

# DOHA MODERN INDIAN SCHOOL



(A CBSE & CBSE-i, Co-Educational Senior Secondary School)

Affiliated to CBSE, New Delhi - Affiliation No: 6330007

[Under the Supervision of Supreme Education Council of Qatar]



## PARENTS' HANDBOOK



# 2011- 2012

## DOHA MODERN INDIAN SCHOOL, DOHA.

### Important Information

**Address:** PO Box 47391, Abu Hamour, Doha, Qatar.

**Senior staff:**

Principal: Jai Gopal Jindal

**How to contact the school:**

**School switchboard:** +974 44583121 / +974 44583122, 44583294 Fax: +974 44583124

**E-mail:** [dmis@qatar.net.qa](mailto:dmis@qatar.net.qa)

**Website:** [www.dmisqatar.com](http://www.dmisqatar.com)

**PRO:** [pro@dmisqatar.com](mailto:pro@dmisqatar.com), Mob: 66671361

**Feedback:** [feedback@dmisqatar.com](mailto:feedback@dmisqatar.com)

**Transport:** [transport@dmisqatar.com](mailto:transport@dmisqatar.com), Mob: 66003865

**IT support:** [support@talebgroup.com](mailto:support@talebgroup.com)

**Kindergarten:** 9:00 a.m to 1:15 p.m.

**Grades 1 & 2:** 7:05 a.m to 01:15 p.m.

**Grades 3 - 12:** 7:05 a.m to 03:25 p.m.

**Accounts:**

7:10 a.m. – 02:00 p.m. / 2:30 p.m. – 3:30 p.m. ( Sunday to Thursday)

9:00 a.m. – 01:00 p.m. (Saturday)

**Uniform shop timings :**

Tuesday and Saturday: 9:00 a.m. – 1:00 p.m.

**Visiting Hours (By Appointment only)**

**Principal** : 9:00a.m. to 10:00 a.m.  
3:00p.m. to 3:30p.m.

**HM** : 8:00am to 9:00am

## Principal's Message

"Developing the plan is actually laying out the sequence of events that have to occur for you to achieve your goal "

Our school is committed to providing our students with an excellent educational programme in a safe and caring learning environment, ensuring that the students acquire ideas and skills that will enrich their lives and enhance their ability to contribute to the community through a meaningful educational experience to each student.

It does not matter if you are a student, parent, staff or a community member; we value each person who is a part of our team and are excited to have you in the DMIS fraternity. Our community upholds a team approach to learning. We have some of the most experienced and dedicated teachers, who help their students to develop learning skills systematically, encourage them to practise their skills, and enable them to set targets for the future.

In a safe and happy school, children learn to collaborate with one another and experience the joy of fulfilment. DMIS prepares students to face the challenges of the world by equipping them with knowledge and skills to face the unknown, to make value-based judgements and to strive for excellence.

We look ahead to the years of promise as we travel towards the utmost bounds of human thought and establish ourselves as the nerve-centre of education in the Gulf region.

**Jai Gopal Jindal**  
**Principal**

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## SECTION 1: INTRODUCTION

### 1.1: Purpose of the Handbook.

The handbook is designed to assist parents and children alike to be familiar with the school. This includes:

- Important dates and timings
- Whom to contact for assistance
- How the school operates
- The supporting role of parents

Your queries, suggestions and feedback are important and most welcome. In order to further improve the school, we would like to hear from you. Please feel free to write in to us at [feedback@dmisgatar.com](mailto:feedback@dmisgatar.com) or [pro@dmisgatar.com](mailto:pro@dmisgatar.com).

### 1.2 . School Mission.

The Taleb Group of Schools, Doha, aims to

- **Produce happy, creative, moral citizens who live motivated, fulfilled lives while enriching the lives of others.**
- **Create learners who will develop their individual talents, critical thinking and technological skills by being actively engaged in the learning process.**
- **Provide the most joyful, safe, caring and disciplined environment that promotes growth in wisdom, knowledge and 'responsible freedom'.**

We seek to achieve this through an enlightened, disciplined and broad education that responds to global changes while retaining essential values.

The Taleb Group of Schools aims to foster in their students:

- **Humility and Confidence**
- **Compassion and Ambition**
- **Respect and Curiosity**
- **Tolerance and Vision**
- **Flair and Discipline**
- **Academic Rigour**

## **SECTION 2: JOINING THE SCHOOL**

### **2.1. Admissions and Leaving the School**

The school's admission policy does not discriminate against any child or family. All children are welcome to apply, regardless of nationality, ethnicity or religion. Our school is truly an international institution. Admission to the school depends upon the availability of seats in the appropriate age group and the school's ability to meet the needs of your child. Offer of a place is not solely dependent on these criteria.

Priority will be given to students who have siblings attending Doha Modern Indian School and also to the children of staff within the organization; however this is not necessarily guaranteed.

Under normal circumstances, students will not be admitted into a year group outside of their age group.

The minimum age for admission to Kindergarten is three years as on 31<sup>st</sup> March.

Should a child be withdrawn from the school, the term's fees will be forfeited, irrespective of the number of days the child has attended during the term. If you withdraw your child for any other reason, it shall be with one month's notice and you must pay the full year's tuition fees. If the child is terminated by the school for any reason, only existing term fees must be paid.

Please note there is no natural promotion of a student from one grade to the next. Please refer to Section 7.2 on internal school examinations.

### **2.2. Registration/Re-registration**

These are the procedures needed in order to attain a seat in the school.

The Registrar will check the application form and the availability of a place according to your child's age.

Upon receiving payment of QR 100/- non-refundable assessment/ admission fee, an assessment will be arranged. Results of interviews/ examinations will be given to you on the same day, and if your child reaches the required standard he/she can join the school. If the place is accepted, you will be required to sign a declaration form and pay the non-refundable registration fee, first term tuition fee, textbook and uniform costs (and other applicable fees for eg. catering, crèche, etc.), together with a refundable cautionary deposit of QR 500/-.

In case the classes are full you can submit an application which will be placed on the waiting list.

### 2.3. Entrance Examination

In order to determine whether your child can benefit from an education at the Taleb Group of schools, all prospective entrants to the school must take an age related placement test. All students applying for entry into the school from Grades 1 to 8 must undertake a standardized examination in English and Mathematics. Basic educational standards need to be met before a place is offered. Students applying to enter the school for the AISSE course (Grades 9/10) must undertake an examination in all subjects. Entry to Grade 11 depends on a minimum requirement of 60% at the AISSE, together with a satisfactory behavioral report from the previous school.

Children are also assessed on a range of skills before entering the Kindergarten. These comprise colour, number and basic recognition skills together with their social development, conversational / linguistic ability and the capability to adapt to a new environment.

The expense of this test is borne by the parents. The results are placed alongside the academic reports and behavioral declaration from the previous school.

If applications are from overseas, the school will contact the child's existing school to courier placement tests so that the child may be assessed from their existing school. These additional expenses will be borne by the parents.

### 2.4. Fees

Fees may be paid at the Accounts Office during office working hours. (Refer to Section 3.4)

The status of your school fee account is available on line. This can be accessed by using your School Parent ID. It will show the fees paid, fees outstanding and when these are due.

You are responsible for the payment of external examination fees at the time of examination entry and you will be invoiced accordingly.

Failure to have paid both the external examination and the summer term fee will result in your child not being entered for the external examinations or the school from withholding the certificate.

### 2.5. School Uniform

All students are required to wear the school uniform, which should be clean and well presented. A full list of the school uniform is found in Appendix 1.

### 2.6. Textbooks

Before the commencement of the next academic session, textbooks and notebooks are distributed as per the schedule circulated well in advance.

#### **Book store operation hours:**

Sunday -Thursday: 7:30am -1:00 pm; 2:00pm-3:30pm

Saturdays: 9:00am – 1:00 pm

## 2.7. School Transportation

The availability of seats on certain routes is limited. Hence seats on school buses are available on a first-come, first-served basis.

Use of this facility is subject to the term's fees being paid in advance. Parents intending to withdraw their ward from school transport must complete a discontinuation form a month in advance.

The service is only available to and from the designated points. Details of bus routes are available from the Administration Officer.

There is no one-way facility. Irrespective of the number of days the bus service is used in a term, the student has to pay for the whole term.

## SECTION 3: SCHOOL SCHEDULE

### 3.1. School Day

A normal school day begins at 7:05 am for all students except Kindergarten.

Students should be in school on time and not disrupt lessons for other students. However, they should **not** arrive at school before 6:30am.

Regular classes for Kindergarten children and grades 1 & 2 end at 1:15 pm and for grades 3 to 9 at 3:25 pm. Extra coaching is provided to students of grades 11 and 12 from 1:15p.m. to 3:25p.m.

Students in Grades 3 to 9 who have opted for ASIP are expected to stay until 3:25 pm on all school days for the **Afternoon Self Improvement Programme**.

Parents are not allowed to enter the school building at the start or end of the school day to pick up their children.

### 3.2. Ramadan Timings

The Holy month of Ramadan is the ninth month of the Muslim calendar. It is during this month that Muslims observe the fast of Ramadan. Lasting for an entire month, Muslims fast during the daylight hours. It is a time of worship and contemplation as well as strengthening family and community ties.

The school working day / timetable is adjusted during this period. A Ramadan school Calendar / Timetable is distributed to all staff and parents prior to Ramadan.

There is a three day holiday at the end of Ramadan called Eid Ul-Fitr, the feast to break the fast.

### 3.3. Calendar

The school year is divided into two terms.

### 3.4. Working Hours

Academic staff may be contacted by leaving a message with the school reception between 7:00am-1:00pm. Refer to essential information for telephone numbers. Administrative staff is available between 7:00am-3:30pm, Sunday-Thursday and 9:00am- 1:00 pm on Saturdays.

## SECTION 4: GENERAL INFORMATION

### 4.1. School Security

All students, staff and visitors can enter the school only through the reception area. All visitors are required to sign in, present their ID and be issued with a 'Visitor's Pass' at the gate. The duty officer will telephone the receptionist to alert her of your visit.

No parent will be allowed into the main part of the school building without going through this procedure. The reason for visiting the school will be dealt with in the school foyer. On departure and signing out at the reception area when your business is complete, your ID will be returned in exchange for your visitor's pass.

### 4.2. Communication between Parents and the School

If you wish to contact a teacher the best way to do this is by using your child's Student Planner. These are checked regularly but it is always good to remind your child to show the planner to his/her teacher. Alternatively, you can send an email (refer to essential information for the address).

In order to make an appointment to see a teacher, please speak to the Year Head/AC/HM/PRO/Principal during school hours.

The weekly 'Gazette' contains information about the school and the students.

The school's website, [www.dmisqatar.com](http://www.dmisqatar.com) provides details about the curriculum and a lot more.

**PRO:** The PR office provides support and information to parents and helps them to become partners with the school in the educational development of every student. PR office serves as the primary contact point for all parent involvement. Please feel free to contact the PRO at [pro@dmisqatar.com](mailto:pro@dmisqatar.com).

If you would like to make a comment about the school to the Taleb Group, you are invited to email them at [feedback@dmisqatar.com](mailto:feedback@dmisqatar.com).

## SECTION 5: HOW TO HELP YOUR CHILD BECOME A GOOD STUDENT

The school expects your child to be regular and arrive at school on time. Once in school, students should not leave the premises during the school day without the written permission of the Principal or his representative.

Your child should bring books and materials as per the time table.

We seek your co-operation in stressing the importance of following the correct code of conduct and abiding by the school rules.

### 5.1. Attendance and Punctuality

It is important that we all work together to ensure students know that their regular and punctual attendance at school is very important if they are going to experience success at school. Please avoid taking holidays during the school term whenever possible.

If you know in advance that your child is going to be absent, please give prior written notification to the school. If your child is absent from school due to unforeseen illness, please leave a message with the receptionist for the Class Teacher. Also send a leave letter supported with medical certificate if applicable, to the Class Teacher when the student returns to the class after leave.

## 5.2. Personal Belongings

In addition to books, students are expected to bring to school the basic essentials such as pens, pencils, rulers, etc. All students must bring their ID card daily.

Students should not bring electronic equipment to school. This includes mobile telephones, I-pods, cameras and MP3 players (refer to 5.4).

All personal items should be clearly marked with the owner's name.

## 5.3. Presentation of Work

The care that students take in presenting their work in their exercise books, tells us a great deal about the pride that the student takes in his/her work. Please encourage your child to demonstrate this pride at all times.

Each new piece of work must have the **date** included on the top line of the work at the left hand side.

Each new piece of work should be separated from the last piece by either ruling off with a ruler or starting a new page.

Each new piece of work should have a clear **heading**.

It is normal for written work to be presented in pen or pencil, as appropriate and diagrams in pencil.

## 5.4. Mobile Telephones

Any student found using a mobile telephone in school will have the phone confiscated until the student and his/her parents sign an undertaking that this offence will not be repeated. Failure to abide by this undertaking can result in other disciplinary procedures. Refer to Appendix 2.

## 5.5. Code of Conduct

It is the right of every individual and group at the school to have a peaceful and dignified existence, without being hindered by the behaviour and attitude of others. For the agreed code of conduct please refer to Appendix 3.

## 5.6. School Rules & Regulations

These have been drawn up to uphold the school's values and to protect the safety and welfare of the students. We expect parents and students to be familiar with them in order to assist us in implementing them fully.

## 5.7. Supporting Behaviour Management

When children go to school they have to manage many different tasks without the knowledge of their parents. Making friends and playing with other children is an important part of learning and by the age of seven, friends often assume more importance than the family. Do not be tempted to manage their friendships for them. Indeed, over-organized students find it difficult to develop the social skills required to make and sustain friendships.

The underlying needs driving the way we relate to one another are power, recognition and connection. As children struggle to fulfill these needs they often come into conflict with others. Nearly all children experiment with having power over others and nearly all children have enough social acceptance and strategies so that they can deal with the hundreds of potentially negative exchanges that occur in and out of school.

However, it is difficult for a parent to know how to react when their child comes home from school saying such things as:

“She wouldn’t let me play and called me names.”

“I had no one to play with today.”

“So and so has taken my best friend away from me.”

The following strategies may help you to respond in a way, that takes into account how students socialize, disagree and make friends.

### **Empathize and keep things in perspective**

Recognise the difference between friendship and popularity. Not all children can be popular and it is friendship that enables students to cope with the tough times. Students have strengths and resources to deal with situations in a way that they may not display when they are at home.

Do not be too quick to use the label ‘bullying’. Children’s moods change rapidly and they bounce back from social upsets that might leave an adult feeling resentful and determined to take action. We can unwittingly undermine children’s friendships by imposing adult standards of ‘justice’ instead of the child’s usual standard of quickly ‘forgive, forget and move on’.

### **Have realistic expectations and help your child to develop the skills necessary to play with others**

Watch your child in a play situation. Observe if they:

- are mostly happy and able to deal with any disagreements without running straight to an adult or telling tales
- whether they are able to take each other’s feelings into account
- whether they can play a game creatively without resorting to pretend or real fighting.

Some children are strong leaders and are looked up to by the rest. Most students move in and out of the popular groups with a few students having one or two close friends.

Sometimes a child is at risk of being isolated/ alienated. If your child is one of these you may need to liaise with the teacher in order to devise strategies at home and at school to enable them to at least make one or two supportive friends.

Encourage your child to have more than one friend and to mix as widely as possible. This avoids the pain of falling out with a best friend and having no one else to play with.

***Liaise with the teacher and work with the school to deal with any situation.***

## 5.8. Rewards and Sanctions

The school actively seeks to 'catch the student being good' as an important trigger and reinforcer of good behavior. The system rewards includes: house points, stickers, interview with the Principal, letters of commendation and school prizes. Rewards will be given for any commendable activity such as effort, high results, quality work, helpfulness, clean and correct uniform, punctuality, sporting/musical achievement and kindness. Success should be celebrated widely e.g. in assembly, newsletters, website, telephone and letters.

For misconduct, a range of sanctions are used, graded according to the regularity and severity of the misdemeanor. They include: detention, loss of privileges, loss of house points, school based community service, and temporary or permanent exclusion.

### Award System

#### Honour Board

The name of the school topper in the Grade 12 CBSE examination will be displayed on the Honours' Board in the reception area of the school.

#### Scholastic Excellence Award

The highest aggregate score in English, Second Language, Math, Science and Social Science, subject to a minimum of 80% in each subject will be honoured with merit certificates and cash awards as follows:

Grade 3 : QR 1000/

Grade 4 : QR 1000/

Grade 5 : QR 1000/

Grade 6 : QR 1500/

Grade 7 : QR 1500/

Grade 8 : QR 2000/

Grade 9 : QR 2000/

Grade 11:QR 2000/

#### Taleb Scholarship

The highest scorer in Grade 10 who enrolls for Grade 11 in our school will receive a scholarship in the form of a 50% discount in tuition fee for the whole academic year.

The second highest scorer among the students enrolled for Grade 11 will be awarded a 25% discount in tuition fee for the whole academic year.

The school topper in Grade 12(Science and Commerce) will be honoured with a cash prize of QR 1000/- each.

#### Certificate of Appreciation

Students who show steady improvement of 10% aggregate in comparison with the previous term will be awarded with a certificate at the end of every term in the school assembly.

#### Special Recognition Awards

- i. Best Student Representative
- ii. Best Class Monitor

### **Co-Scholastic/Non-Scholastic Areas**

The best student in singing, dancing, theatre, quiz, drawing & painting, reading, writing, swimming, sports, athletics etc will be awarded with certificate and tie at the Annual Day function.

- i. Primary School(Gr 3-5)
- ii. Middle School(Gr 6-8)
- iii. Secondary School(Gr 9-12)

### **Student of the Year Award**

The best all rounder from Grades 5 to 10 will be awarded with a certificate, trophy, tie, lapel pin and blazer at the Annual Day function.

### **Taleb Rolling Trophy**

The best house will be awarded the Rolling Trophy at the Annual Day function.

## **5.9. Behaviour on the Bus**

Safety on school buses is essential. Students must be safe and sensible at all times. This means:

- to be seated while the bus is moving
- talking quietly using polite, respectful language
- being kind to others: no bullying or fighting
- putting litter in the bin or in their bags and never throwing items inside or out of the bus
- taking care so there is no damage to the bus
- behaving sensibly so as not to distract the driver
- showing sensitivity to others' needs for space and quiet
- being punctual so the bus arrives at school on time

Failure to behave appropriately will lead to the imposition of graded sanctions including: verbal warning, counselling or being banned from the bus for a fixed period of time or permanently.

## **5.10. ASIP Students and Exit**

1. Students enrolled for ASIP will not be allowed to leave school in the afternoon without a permission slip from HM.
2. Permission slip will be issued by HM only against a written request from parents.
3. Conductors will not allow any ASIP students to board the bus in the afternoon without the valid permission slip from HM.

## **Students' Exit**

1. KG students will be allowed to exit through Gate 2 along with their parents until 1:15pm. Thereafter, only buses will be allowed to pass through Gate 2. All students accompanied by parents must use Gate 1 for exit.
2. Students will not be allowed to go out of the school Gate 1 without accompanying parents. Teacher on-duty will monitor this from Gate 1.
3. After 1:25pm all entrances into the school building will be locked, except the one at the reception /lobby.

## Late Coming Students

1. Students coming late after 7:05 am will be treated as late comers.
2. We will allow students to come late only three times a month. After the 3<sup>rd</sup> time, the student will not be allowed in the class. Parents will be informed to come and pick their child immediately.
3. A late slip will be issued from Gate 1 to students coming after 7:05 am.
4. Students will not be permitted to enter school after 7:20am.
5. Name, class and entry time of the students coming late will be recorded in the Register kept at Gate 1.
6. Late comers will have to meet the HM/Principal first and will be allowed to enter class only with their permission.
7. Teachers (either class teacher or teachers handling the 1<sup>st</sup> period) from Grade 1 upwards will not allow any student after 7:25 am without a permission slip from HM/Principal.

**Exclusion:** Those who come late due to valid reasons (with supporting evidence) like hospital appointment etc will be excluded from the above procedures. In all such cases decision will be taken by the Principal.

### 5.11. Homework/Discipline Detentions

**Grades applicable:** Grade 5 to 12

**Days:** Every working day

**Time:** Detention on account of

- (i) Home work - from 1.15 pm to 3.25 pm
- (ii) Discipline – from 1.15 pm to 4 pm (no transportation will be allowed, parent has to come and pick the child).

**Discipline:** Students who are unruly/disruptive/skip lessons will also be placed on detention.

#### Procedure:

1. The date of detention will be notified to the parents through a note in the planner.
2. Students have to finish their pending homework during the detention time. Students are not allowed to talk /relax during their detention.
3. Students detained for disciplinary issues will be sent to the Counselor and he will decide on the nature of work they have to do during detention.
4. Attendance will be marked during detention. Any absence will be reported and indicated on the attendance sheet.
5. Absentees from detention will be suspended for a day and it will be informed to parent over phone, email and SMS. Suspension will be avoided only if the parent produces a medical certificate. In such cases, detention will be shifted to another day.
6. Students detained for disciplinary issues cannot use the school bus and the parent has to come and pick the child. Such students will be reported to HM/Principal after detention. Any abnormal delay in pick up by the parent will lead to a penalty of QR 500/-.
7. When parents come to pick the student after detention on discipline issues, they must sign the incident form and action taken report.

## Dismissal

1. Three or more detentions on account of disciplinary issues will lead to suspension.
2. One or more suspensions will lead to termination depending upon the seriousness of the problem.
3. Parents will be informed before winter vacation about school's decision with prior notice not to re-register in the next academic year.

## SECTION 6: WHAT YOUR CHILD IS LEARNING

### 6.1. Curriculum

The curriculum is modelled according to Central Board of Secondary Education, New Delhi curriculum, with the addition of Islamic Studies and History of Qatar.

#### ***The Foundation Curriculum (Kindergarten)***

- personal, social and emotional development
- communication, language and literacy
- mathematical development
- knowledge and understanding of the world
- physical development
- creative development

Each area has a set of relevant stepping stones as the children progress through this foundation stage. Planning includes opportunities for indoor and outdoor play and opportunities for children to learn from first hand experiences.

#### **The Core Curriculum**

The core curriculum in the main school consists of communication (in more than one language), numeracy, science and humanities.

Towards the end of Grade 8, students are required to choose subjects according to the All India Secondary School Examination (AISSE). After Grade 10, students are required to continue their studies either in the Science or Commerce streams in accordance with the All India Senior School Certificate Examination (AISSCE) under the CBSE Board. These qualifications will enable them to gain entry into many Indian universities.

Separate orientations will guide students and parents to become familiar with the content of these courses and therefore, choose the subjects best suited to their interest/abilities and career aspirations.

### 6.2. Syllabus Plan

The subjects a child will study in each term is available on the school website. You can use this information to support your child's learning by encouraging him/her to undertake research, wider reading or visits in association with the current topics.

### 6.3. CBSE-i

The CBSE international (CBSE-*i*), which was introduced by CBSE in the year 2010, aims to build learners with critical and creative thinking skills, interpersonal and communication skills along with strong physical and emotional health. There are five learning areas - Languages, Social Studies, Science, Mathematics and Performing Arts. Along with the regular CBSE curriculum, the CBSE-*i* curriculum is being offered in Grades 1, 2, 6, 9 and 10 in the academic year 2011-2012.

### 6.4. BASE

A foundation course in Science and Technology is being offered to students of Grades 9-12 in collaboration with BASE, a premier institution in Bangalore that offers training for competitive examinations. The classes are conducted in the specially set up Digital Studio equipped with the latest gadgets of IT.

### 6.5. Hi-tech Classrooms

The school has installed the Mimio programme and added more projectors. The Mimio programme is a mobile hi-tech facility that promotes the use of audio visual teaching. All white boards can be converted to smart boards and classes become lively and interactive. Students and parents **must** access the school portal regularly to follow the child's progress.

### 6.6. LMS (Learning Management System)

LMS is a highly efficient system that has been introduced to equip students to face the growing challenges and cut throat competition of the new millennium. Students are provided with intensive coaching to help them acquire skills to attempt various scholarship exams which require high level of thinking and accuracy.

### 6.7. ASIP

The Afternoon Self-Improvement Programme (ASIP) includes a supervised study-session and a session devoted to co-curricular activities.

This post-lunch session explores the varied interests of students through dedicated clubs and popular games to develop inherent skills and talents. For the secondary and senior secondary students, rigorous afternoon classes are arranged.

#### Activities and Games offered

|                                |  |
|--------------------------------|--|
| Art and Craft                  | Badminton                              |
| Cyberspace                     | Basketball                             |
| Dance                          | Cricket                                |
| Drama                          | Football                               |
| Mathletics                     | Karate                                 |
| Music                          | Swimming                               |
| Performing and visual arts     | Tennis/Table Tennis                    |
| Public speaking and journalism | Indoor Games (Carrom, Chess, Scrabble) |
| Quiz                           | Yoga                                   |

## 6.8. Scouting and Guiding

Character, Health and Strength, Handicraft and Skill, and Service to Others are the four pillars of Scouting and Guiding. With a view to developing these qualities in each child, the school has begun the Scouts and Guides programme in the afternoon. The course also helps develop in the child a team spirit and service to society.

## 6.9. Extra Curricular Activities and Tuition

The curriculum is further enriched with extracurricular activities. Students are encouraged to participate at least twice a week in a club, society or activity designed to broaden their experience and improve their skills and knowledge. Students have opportunities to participate in activities that may be closely related to the subjects they study during the day, for example in a computer club, or may open up a totally new experience as in a chess club.

Students identified as needing additional assistance will be encouraged to take up additional tuition classes. Additional charges will incur should parents agree to the extra tuition class.

## 6.10. Educational Visits

Educational visits form an integral and important part of the educational process and are planned into the curriculum. Students who do not attend these visits are at a disadvantage, because a visit often forms the integral part of an education program.

Every precaution will be ensured to provide good organization and safety on these trips, described in the school's health and safety policy.






Parents will be informed of such visits well in advance and of any special arrangements and/or resources required.

Parents/legal guardians are required to sign and date a permission slip. No child will be allowed to attend any educational visit without **written** consent from parents.

Visits will normally be self financing with nominal charge on transport costs.

## 6.11. Community Links

The school frequently takes part in many inter school events, both sporting and cultural:

-  Sporting fixtures with other local schools
-  Participation in the Qatar Debates
-  Participation in events run by the Toastmasters organization
-  Chess matches with other schools
-  Art competitions

## 6.12. Homework

Homework refers to any work or activities which students are asked to do outside of lesson time either on their own or with parents. Homework consolidates and reinforces skills and understanding particularly in literacy and the practice of this key skill will support effective learning in all other subjects. Homework extends school learning, for example through additional reading, research and information gathering related to current class work. It encourages students as they get older to develop the confidence and self discipline needed to study on their own.

The length of homework set varies considerably but the homework timetable is an estimate guide of the amount of time they take over a task. If parents are concerned about the time spent on homework please contact the class teacher.

Students have their own Planner in which they record their homework each day. Parents are asked to sign this Planner regularly. It should also be used to establish a communication channel between home and school about your child's progress.

We request the parents:

- ❖ To provide a reasonably peaceful, suitable place for your child to do their homework - alone
- ❖ To make it clear to your child that you value homework and support the school by explaining how it can help their learning
- ❖ Not to provide the answers or complete the work on behalf of your child
- ❖ To discuss tasks, encourage and praise your child, however briefly, when they are completed
- ❖ To encourage the completion of homework on the day it is set
- ❖ To offer feedback to school about the homework set using your child's planner

## **SECTION 7: HOW WE ASSESS AND COMMUNICATE HOW WELL YOUR CHILD IS DOING**

### **7.1. Marking and Continuous Assessment**

Through the marking and assessment of students' work it should be clear:

what a student can and cannot do; their strengths and weaknesses

what a student needs to do next

how rapidly he/she is progressing.

Although students prepare for tests and examinations, the curriculum is not driven by such tests. The school uses both ongoing assessment and examinations at the end of units of work and the end of the term.

Continuous assessment is carried out through grading class work, short tests, assignments and projects as per the guidelines of CBSE.

### **7.2. School Examinations**

There are term examinations during the two terms. Along with the term examinations, Grade 12 students will have the 'trial' examinations. Please refer to the planner for the dates.

If a student is absent for any examination such as Weekly Test, Unit test or Summative examination, retest will not be held. The absence from examination should be notified with supporting documents like medical certificate or any other valid document. In such cases, the student will be assessed on their average performance.

Grade 12 students undertake external examinations in their chosen option subjects. Entry is dependent upon set criteria such as regular attendance at school, consistent application to work and proven success in terminal examinations. The final decision about entry into external examinations rests with the Principal.

### **7.3 Written Reports**

Reports are available online at the end of each term.

### **7.4 Parent Teacher Meetings**

Parent Teacher meetings take place regularly. Please refer to the planner for the dates.

## **SECTION 8: CARE OF STUDENTS**

### **8.1. The Role of the Class Teacher**

In the Kindergarten, Primary and Senior sections of the school each student has a class teacher. In the Primary section, the class teacher is responsible for teaching most of the subjects in that particular class. Children are taught Arabic and Islamic Studies by a specialized teacher.

The class teacher is the person that a child has the most interaction with. He / she would be the most appropriate person to be contacted should there be any matter that a parent needs to discuss. However if the matter is on specific subjects, the subject specialist who teaches the child is more appropriate.

In the Secondary section, class teacher's time is an important part of school routine. The tone of the day and indeed for much of school life in general, is established in these sessions.

Class Teachers help students to understand more about:

- the work they do in school
- experiences they have had in school
- their own development as people in their relationship with others
- the choices they have to make – those that affect their future and those of value and standards
- their place in society and that of others

## **8.2. Health and Welfare**

A full time nurse is in charge of first aid. No student is sent home ill without first consulting the Head of Section.

If a student is feeling unwell they will be sent with a fellow student to the nurse. In the case of severe illness or accident, the Principal will be informed.

If a child requires outside medical attention, we will advise you of this. Should the parent decide to take the child home, school will require a disclaimer form to be signed by the parent. Anything here on will not be the responsibility of the school.

In the case of an emergency, an ambulance will be requested. All effort will be made to contact you or your named representative. A staff member will accompany your child to the hospital.

The nurse is the only staff member who may administer any form of medication. The only treatment available from her is antacids, paracetamol, strepsils, buscopan, antidiarrhoeals and Claritin (all without sedation).

Please do not send your child to school if he/she is ill, and especially if he/she is taking any form of medication.

If your child suffers from conditions such as epilepsy, asthma and diabetes he/she will be placed on the medical register and supervised treatment given as necessary.

## **8.3. Students' Parents Records**

Parents are able to access all relevant data pertaining to the child through the Education to Home Management System for which parents have been provided with a username and password.

In the event of any emergencies, the school will contact parents by means of contact details provided by parents during the registration. It is of utmost importance that parents inform the school, should there be any change in the communication details.

## **8.4. The Role of the School Counsellor**

The School Counsellor assists students who appear to be having learning, emotional or behavioural issues. You will be involved if your child is going to be referred to the counsellor.

Students who wish to seek support or a listening ear from the counsellor may do so by arranging an appointment.

## **8.5. Healthy Eating**

Students are encouraged to eat sensibly and drink plenty of water during the school day. Water dispensers are fixed in all the sections.

Fizzy drinks, cans and glass bottles are not permitted in the school.

Food and drinks will be provided in the canteen during the break time. We ask that you support us by encouraging students to dispose off any unwanted items and packaging in the rubbish bins placed in and around the school building.

The canteen is closed during Ramadan. Children who are not fasting must bring their own food. A place will be allocated for the consumption of food.

## **SECTION 9: THE ORGANIZATION AND STAFFING OF THE SCHOOL**

### **9.1 Ownership of the School**

The school is owned and operated by the Taleb Group of companies. The group also owns and operates the Cambridge International School for Girls (CISG) and The Cambridge School (TCS).

### **9.2. The Organizational Structure**

The school is divided into five sections: Kindergarten, Primary, Middle, Secondary and Senior Secondary.

Each section has a Year Head of Section.

The curriculum in the Kindergarten is led and monitored by the Coordinator of the Kindergarten. The curriculum in the Primary and Secondary sections is led by Curriculum Area Leaders.

### **9.3. Senior and Middle Leadership**

The senior leadership team (Principal and Headmaster) determine and oversee school policies and their implementation and manage the day-to-day running of the school.

The primary responsibility of middle managers (Academic Co-ordinator and Year Heads) is to lead the teaching and learning in their section of the school or subject team and to support the personal development of all students in their care.

### **9.4. Students' Leadership and Management Roles**

The Student Council consists of:

- a) The Principal, Head Master, 4 House masters/mistresses and 4 Assistant House teachers.
- b) The Head Boy and Head Girl, Vice Head boy & Vice Head girl, the Sports Captain and Vice Captain, 4 House Captains and 4 Vice Captains.

The role of the Head Boy and Head Girl is to assist the staff and represent the school at special functions.

A School Council meets regularly with the Principal and reports back to Class or House Groups. The School Council plays an important role to ensure that students are listened to, taken heed of and that they understand the decisions made that affect them.

## **SECTION 10: HOW PARENTS CAN HELP THE SCHOOL**

### **10.1 Parent Involvement**

The school appreciates any suggestions and assistance from parents.

Parents may be asked to come to school to contribute to the topics studied in the classroom or to speak to older students about career choices. If parents are interested, they can contact the PRO at 66671361 or [pro@dmissqatar.com](mailto:pro@dmissqatar.com) for this purpose.

A Parent Liaison Committee exists as a direct link between parents and the school. The main function of this committee is to be a means by which parental complaints, suggestions and compliments are made available to the school. The committee comprises a selection of parents from different sections of the school ensuring that all parents are fairly represented. The meetings are held under the chairmanship of the Principal on a monthly basis. Minutes from these meetings are available to all people who have access to the school's electronic management system.

A Parent Teacher Association (PTA) will be established to organize social and family events. The main role of the PTA is to build a strong working relationship with teachers, parents and the school. This may well include being involved in events such as awards ceremonies, sporting occasions, cultural events and basic fundraising activities.

The PTA is not involved in the curricular and management dimension of the school. That is the role of the Parent Liaison Committee. The main focus is a social one.

The PTA will be a constituted body and all meetings will be chaired by a parent. The Principal will be in attendance at all meetings and have the right of veto. At least two members of the teaching staff will be members of the committee.

### **10.2 How to Express Your Opinions about the School**

We invite your opinions via questionnaires and forums. Parents can also communicate via the feedback email address set up for this purpose: [feedback@dmissqatar.com](mailto:feedback@dmissqatar.com)

Please inform us when any member of staff 'goes the extra mile for you'.

If you have any concerns please let us know immediately. We will respond to them within 24 hours and seek to work together to resolve the matter as speedily as possible.

If you feel the matter has not been resolved to your satisfaction you may make a formal written complaint to the Principal.

## APPENDICES

### APPENDIX 1: SCHOOL UNIFORMS

#### GIRLS

| <b>SUMMER</b>  |   |
|----------------|---|
| KG1 & KG2      | Knee length navy blue pinafore and short sleeved light blue shirt, school belt, navy blue socks, blue hair bands / ribbons and black shoes with velcro/ buckles.  |
| Grades 1 to 4  | Knee length navy blue pinafore, short sleeved light blue shirt, school tie and belt, navy blue socks, black shoes with Velcro / buckles, blue hair bands/ribbons. |
| Grades 5 to 12 | Knee length navy blue pleated skirt, light blue blouse, school tie and belt, navy blue socks, black shoes with buckles / laces, blue hair bands / ribbons.        |

| <b>WINTER</b>  |  |
|----------------|--|
| KG1 & KG2      | Knee length navy blue pinafore, short sleeved light blue blouse and pullover with school logo, black shoes and navy blue stockings / socks.                  |
| Grades 1 & 2   | Knee length navy blue pinafore, short sleeved light blue blouse and pullover with school logo, black shoes and navy blue stockings / socks.                  |
| Grades 3 to 12 | Knee length navy blue pleated skirt, short sleeved light blue blouse with school logo, black shoes and navy blue stockings / socks. Blazer with school logo. |

| <b>SPORTS</b>  |   |
|----------------|---|
| Grades 1 & 2   | White wrap-around skirt with box pleats, white sports T-shirt with school logo, white socks and shoes with lace, white ribbons / hair bands.                                  |
| Grades 3 to 12 | White divided skirt, white sports T-shirt with school logo, white socks and shoes, white ribbons / hair bands. Printed house T-shirts with school logo, navy blue track suit. |

#### BOYS

| <b>SUMMER</b>  |   |
|----------------|---|
| KG1 & KG2      | Navy blue shorts, short sleeved light blue shirt, school belt, navy blue socks, black shoes with velcro / buckles.                |
| Grades 1 to 4  | Navy blue shorts, short sleeved navy blue shirt, school belt and tie, black shoes with Velcro / buckles, navy blue socks.         |
| Grades 5 to 12 | Navy blue trousers, light blue shirt with short sleeves, school tie and belt, navy blue socks, black shoes with velcro / buckles. |

| <b>WINTER</b>  |  |
|----------------|--|
| KG1 & KG2      | Navy blue trousers, short sleeved light blue shirt and pullover with school logo, black shoes and navy blue socks.                                   |
| Grades 1 & 2   | Navy blue trousers, short sleeved light blue shirt and pullover with school logo, black shoes with Velcro / buckle, navy blue socks.                 |
| Grades 3 to 12 | Navy blue trousers, short sleeved light blue shirt with school logo, black shoes with Velcro / buckles and navy blue socks. Blazer with school logo. |

| <b>SPORTS</b>  |  |
|----------------|--|
| Grades 1 to 12 | White shorts with white T-shirt with school logo, white socks, and white shoes with Velcro / buckles. Printed house T-shirts with school logo, navy blue track suit. |

**Please note:**

The shirt / blouse must be neatly tucked into the waistband of the trouser / skirt.

Boys:

- No mushroom / crew cut, streaked / spiked / gelled hair permitted. Boys must have regular haircuts.

Girls:

- Shoulder length hair. Long hair needs to be plaited. No fringes / streaked / tinted hair permitted.
- Nails to be cut short. No nail polish or henna on hands permitted.
- No jewellery or fancy watches to be used. Only small stud/hoop earrings permitted.
- No eye make-up / kohl permitted.

## APPENDIX 2: MOBILE TELEPHONE WARNING

### STATE OF QATAR SUPREME EDUCATION COUNCIL

#### SOCIAL EDUCATION DEPARTMENT

#### STUDENT INDIVIDUAL CARE DEPARTMENT

Date: .....

Warning – final commitment  
regarding bad behaviour in using Mobile Telephone at school

I (student's name) ..... Reg No.....

Grade.....School.....

Apologize for my bad behaviour regarding .....

I promise that I will not bring any mobile telephone with camera to take photos at the school or use the mobile telephone without camera during the lessons or examinations. If I do it again or show any other bad behaviour, I know I can be dismissed from education by the Ministry of Education or subjected to other disciplinary procedure.

I must respect the school rules, timing and I will show good behaviour.

I (name) .....parent/guardian of ..... apologize for my child's bad behaviour and I give my commitment that s/he will respect the school rules, timing and show good behaviour. I promise that s/he will not use the mobile telephone in the school. If s/he does it again I know s/he can be dismissed from education by the Ministry of Education or subjected to other disciplinary procedures.

Student's Name .....

Signature .....

Home number .....

Parent/Guardian's Name

.....

Signature .....

Mobile Number.....

Place of work.....

**Official  
Supreme Education Council**

## APPENDIX 3: CODE OF CONDUCT

It is essential that every member of the school community is:

- ❖ Considerate
- ❖ Courteous
- ❖ Co-operative
- ❖ Friendly
- ❖ Hardworking
- ❖ Honest
- ❖ Responsible

In practice, this means:

- ❖ Being punctual
- ❖ Speaking considerately
- ❖ Being ready for lessons
- ❖ Moving around school in an orderly manner
- ❖ Ensuring the school is litter-free
- ❖ Supporting each other

## APPENDIX 4: SCHOOL RULES AND REGULATIONS

- Students **MUST** be in school no later than 7.05 a.m.
- Students **MUST** be punctual in arriving for lessons.
- Students who leave lessons for any reason must be in possession of a pass from the teacher.
- Students **MUST** be well behaved on the bus and **MUST** accept the instruction of the driver and the conductor.
- Students **MUST** have an appropriate school bag, pencil case that contains pen(s), pencil(s), pencil sharpener, coloured pen(s) / pencil(s), books required for the day, Student Planner in addition to any specific equipment / clothing required.
- Mobile telephones, Walkman / MP3 / I-Pod, CDs, magazines, personal stereos or any material that goes against ethical behaviour are not to be used in school. If found, they will be confiscated.
- Valuable items **MUST** not be brought into school. The school will not be responsible for any loss of these items.
- Obscene literature or bad language will not be tolerated within the school premises.
- Students **MUST** not damage the plants and trees inside the school grounds.
- Chewing gum is not permitted within the school.
- Students are allowed to wear a wrist watch and girls are permitted one (1) pair of studs in pierced ears. No other jewellery is permitted. Girls are not allowed to have nail varnish on their fingernails.
- Students who arrive late must obtain a late-entry slip before being allowed into class.
- Students **MUST** wear the correct school uniform and be neatly dressed at all times.
- Hairstyles **MUST** be appropriate and the use of gel and having spiked hair is not acceptable.
- Personal cleanliness and hygiene is expected from everyone.
- Glass containers for food and drink cans are not permitted in the school.
- Smoking will result in expulsion from school.
- Students **MUST** line up in a quiet and orderly manner before being allowed to enter a room.

- Students will not be allowed to leave the school during school hours. However, in the case of an emergency, written permission **MUST** be sought from the Principal or Heads of Section.
- Parents **MUST** inform the school if their ward/s is/are going to be absent from school.
- Applications for extended absence from school **MUST** be submitted in advance to the Head of Section who will refer it to the Principal for consideration.
- Students **MUST** go to the nurse if they feel unwell. Students cannot go home because of illness without the permission of the nurse.
- Cheating is unacceptable and any student caught using unfair means to undertake a test/examination will be removed from that examination / test and a 'zero' grade will be awarded.
- Library books **MUST** be returned on time. The student will be asked to pay the replacement cost if a library book is lost or not returned.
- Any damage to school property will be charged against the Cautionary Deposit.

**Students who do not follow school rules are in danger of detention or other sanctions as per school policy. In extreme cases students may be expelled from the school.**

## APPENDIX 5: PARENTS' DECLARATION

I \_\_\_\_\_ holder of passport No \_\_\_\_\_  
/Qatar ID No \_\_\_\_\_

Being the lawful parent / guardian of \_\_\_\_\_ with ID  
No \_\_\_\_\_ and Enrollment No \_\_\_\_\_ Studying  
in Grade \_\_\_\_\_ for the year \_\_\_\_\_ in School DMIS,  
hereby agree that:-

1- On application, I will pay a onetime non -refundable **Assessment fee** of 100QR which covers the cost of processing the admission and is not refundable under any circumstances.

2- On acceptance of a place, I will pay another non-refundable onetime **Admission fee** of 300QR and an interest-free deposit of 500QR to cover the cost of any damage to or loss of school property or any misdemeanor. The deposit is refundable when my child leaves the school after the necessary recovery. If the cost of damage exceeds the deposit, I agree to pay the difference (see para 12).

3- I will pay along with the first term tuition fees, the text book, uniform cost, and examination entry fees and first term transport fee also if I am availing the school transport. These are payable before the commencement of the academic year. Additional books/uniforms if any required during the academic year, will be paid by me as and when required by the school. I understand that the purchases of text book and basic uniforms are compulsory and are payable immediately on purchase.

4- I will pay 15 days in advance the term tuition fee (from second term onwards) of QR \_\_\_\_\_ and the term's transport fees of QR \_\_\_\_\_ if there is before the commencement of each term. If I fail to do so the school has the right to stop my child attending class and traveling in the school bus. I will not have any moral or financial claim against the school. I take full responsibility of my child when he is away from school. This condition is applicable if I fail to pay either the tuition fees or the transport fees or both.

5- Also I am aware that I need to give one month's notice to stop usage of school transport. I have to pay the transportation fee in advance for the full term even if my child uses the bus only one day during the term.

6- I understand that my child can leave the school if I am leaving Qatar for good and in such a case, I forfeit the term's fee paid by me irrespective of the number of days my child has attended during the term. It shall be with one month's notice.

7- I accept and will ensure that my child will abide by the school rules and ethos all through his/her tenure at the school.

أنا \_\_\_\_\_ جواز رقم \_\_\_\_\_  
بطاقته \_\_\_\_\_  
شخصية رقم (رخصة الأقامة) \_\_\_\_\_  
الوالد \_\_\_\_\_  
الشرعي ل \_\_\_\_\_  
بطاقته شخصية رقم (رخصة الأقامة)

الذي يدرس \_\_\_\_\_  
بالمستوى \_\_\_\_\_  
للعام الدراسي \_\_\_\_\_

بمدرسة الدوحة الهندية الحديثة. أوافق بهذا على الآتي:

1- أن أدفع عند تقديم الطلب رسوم تقييم مستوى و قدرها 100 ريال قطري  
و التي تغطي تكلفة إجراءات القبول. و أ بأن هذه الرسوم غير قابله  
للإسترداد تحت أي سبب.

2- أن أدفع مقدماً عند طلب قبول الالتحاق رسوم قبول غير قابله للإسترداد  
و قدرها 300 ريال قطري ، و مبلغ تأمين و قدره 500 ريال قطري  
و التأمين قابل لتغطية إي إضرار أو فقدان لممتلكات المدرسة أو أي جنحه.  
و اذا كانت تلك للإسترداد عند ترك إبني للمدرسة بعد تغطية تكلفة الضرر.  
التكلفة تتجاوز مبلغ التأمين اوافق على أن أدفع الفرق.

3- أن أدفع مقدماً مع الفصل الدراسي الاول تكلفة الكتب المدرسية و قيمة  
الزبي المدرسي ورسوم دخول الامتحان و رسوم التوصيل للفصل الدراسي  
الاول إذا كنت قد اخترت التوصيل المدرسي قبل بداية العام الدراسي و اي  
و كتب إضافيه خلال نفس العام كما إنني اعلم أن شراء هذه الكتب إلزامي  
مستحق الدفع فوراً.

4- ان ادفع مقدماً قبل 15 يوم من بداية الفترة الدراسية الواحد (ترم ابتداء  
من الترم الثاني حتى نهاية السنة الدراسية ) مبلغ و قدره \_\_\_\_\_ ريال  
قطري و كذلك رسوم توصيل الباص المدرسي لنفس الفصل الدراسي مبلغ  
و قدره \_\_\_\_\_ ريال قطري ان وجد للفترة الدراسية الواحدة قبل بداية كل  
فترة دراسية، و اذا أخفقت في الدفع للمدرسة الحق ان توقف أبني من  
الدراسة او التوصيل او كليهما معاً و لن يكون لي أي حق في مطالبة  
المدرسة مادياً او معنوياً و اتحمل مسئولية ابني في الفترة التي هو فيها بعيد  
من المدرسة.

5- أنني ادرك انه يجب علي تقديم إشعار مسبق بشهر قبل التوقف من  
إستخدام إبني للترحيل، و أن أدفع مقدماً رسوم الترحيل لكامل الترم (الفترة  
الدراسية) حتى و لم تم إستخدام إبني للترحيل مرة واحدة فقط

6- إنني ادرك انه علي تقديم إشعار مسبق بشهر إذا رغبت في سحب إبني  
من المدرسة، و علي ان أدفع رسوم الترم (الفترة الدراسية) بالكامل بغض  
النظر عن عدد الايام التي حضر فيها، و في حالة قيامي بسحب ابني/ابنتي  
من المدرسة لأي سبب علي إخطاركم بكتاب خطي قبلها بشهر.

7- و شرط إستمرار ابني/ ابنتي بالمدرسة ان اضمن التزامه بكل قوانين  
المدرسة و غيرها

8- I agree that the principal of the school has the right to suspend or dismiss my child for a certain period or permanently from the school, if my child's attendance, progress or behavior (including behavior on the journey to and from school) is seriously unsatisfactory and adversely affects the well being of other students/school / staff/parents of other students attending the school or damages the reputation of the school. I will not be entitled to any refund of fees or and the deposit will be forfeited.

9- I agree to indemnify the school in respect of any loss or damage caused by my child to the property belonging to or in the custody or in control of the school.

10- I will indemnify the loss caused by me or by my child to other students/ staff of the school

11- (a) I confirm that I have received the parent's Guide and read and understood the contents therein and I am agreeable to all clauses.

(b) I also understand that school has the right to retain my child in the same grade in the next year, if s\he does not secure the minimum qualifying mark to promote her\ him to next grade.

12-I understand that this declaration forms an integral part of the application form. Also confirm my awareness of the fact that my child got admission to your school on my agreement to all the aforesaid condition in this declaration, in the application and in the parents Guide book and I shall abide by all laws, rules and regulations of the school in force from time to time.

**Signature of Parent/Guardian:**

**Phone No:**

**Email:**

**Local Address:**

**Permanent Address:**

**Note:**

Payments mentioned in clause 1 and 2 are one time payment and those who already paid are not to pay again.

8- ووافق أيضاً على انه يجوز للمدير ان يحرم ابني/ابنتي من الدراسة لمدة زمنية محددة أو بشكل دائم إذا رأى أن حضور ابني /ابنتي خلال سيرة الدراسي أو سلوكه ( بما في ذلك سلوكه أثناء الرحلة من وإلى المدرسة) غير مرضي بشكل كبير و يؤثر سلباً على بقية الطلاب ، أو المدرسة أو أولياء امور الطلاب الذين يحضرون للمدرسة أو أساء لسمعة المدرسة. و إذا كان ذلك ضرورياً فإنه لايحق لي إسترجاع الرسوم و سيكون التأمين كغرامة.

9- انا أوافق على تعويض المدرسة عن أي خسارة أو تلف يتسبب فيه ابني لممتلكات تخص أو في حوزة المدرسة أو تحت إمرتها.

10- أنا أوافق على أن اعوض المدرسة عن الضرر أو الخسارة التي اتسبب بها او يتسبب بها ابني للطلاب الآخرين أو طاقم المدرسة

11- (أ) انا أقر بأستلامي ككتيب مرجع ولي الأمر كما أنني قرأت ما جاء فيه و عرفته حق المعرفة و أنني موافق على كافة بنوده.

(ب) – وكما أقر بأنه من حق المدرسة وحسب قوانينها أن تبقي ابني في نفس المرحلة للسنة القادمة في حالة عدم تحقيقه الحد الأدنى من نسبة النجاح في المواد التي تؤهله لبلوغ المرحلة التي تليها.

12- هذا الإقرار يعتبر مكمل و جزء من طلب القبول للطلاب و معروف لدي ان ابني تم قبوله من طرفكم على أن يوافق على الشروط المذكوره في هذا الإقرار و طلب القبول و كتيب ولي الأمر و في أي قوانين أخرى للمدرسة حالية و مستقبلية.

**توقيع الوالد / ولي أمر الطالب**

**رقم التليفون:-**

**البريد الإلكتروني:-**

**العنوان المحلي:-**

**العنوان الدائم:-**

**ملاحظه:-**

الدفعات المذكوره في البندين 1 و2 المذكور أعلاه هي دفعه تكون مره واحده فقط و ان الذي قام بالدفع مسبقاً ليس عليه دفع مره أخرى.