



## SHANTINIKETAN INDIAN SCHOOL

DOHA – QATAR.

### ATTENDANCE POLICY

1. All students are expected to enter the school campus before the first bell. Late comers should report to the Section Head for permission to enter the class.
2. The attendance of the students will be recorded at the first hour of the class. Parents are authorized to view the students' attendance through the parent portal.

### REQUIREMENTS FOR SYSTEMATIC STUDY HABITS

- I. Sound education is the result of a joint venture between the school and the parents and full co-operation of the parents is earnestly solicited.

#### **CHILDREN ARE NOT EMPTY VESSELS :**

Children learn not only from the classroom, but also from other sources, such as home, books, friends, library, radio, TV etc., Hence parents have a great responsibility towards providing access to such sources with proper and careful monitoring.

#### **THE SCHOOL IS A GARDEN NURTURING FLOWERS OF MANY COLOURS :**

1. As children come to school from different backgrounds, capacities and interests, it is neither advisable nor appropriate to compare one child with another.

#### **A STITCH IN TIME SAVES NINE :**

2. Should a child complain about school matters parents are requested to inform the Principal of such matters, withholding their judgment until a proper investigation is undertaken and feedback from school is received. A little patience in such matters often prevents unhappy consequences.

#### **ALL CHILDREN ARE OUR CONCERN :**

3. Remedial measures will be provided after the school hours for students who are identified as requiring assistance on the basis of recommendations received from the teachers and parents.

**PREVENTION IS BETTER THAN CURE :**

4. Should in case your child have habits or traits which require special care or assistance, please take the Principal/Coordinator into your confidence. Such information will be treated with utmost confidence and privacy.

**TOGETHER WE CAN MAKE A CHANGE :**

5. Parents are expected to co-operate with the school authorities by ensuring punctuality and discipline, that their children prepare their lessons, and take active and helpful interest in the activities of the school.
6. Periodical reports from teachers are entered in the school diary. Parents are requested to acknowledge them.
7. Parents are specially requested to inform the school of any change in their address and telephone number.
8. To promote holistic health awareness, a comprehensive health education programme is provided in the school.
9. Withdrawal of children from classes for purely social functions is discouraged as it will break the continuity of both tuition and studies both of which are essential for satisfactory progress.

**MUTUAL CO-OPERATION :**

10. Early release of students may be permitted only in emergency cases with proper evidence being provided. In such cases, only the parents are permitted to come and collect their child. In unavoidable circumstances, parents may depute another person with a written consent. The person so deputized shall submit a copy of his/her ID card along with the early release form.
11. Parents should not take transport availing students early, without prior written information from the Head Master/Head Mistress (HM) and transport department.

**GATHER MOMENTUM :**

12. Parents and guardians who wish to discuss the welfare and progress of their children, should meet the HM or Principal having first made a prior appointment. Meeting teachers in the classrooms is not permitted. However, a discussion with any teacher may be arranged upon request to the school or at the PT meeting.

**DISCIPLINE IS THE GATEWAY TO RESPONSIBILITIES :**

13. Students who are absent for more than 15 days or out of the country for any reason without prior permission, will be terminated from the roll. In such cases, either a TC is to be obtained or re-admission to be taken. Re-admission may be considered only if they produce relevant TC from recognized CBSE schools of their country. The re-admission will not be an automatic right and will be based on the availability of seats.

**ETHICS AND PROFESSIONALISM :**

14. Arguments and scuffles with staff members must be avoided
15. Abusing the staff/creating scenes on the school premise /loitering in the corridors and entering the classrooms without permission will result in disciplinary action.
16. Should any student faces any problem (academic or non-academic), the parents must write in the diary to the concerned class teacher.

**SIMPLE ETIQUETTE MAKES A GREAT IMPACT :**

17. It is requested that parents park their cars near the school without violating the traffic rules and regulations and pick up their children after the dispersal bell. Blocking the gate or the passage in front of the gate or causing inconvenience to traffic movements shall lead to disciplinary action.