to 6:00 pm

- ❖ Interested parents can inquire at the Front Desk or connect with the School Coordinator.





Summer Camp



Summer Camp at Scottish High offers a plethora of age appropriate indoor and outdoor activities to keep the children engaged during the Summer-break.





My Big School Journey



Parents of Grade Nursery and Kindergarten may opt for the 'My Big School Journey' album. This album will have the child's professional photographs covered throughout the year and a professionally designed album will be handed over to the parent at the end of the academic session.





Becoming lifelong Learners....



Becoming lifelong Learners....





PPP Exhibition





Graduation Ceremony



Kindergarten and Grade V





Thank You for Being a Wonderful Audience

