

## **The Director's Message**

Children are the grace of God and the hope of humanity. Their improper education and unplanned nurturing may ruin all our hopes and may bring disgrace to the life here and hereafter.

Thus, contemporary education devoid of high moral value, over burdened with formal knowledge is leading the youngsters to chaos and emotional deprivation. Institutions in their zeal to lead the future generation towards academic excellence, generally tend to ignore the emotional and spiritual aspects of a child's personality. Enlightenment of mind and soul both is the goal for humankind.

The school based on the CBSE curriculum with English medium, endeavours to make the new generation competent enough to face the challenges of modern age while clinging to their faith & values.

"Education is neither a legacy  
nor a matter of luck.  
It is acquired by ceaseless endeavour  
in a planned way."

**Syed Rashid Zafar**  
Director

## **Principal Speaks**

The austerity and splendor of Kids International School, Mango, Jamshedpur set sail on its journey on 19th March 2012. Well equipped with all resources, modern educational tools, amicable ambience, a committed team, dynamic leadership and patronage of the mentors, the young Internationalities are marching towards greater glory.

Holistic education with doors open to everyone has been the approach with regard to all beliefs and faiths, with commitment to bring out excellence from firmly rooted in our thought educational philosophy. Children are provided learning experience to realize their potential to attain individual goals while remaining focused of the school motto "Mission education."

I strongly believe that 'Mankind owes to the child the best it has to offer. As a result, our chief aim is to teach every child the importance of individual accountability and the moral obligation responsibility for the welfare of others. We adhere to a code that teaches that uncompromising personal integrity which serves as a guide in all situations. Every child in the classroom matters for us and we nurture their potential with great kindness. With this mission we are marching ahead with our head held high.

**Mrs. Aisha Zafar**  
Principal

# School Hours

## Regular Day

St. Kg - I	:	7.20 am - 12.00 pm (Mon-Thu, Sat)
II Onwards	:	7.20 am - 1.35 pm (Mon-Thu, Sat)
St. Kg to VIII	:	7.30 am - 10.30 am (Friday)

## Winter Timings

St. Kg - I	:	7.50 am - 12.30 pm (Mon-Thu, Sat)
II Onwards	:	7.50 am - 1.55 pm (Mon-Thu, Sat)
St. Kg Onwards	:	7.50 am - 11.00 am (Friday)

- Special timing changes will be informed prior through notice
- The school office is open only on all working day.
- The office will remain closed on Sundays and public holidays.
- The school would like the parents to maintain a close report with the teachers of their wards.
- Principals / Director Time : 12.00 noon - 1:00 pm (With prior appointment / Phone call).

# **Admission / Withdrawal / Termination**

## **Admission :**

- Admission to school is considered on the basis of age, merit and vacancy.
- The school reserves the right to grant admission to a student.
- Admission will be cancelled if it is found that the information provided to the school is incorrect.

## **Withdrawal :**

Students can be asked to leave the school on the following grounds.

- a) Disciplinary
  - b) Detention or repeated detentions in a class. As a rule only those students will be retained on the rolls of the school who can take the school leaving examination under 18 years of age.
  - c) A child who fails twice in the same class will not be permitted to continue his/her studies in the school especially if he/she is over age for that class.
- Those who leave the school in May must in all cases pay the fees for the month of June.
  - Transfer Certificates for children withdrawn are not issued until all dues are settled.

## **NORMS OF PROMOTION**

Promotion are granted on the basis of the whole year's work of the pupil, hence the importance of regularity in work.

The final examination is meant to confirm the results of the year's work and is not a promotion examination. Result declared at the end of the year is final in all cases and will not be reconsidered.

The general criteria for promotion is that a student has grasped the subject matters of his/her present class sufficiently well to follow the syllabus of the higher class easily.

Consistent negligence of a subject will not be considered. Deficiency must be made good before promotion. **Re-tests will be not conducted in any case.**

On the basis of the child's assessment during the year he/she will be declared as : Promoted, Conditionally Promoted or Detained.

A child detained for two consecutive years shall have to be withdrawn.

## **ATTENDANCE :**

1. As regular attendance is an important element for success, a written application for leave must invariably be submitted before hand in the office.
2. 85% attendance for internal assessment for all classes is compulsory. Failure to appear in any assessment can seriously affect a student's academic progress and promotion. No exceptions will be made in this regard.
3. In case of sickness or other unforeseen circumstances, the students on joining school must get their School Diary duly signed by the Principal and the class teacher.
4. Every student must be present on the day the school reopens after summer, Christmas, Easter, Puja Vacations and the week before the vacations and examinations. Students who do not abide by this rule expose themselves to disciplinary action.  
Holidays may not be anticipated or extended. Unauthorized absence before vacation and delays to return to school after the vacation will mean readmission to the school.
5. **Continuous absence for 15 days without a leave application will be considered equivalent to the withdrawal of the student from the school and his/her name will be struck off the roll.**
6. A Medical Certificate must be produced for absence

due to a contagious illness.

7. Students will be allowed sectional religious holidays only with prior permission from the Principal.
8. For Planned Programmes prior written permission from the Principal is must.
9. All leave must be applied for in writing to the Principal.  
**NO STUDENT SHALL PROCEED ON LEAVE WITHOUT SANCTION AND PERMISSION, SPECIALLY WHEN THE LEAVE EXCEEDS 2 DAYS.**
10. If any unauthorized **ABSENCE EXCEEDS 15 CALENDAR DAYS**, the defaulter's **NAME WILL BE STRUCK OFF THE ROLLS** and considered withdrawn.

## Academic Planning

The academic session comprises of two terms : Term I & Term II

Term-I : April to September which comprises of Periodic Test (PT1) and Half Yearly Exam.

Term-II : October to March which comprises of Periodic Test (PT 2) and Yearly Exam.

### Academic Session

Term I		Term II	
Periodic Test	10 Marks	Periodic Test	10 Marks
Copy	05 Marks	Copy	05 Marks
Subject	05 Marks	Subject	05 Marks
Enrichment		Enrichment	
Half Yearly Exam	80 Marks	Yearly Exams	80 Marks
<b>Total</b>	<b>100 Marks</b>	<b>Total</b>	<b>100 Marks</b>
	<b>50%</b>		<b>50%</b>
<b>Annual - T1 + T2 = 100%</b>			

# CODE OF CONDUCT

A strict discipline will be exercised. Respect for authority is essential.

## **All Kids Internationalities are expected to**

1. Obey the school rules.
2. Show respect to all.
3. Avoid shouting, whistling or running about in the school building.
4. Avoid throwing paper stones etc anywhere in or around the school premises.
5. Observe all rules of good conduct on vehicle and on the streets while coming to or returning from school.
6. Be regular in attendance, punctual diligent in his or her work, neat and clean of exemplary behaviour.
7. Be in school on time. The school gate will be closed five minutes after the warning bell.
8. In no way disfigure the walls of the school or destroy/ damage the school property. Scribbling is forbidden.
9. Bring books according to the Time-Table.
10. Take pride in wearing the school uniform.
11. Look upon people from all parts of the world as their brethren irrespective of their colour or creed.
12. Avoid using indecent language.
13. Speak in English in the school campus.

## School Rules

1. Every Student should carry his/her Almanac to school daily.
2. Students should arrive at the school before the bell rings (five minutes before the morning assembly).
3. The morning bell before a class or assembly is a sign for all to go to the assembly area from their respective class-rooms. This should be done promptly and in silence. As soon as they are in their classes students should get their books ready for the first period.
4. Students should be habitually clean and always neatly dressed. The school uniform should be worn on all working days and for all school functions. Students who are shabbily dressed nor not in uniform will be sent back home after three warnings.
5. No shouting or whistling is allowed to the school premises.
6. It is strictly forbidden to throw anything at any one.
7. Care must be taken of all the school property and no students should scratch or spoil the desk or charts or damage any school furniture, write or draw anything on the wall or in any way damage things belonging to others. Damage done even by accident should be reported at once to the class teacher or to the principal. The charges will be borne by the person who is found responsible for the damage.
8. Any one who notices something damaged should report the matter even if he/she does not know who had done it. Students are not allowed to bring any sharp instruments to school.
9. No books other than textbooks or library books, magazines or papers may be brought to the school without the permission of the Principal.



10. Lending or borrowing of money or other articles is not permitted.
11. The school is not responsible for goods lost. It is not advisable to bring valuable articles (like expensive watches, fountain pens, items of jewellery) to school.
12. Students who come to school with any authorized person should never leave before the attendant arrives. In case of delay, they should not loiter about on the way but be prompt in returning home straight. Student are warned not their way home or to school.
13. The school reserves the right to suspend students whose progress in studies is unsatisfactory or whose conduct is harmful to other students.
14. Our students should observe and follow polite manners wherever they go. They should always remember that the school is judged by their conduct.
15. Students should get their Report Cards signed by their parents/guardians, within two days of the receipt of the Report Cards.
16. The name, class and section of the pupil, should be clearly marked on all belongings of the students. Blazers, coats and jersey's should also bear the name of the students.
17. A child who fails twice in the same class will not be permitted to continue his/her studies in the school. The school reserves right to terminate the students with unsatisfactory progress of studies.
18. Latecomers, uniform defaulters and children who do not do their home work regularly will be sent back home.
19. A student who uses unfair means during tests will be given zero in the subject and a warning letter. Repetition of the same will result in dismissal.

20. Student are not allowed to use the school telephone without the permission of the Principal or the co-ordinator. They will not be called to answer Phone calls during class hours.
21. No re-exam will be conducted if a student is absent on that assessment day.
22. Students must come to school in uniform only. This rule applies even when they come to school for any purpose other than attending classes or even after school hours including days of Parent-Teacher Meeting.
23. Students are not allowed to carry mobile phones or any electronic gadget to the school. Stern action will be taken against students violating this rules. Students must carry transparent water bottles (if possible).
24. Students are not allowed to wear watches to school.
25. Use of polybags is strictly prohibited in the school. Students should not use them for any purpose.

curriculum and scientific teaching methods that promotes academic excellence.

The schools shall adopt new and innovative teaching methods and technological aids to enhance teaching learning processes.

The school shall encourage and enable teachers to upgrade their skill and knowledge in continuous quest to advance academic standards of the school.

The basis of learning shall be the values that enable every student to become a happy healthy and productive member of our society.

### **General Guidelines to Parents / Guardians**

- Any communication made by the parents/guardians should be addressed to the Principal.
- Whenever you write to the school about your child always quote his/her full name, class and section in your application.
- Parents are requested to read the contents of the Almanac carefully and abide by the rules laid down by the school authorities.
- We do not appreciate the gesture of sending gifts for children/teachers for birthdays/celebrations. Non-compliance of this will be handled seriously.
- No child will be allowed to leave the premises before the school is over unless permission has been granted a day before.
- Parents are requested not to approach teachers for private or extra tuition. The principal's permission is to be sought for extremely weak students.
- To get the best from the school for your child, you are advised to maintain close contact with the school. We earnestly recommend that parents and guardians

should look into their ward's school almanac everyday and see that the lessons and homework assigned for the day is done. The students should be encouraged to cultivate neatness. Remarks made in the diary should be seen and countersigned regularly.

- If you feel that your ward is not making the desired progress, the Principal should be contacted.
- Children will not be allowed to go home during school hours. Parents are requested not to make any social engagement or medical appointment during working hours. To ensure better discipline parents are requested not to send their children to school on the day they have any such appointment.
- If there is any infectious disease in you home, please report the fact to the Principal at once. Do not send your ward to class till the infectious period is over.
- As the medium of instruction in this school is English, students should be helped to follow their work easily and intelligently by a certain amount of regular conversation in English at home.
- Parents are requested not to enter classrooms during school hours.
- Any change in the residential address, telephone number or other vital information should be intimated to the school.
- Parents are requested to co-operate with the school in its attempt to help their children progress by paying attention to their regularity, punctuality and discipline and taking keen interest in their work.
- Parents must first consult school, calendars, circulars before making enquiries on phone.
- No private tuition from school Teachers as per RTE Act 2010. Parents are requested to follow the schedule for Parent-Teacher Meet.

- No parents will be entertained by the teachers on telephone and school hours. They are not allowed to call the teachers on phone after school hours.
- Consistent study habits to be followed at home for the students.

## **WE EXPECT OUR STUDENTS :**

- To be friendly with one another in and out of the School.
- To avoid vulgarity in their talk and behaviour and thus uphold the dignity as persons.
- To accept whatever work is assigned to them as their rightful share.
- To offer help to any unattended visitor they happen to meet in the School premises.
- To rise when any Senior officials, Teacher or Visitor enters or passes through any room in which they happen to be.
- To greet their teachers, all the members of the staff and elders wherever they meet.
- To be courteous and sportsman like with opposing teams and with officials.
- To respect the library and rights of other students using it.
- To respect the beauty of the School premises and to report any damage which they may observe.
- To avoid dropping papers in the School premises and to pick up any paper dropped by others.
- To learn and observe good manners everywhere.
- To desist from writing or drawing on the black board, from writing or soiling the walls and furniture.
- To speak well of the School, Management, Teachers and Schoolmates.
- To move smartly and silently from the classroom to play ground, labs, hall and return in the same manner.
- To submit at the office any valuables found in the campus.
- To make the School Campus a place of happy interaction and joyful growing.