



Global Indian
International
School

THE ROADMAP TO EXCELLENCE



YOUR READY RECKONER

Students Handbook 2023-24



Welcome to GIIS Abu Dhabi

Dear Parents,

At GIIS Abu Dhabi, we prioritise the well-being and happiness of our students, and we strive to create an atmosphere that fosters learning, growth, and development.

From our caring and dedicated teachers to our state-of-the-art facilities, we take great pride in ensuring that every child feels valued and supported at our school. We understand that each student is unique and has different learning needs, which is why we provide personalised attention to every child to help them thrive academically and socially.

In addition to our rigorous academic curriculum, we follow our holistic 9GEMS pedagogy that cater to the overall development of our students. Whether it is sports, music, art, drama, or community service, we encourage our students to explore their passions and develop their skills.

We also value parent-teacher partnerships and believe that open communication is key to student success. We have an active parent-teacher association that provides opportunities for parents to get involved in their child's education and stay informed about their progress.

We want to assure you that we take our responsibility of nurturing your child's development very seriously, and we are committed to providing a safe, happy, and nurturing environment for all our students. We look forward to partnering with you to help your child achieve their full potential and become confident, compassionate, and successful individuals.





Vision

To become a Global Role Model for Teaching and Learning



Mission

We nurture our global students into men and women, who will be leaders of distinction, committed to the spirit of excellence, through premier education imparted by globally experienced and caring teachers, building strong virtues and values while focusing on all-round development, creativity, and entrepreneurship.



Core Philosophy

We nurture students' growth to prepare them for college and beyond

Everything we do is driven by these intrinsic beliefs:

- Manage with Information and Metrics
- Agility & Adaptability
- Honesty, Integrity and Ethical Practices
- Attitude before Knowledge
- Teamwork
- Mentor, Coach and make a difference
- Ambience for Learning





General Introduction

Initial school education reflects the growth of society and the foundation for this is laid in primary years of education. These are the crucial formative years during which children imbibe good habits, and develop concepts and skills that last them throughout their lives.

GIIS offers the Global Montessori Plus programme for Pre KG and Kindergarten and CBSE curriculum for Classes 1 to 12.

To maximise learning benefits, a sincere and disciplined approach to regular studies, homework submission and time management is expected from all students. Our teachers are facilitators who are the bridge between your child's quest for knowledge and the prescribed textbooks. With a focus on interactive learning, we aim to build rapport between teachers and students and provide the ideal environment for learning.

Teachers will

- Educate students on expected academic performance, discipline and attitude standards. They will keep the Coordinator / Vice-Principal / Principal informed. If absolutely required, parents will be contacted.
- Assign homework, as required in all the subjects, as part of the continual learning programme.

To strengthen the child's academic and general performance, parents are requested and required to

- **Check the intranet mails regularly** for general as well as specific information regarding their child
- Acknowledge the information sent and take appropriate action.
- Enquire from the child about any assigned homework and ensure prompt submission.
- Enquire from the child about any project work, practical assignment, or activity and ensure prompt submission.
- Issues of concern are to be mailed to the respective Class teacher.





General Appearance

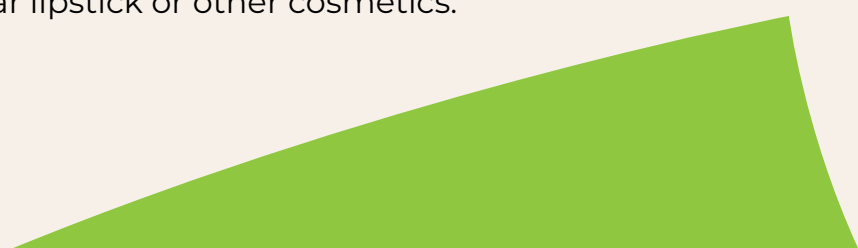
Uniform:

- The uniform has to be clean and ironed neatly every day. The shirt has to be neatly tucked in.
- **Freshly washed** white socks are to be worn every day. Socks should not sag.
- Clean, washed, polished shoes are to be worn every day. Shoes with velcro are preferred for primary children as they are easier to handle.
- The days when PE class is there, students must wear PE uniform
- For Girls, who wish to wear abaya, they must make sure that the school uniform is seen

Hair and Nails:

- No hair colour/ gel/ spikes and other types of hairstyling allowed for any student.
- Boys should keep their hair short and neat.
- Girl Should follow the below -
 - ◇ Short haircuts should keep their hair in place using **black** hair bands or clips.
 - ◇ Students having shoulder length hair should tie with two ponytails with black elastic bands or ribbons.
 - ◇ Students having longer hair should tie their hair in **two plaits** using black elastic bands or ribbons.
 - ◇ **No fringes or bangs** are allowed. Hair must be pinned back to prevent it from falling on the face.
 - ◇ Nails must be clipped close and kept clean. **No nailpolish** is allowed.

Jewellery and Cosmetics:

- ONLY ear studs, preferably **inexpensive** ones, are allowed.
 - Students are not allowed to wear any other form of jewellery to school. This would include dangling earrings, bangles, rings, anklets etc.
 - In case parents choose to put on expensive jewellery (gold, platinum etc.) for their child, the school **will not be responsible** for the loss of the property which also compromises the child's security in general.
 - Children below grade 5 are **not** allowed to wear watches to school.
 - ◇ Children are not allowed to wear lipstick or other cosmetics.
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Assembly

- Assembly is held on assigned weekdays.
- Students are required to reach the Multi-Purpose Hall on time for the scheduled assembly.
- Students get an opportunity, on a class-wise rotational basis, to address their schoolmates and throw an insight into the major current events, talk about historical events of the past and showcase their talent. Students will be presenting assemblies based on 9 Gems & SCF.
- Class teachers may assign some specific tasks for students to prepare and present during the assembly. Wherever needed, parents are expected to help their children in accomplishing such tasks.
- Parents may be invited for special assemblies.

Attendance

- Students taking medical leave should submit their medical certificate as well as fitness certificate when they start attending school after illness.
- Students are advised not to come to school with illness even during their exams.
- Students on medical leave during a test will be given grades based on their continual assessments and marks scored in the previous exams.

Early Departure

- The child cannot leave school before the scheduled time for any reason without the school's permission.
- The child can be picked up from school **only by the person(s) authorised by the parents.**
- In the event of a child falling sick at school, the school nurse will contact the parents of the child and request for the child to be picked up from school.
- If parents want to pick the child up for any reason, the permission slip for the same has to be filled in at the reception and signed by the Vice-principal/supervisor and the concerned Class Teacher.
- Dropping/picking up the child for the sole purpose of doing worksheets or tests is not allowed.



GIIS TEAM

Designation	Email ID
Principal	principal.abudhabi@globalindianschool.org
Vice Principal	vp.abudhabi@globalindianschool.org
KG Coordinator	kgsup.abudhabi@globalindianschool.org
Primary Coordinator	primary.coordinator@globalindianschool.org
Middle Section Coordinator	middlesectionhead.ad@globalindianschool.org
Secondary coordinator	sectionhead.ad@globalindianschool.org
EA to Principal	ea.abudhabi@globalindianschool.org
Senior Manager Admissions	relations.abudhabi@globalindianschool.org
HR	hr.abudhabi@globalindianschool.org
PRO	pro.abudhabi@globalindianschool.org
PRE	psg.abudhabi@globalindianschool.org
Operations Manager	operations.abudhabi@globalindianschool.org
Transport incharge and EHS officer	ehs.abudhabi@globalindianschool.org
Store Manager	manoharan.padmanabhan@globalindianschool.org
Accounts Executive	rohit.attri@globalindianschool.org
Cashier	accounts.abudhabi@globalindianschool.org
Senior Admission Officer	admissions.abudhabi@globalindianschool.org
Senior Admission Officer	admissions2.abudhabi@globalindianschool.org
Admission Officer	nimisha.chandran@globalindianschool.org
Senior Admission Officer	tintu.k@globalindianschool.org
Receptionist	reception.abudhabi@globalindianschool.org
School Social worker	counsellor.abudhabi@globalindianschool.org
School Counsellor	manisha.apte@globalindianschool.org

Contact Details

Activity	Designation	Email Address
QUERIES-ESCALATION	Parent Relations Executive	helpdesk.auh@globalindianschool.org helpdesk.auh@giis.zendesk.com
TRANSPORT QUE-RIES-ESCALATION	Transport incharge and EHS officer	ehs.abudhabi@globalindianschool.org
ADMISSIONS INQUIRY	Relationship Manager	relations.abudhabi@globalindianschool.org
STORES (UNIFORM, BOOKS ETC)	Stores- in -charge	stores.abudhabi@globalindianschool.org operations.abudhabi@globalindian-school.org
ACCOUNTS	Accounts department	rohit.attri@globalindianschool.org
ACADEMIC RELATED MATTERS - ESCALATION TO	KG section	kgsup.abudhabi@globalindianschool.org
	Primary section	primary.coordinator@globalindian-school.org
	Middle Section	middlesectionhead.ad@globalindian-school.org
	Secondary Section	sectionhead.ad@globalindianschool.org
PRINCIPAL	Principal	principal.abudhabi@globalindianschool.org
ACADEMIC MATTERS – ESCALATION TO LEVEL VICE PRINCIPAL	Vice Principal	vp.abudhabi@globalindianschool.org
APPOINTMENT TO PRINCIPAL	EA to Principal	ea.abudhabi@globalindianschool.org
SCHOOL NURSE	Nurse	nurse.abudhabi@globalindianschool.org
PARENT LOGIN ID ON MYGIIS.ORG	Principal's Office	ea.abudhabi@globalindianschool.org
SPECIAL EDUCATION NEEDS DEPARTMENT	1. Counsellor 2. Special education needs coordinator	Counsellor.abudhabi@globalindian-school.org manisha.apte@globalindianschool.org
HR MATTERS	HR in charge	hr.abudhabi@globalindianschool.org

SCHOOL TIMINGS

Our School Timings Bell Timings

Bell Timings for Grades 1 to 12		
PERIOD	REGULAR TIMING	FRIDAY TIMING
HEARTFULNESS & CT TIME	7:50 AM – 8.00 AM	7:50 AM – 8.00 AM
1	8.00 AM - 8.40 AM	8.00 AM - 8.40 AM
2	8.40 AM - 9.20 AM	8.40 AM - 9.20 AM
FRUIT BREAK	9.20 AM - 9.30 AM	9.20 AM - 9.30 AM
3	9.30 AM - 10.10 AM	9.30 AM - 10.10 AM
4	10.10 AM - 10.50 AM	10.10 AM - 10.50 AM
5	10.50 AM - 11.30 AM	10.50 AM - 11.30 AM
6	11:30 AM - 12.10 PM	NA
LUNCH BREAK	12.10 PM - 12.35 M	NA
7	12.35 PM - 1.10 PM	NA
8	1.10 PM - 1:45 PM	NA
9	1.45 PM - 2.20 PM	NA
10	2:20 PM - 2:55 PM	NA

Our School Day - Timings

- Pre KG, KG1 and KG2: 7:50 a.m. to 12 p.m. (Monday to Thursday)
- Classes 1 and above: 7:50 a.m. to 2.55 p.m. (Monday to Thursday)
- KG1 to Class 12: 7:50 a.m. to 11:30 a.m. (Friday)
- Students should reach school before 7:50 a.m. and should not be in the school premises after 3 p.m. unless they are authorised and are under the supervision of a teacher/coach.
- Students' free activities during break and lunch are restricted to designated areas. Playing in the bus bay is strictly prohibited.
- Special classes may be organised for students from Grade 8 and above after school hours or on Saturdays with prior intimation to parents and students.

- Office Timings: Office Timings: 8 a.m. to 2:30 p.m. (Monday to Thursday)
: 8 a.m. to 2:30 p.m. (Friday)
: 9 a.m. to 1:30 p.m. (Saturday).

Attendance

All students and parents are advised to adhere to the student attendance policy provided in the subsequent pages of this handbook.

Parent-Teacher Meeting (PTM):

Parent Teacher Meetings are regularly arranged by the school to communicate the progress of the child and discuss plans for helping the student achieve his/her potential. We should ensure that all parents attend the PTMs without fail. Parents can also initiate a meeting with any teacher by appointment.

Feedback and Suggestions:

- The school recognises that there may be conditions on the school campus that are in need of improvement. Feedback can be given online at mygiis.org, through emails, and meetings.
- The escalation level for any parent regarding feedback or area for improvement is the Campus Principal.

List of Holidays

Date	Day	Holiday
April 20 th and April 21 st 2023	Thursday-Friday	Eid Al Fitr Holiday
July 3 rd to August 25 th 2023	Monday -Friday	Summer Vacations for Students
July 3 rd to August 18 th 2023	Monday-Friday	Summer Vacations for Teachers
December 1 st - 2 nd 2022	Thursday-Friday	Commemoration Day and UAE National Day Holiday
December 18 th 2023 to January 1 st 2024	Monday- Monday	Winter Vacations for Students
December 18 th 2023 to January 1 st 2024	Monday - Monday	Winter Vacations for Teachers
March 25 th 2024	Friday	Spring Break begins for Students



Managing Student Misconduct


Students will be given appropriate guidance and opportunities to identify the motivation and purposes behind their actions and to rectify any negative behaviours before disciplinary action (e.g. warnings, written notices) is taken. Student misconduct shall be dealt with as follows:

- The School shall provide counselling for the student, with a clear explanation, with reasons, of the changes in behaviour that are required from the student by the School.
- The School will put in place a strategy, with the appropriate monitoring and support, to address and correct the student's unacceptable behaviour.
- If there is a need for further escalation of response, the School shall inform Parents/Guardians by letter and hold a meeting or a series of meetings with them to agree to a reasonable joint home-school strategy. Parents/Guardians shall be required, at this stage, to sign an undertaking to support the agreed strategy.
- Should the student continue to behave unacceptably, the School may suspend the student temporarily from School for up to five days and shall issue to the student and his or her Parent/Guardian a final warning.
- If the student fails to modify his or her behaviour in accordance with the requirements of the School, the School may apply to the Council to transfer the student to another school or to permanently exclude the student concerned. In making an application to the Council, the School will include evidence that all these stages have been followed.

School Disciplinary Committee

The school has a School Disciplinary Committee to review and discuss student behavioural issues. The disciplinary committee consists of Coordinators, PE teachers and Principal. Disciplinary actions by the committee will be fair and equitable to all students without exception. All disciplinary actions shall be appropriate to the student's age and the severity of the misconduct. A transparent and fair appeals process for sanctions will be available to students and Parents or Guardians. The School Disciplinary Committee shall keep a record of the disciplinary offenses of each student and the actions taken in response. The school shall treat all information about students' behaviour as strictly confidential.

The Disciplinary Committee empowers teachers, and assistant teachers to discipline students whose behaviour is unacceptable, who break the school rules or who fail to follow reasonable instructions. Their power to discipline applies to students' behaviour in school and outside school, in certain circumstances. The range of reasonable penalties includes:-

- Short informal detentions at lunchtime or break time.
 - Exclusion from social time e.g. loss of break times and lunchtimes for a period of time.
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- Parent/Guardian shall be contacted over telephone or through letter and information.
- Confiscation, retention or disposal of a pupil's property.
- For involvement in a serious incident, students may receive 'Internal Exclusion.' Students will be removed from lessons and social time for a period of time, the length of which is dependent on the behaviour. Students will have to complete their work separately, under supervision. Parents will always be informed if this sanction is used.
- Students who persistently fall below expected behaviour standards will have a personalised support plan designed by our school counsellor. This may include being 'on report' or may involve them taking part in some intervention work e.g. Organization Support. When there is a serious problem with a learner's behaviour, the Director of Learning will, where appropriate, involve outside agencies.
- In a small number of cases, a student's bad behaviour or failure to respond to help, support and other sanctions may result in them being excluded from school by the Principal in accordance with statutory guidelines.
- In addition, all members of staff have the power to use reasonable force to prevent pupils from committing an offence, injuring themselves or others or damaging property, and to maintain good order and discipline in the classroom.

All incidents of poor behaviour are logged in the behaviour management register. Parents can access these registers during their school visits and see the number of behaviour events that have been logged.



Calendar

Exam Dates for AY 23-24

April	CT-1 for Grade 12 Baseline for grades 1&2 and 9-12 Baseline for Grades 3 to 8 Baseline (Hindi, Arabic) for Grades 3-8
May	PT-1 for Grades 3 to 8 Assessment-1 for Grades 1&2 Pre midterm for Grades 9&10 CT-1 for Grade 11 CT-2 for Grade 12
June	DA-1 for Grades 3 to 8 CT-3 for Grade 12 CT-2 for Grade 11
September	Assessment -2 for Grades 1&2 Half yearly exam for Grades 3 to 8 Midterm (Grade 9&10) Semester Examination -1 (Grade 11&12)
October	Assessment -2 for Grades 1&2 Half yearly exam for Grades 3 to 8 Midterm (Grade 9&10) Semester 1 for Grade 11 &12 DA-2 for Grades 3 to 8
November	Post Midterm for Grade 9&10
December	DA-3 for Grades 3 to 8
January	CT-3 for Grade 11 PT-2 for Grades 3 to 8 Assessment-3 for Grades 1&2
February	ASSET for Grade 3 to 10 Semester-2 for Grade 11 Annual Exam for Grade 9&11 DA-4 For Grades 3 to 8
March	Annual exam for Grades 3 to 8 Assessment-4 for Grades 1&2
January	CT-3 for Grade 11 PT-2 for Grades 3 to 8 Assessment-3 for Grades 1&2 DA-4 for Grades 3 to 8
February	ASSET for Grade 3 to 10 Semester-2 for Grade 11 Annual Exam for Grade 9
March	Annual exam for Grades 3 to 8 Assessment-4 for Grades 1&2

Main Activities

Sr No.	Name of Activity	Day and Date
1	School Commences for Grades KG1 to Grade 9 & 11	April 10, 2023
2	School reopens for 9 to 12	April 3, 2023
3	Annual Day (7-12)	June 17, 2023
4	Annual Day (5&6)	June 24, 2023
5	Annual Day (3&4)	Feb 17, 2024
6	Annual Day (1&2)	Nov 25, 2023
7	Al Tasamuh	November 4, 2023
8	Primary Field trip	Nov 14 to Nov 20, 2023
9	Grades 5 to 8 Field Trip	Nov 7, 2023
10	Industrial Grades 9 to 12 Field Trip	May 11, 2023
11	Grades 9 to 12 Field Trip	Nov 9, 2023
12	Sports Day Grades 1&2	Dec 5, 2023
13	Sports Day Grades 3&4	Nov 28, 2023
14	Sports Day Grades 5&6	Nov 27, 2023
15	Sports Day Grades 7&8	Dec 6, 2023
16	Sports Day Grades 9 to 12	Dec 7, 2023
17	Ashirvachanam Grade 12	February 10, 2024
18	Ashirvachanam Grade 10	February 3, 2024
19	KG Annual Day	January 20, 2024 January 27, 2024
20	KG Sports Day	February 15, 2024 February 22, 2024
21	KG Graduation Day	March 14, 2024
22	KG Field Trip	October 23 to October 27, 2023



Corporal Punishment

Any form of corporal punishment of students is strictly prohibited at GHS. While at school, students shall feel secure from all types of physical punishment and abuse. The school shall maintain an atmosphere of mutual respect, trust and courtesy between students, teachers, staff and administrators. The school shall promote positive student behaviour at all times including when applying disciplinary actions for student misconduct. The school behaviour and discipline policy and Student Suspension and Expulsion policy shall be in line with applicable guidelines of the relevant authorities.

Mobile Phone and Digital Devices Policy

Responsibility of the student


The school does not allow students to carry or use headphones or any digital devices within the school premises without prior permission. In case of emergency, if a parent needs to communicate with his/her ward during school hours, they can call the school office.


Responsibility of the management

- The teacher will clearly state equipment/devices permitted in school.
- The teacher will regularly remind students about the safe-keeping of their personal items.
- The class teacher/coordinator will check for any equipment that is not permitted in school.
- Any behaviour that interferes with the primary objectives of the policy will be considered an infringement of the school policy.

*Students of classes 6 and above are allowed to carry their laptop/tablet computers to school at the discretion of the school Principal.

CORRECTIVE MEASURES

- If a student is found using a phone while in class, or outside the class within school premises, the student will be issued a warning card for a first-time offence.
 - The warning card will be recorded in the student's profile for classes 5 and above.
 - Violations of the rules and the unauthorised use of mobile phones or electronic devices during school hours for the second time will result in confiscation of the phone and issue of notification(s) to parents until parents come to retrieve it.
 - A receipt, stating the date of collection, will be issued to the student after the confiscation and the parent will be notified. This receipt is to be presented by the parent when they visit the school to retrieve the mobile phone.
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- A repeat of the offence, even after issuing notifications to parents, will result in confiscation on a non-returnable basis.

In the event that a student brings a mobile phone, with or without approval, and loses it within the school premises, he/she is advised to report the incident immediately to a teacher or staff member. The school reserves the right not to conduct an extensive investigation or search that may lead to a loss of valuable curriculum time.

Social Media and School Network Guidelines Policy

Social Media

Social media is an evolving and rapidly growing communication platform, allowing for two-way social interaction between people and organisations. In short, social media is about people. The use of social media is reflective of individuals and of organisations they are associated with. The spread and reach of content posted on social media channels are vast; postings are available and can be viewed by people worldwide in seconds.


Social media is changing the way we use the internet to interact with one another. It is rapidly becoming a part of our daily lives. Social media refers to online community sites including Facebook, Myspace and LinkedIn, file sharing sites such as Picasa and YouTube; blogs, forums and micro-blogging sites like Twitter. These guidelines would be updated from time to time as new social media platforms, communities, trends and cultures develop.

The Global Schools Foundation's (GSF) Marketing & Communications Team, along with assigned staff coordinators, are authorised to post content on behalf of Global Indian International School (GIIS) on its social media channels. GIIS recognizes that social media is a two-way engagement and interaction platform, which facilitates open dialogue and discussion of ideas that are beneficial for the organisation, and/or individuals in their learning capacity.

Always be considerate and transparent about your engagement on social media channels, as you represent GIIS as an employee or student. Your online behaviour impacts the organisation's reputation and we encourage you to positively engage in sharing views and ideas on social media channels. As employees and students of GIIS, it becomes critical for us to stay connected and relevant.

Parents are not advised to post any grievances, complaints or derogatory comments about any post/student/employee or any other parent on social media. All grievances have to be addressed to the school through the school intranet portal www.mygiis.org. Any post/comment considered inappropriate will be removed from the school's official social networking sites and action may be initiated as deemed fit.

Keeping the above in mind, remember:





Protect your own Privacy

Do not upload, post or divulge any information that will compromise your privacy or professional confidentiality. Beware of scammers and identity thieves. Only accept invitations to share information from people you know. Utilise privacy settings to control access to your network, web pages, profile, post blogs, etc.

Identify with your own Identity

Always use your real name to post or share content on social media. If you are sharing or posting content on behalf of GHS and wish to promote school activities or achievements identify yourself as a student or staff member.

Maintain respect

Sharing content, thoughts, and views with others is the idea of engaging in social media. Always be respectful and avoid inflammatory, racist or offensive language. Do not upload offensive or explicit written, audio, or video content.

Be responsible online

You are responsible for any content or comments personally made by you. Always maintain a clear and calm-minded approach to sharing any content online. Ensure that you always protect your privacy and do not insult, threaten or deride anyone on the grounds of caste, religion, race, nation, gender or circumstances in a manner that goes against GHS' code of conduct.

Think before making any post

Social media has a strong 'viral' quotient, making any comment, post, or sharing of thoughts, ideas, or events reach out to people worldwide in a matter of seconds. Be mindful of what you post. Search engines and archival systems save information, which can be retrieved years after the post has been made.

Cyber Bullying


Cyberbullying is considered an act of harassment. Do not indulge in this crime in any manner whatsoever. Please refer to the GHS Student Handbook for detailed information.

Maintain Personal and Organisational Confidentiality

Do not post any information that is confidential personal or commercial information about GHS, its students, teachers, or staff members. Posting the same may breach legal obligations or GHS policies and procedures.

Privacy Settings

Only accept invitations to share information from people you know. Utilise privacy settings to control access to your network, web pages, profile, posts blogs, etc.





Manage your time spent online

Users should allocate a certain amount of time to using social media to avoid over-usage and manage time for studies, co-curricular activities, and other important work.

Plagiarism

Publishing your opinions, art, writing, and other works make them subject to plagiarism. Although an effective way to share your work, content online is public and can be used without prior permission and knowledge of the user. Users must be cautious of what is published to maintain the genuineness of their work.

Precautionary use of photo uploads

Social media involves photo-based communication and a large number of images. These can be manipulated and used in other areas without the user coming to know. Hence, caution should be exercised to protect your identity, and above all, integrity.

The school shall be regularly posting photographs and video clips of school activities involving

Students unless specifically requested by parents not to post their child/children's photographs or video clips, they will be posted on the school's official Facebook page, Google + page, or official YouTube channel.

GUIDELINES FOR POSTING ON FACEBOOK

Any post that is offensive, defamatory, off subject, abusive, or selling external services, events, or activities will automatically be marked as spam and removed.

No parent or student shall give misleading facts / opinions or any blog(s) / website(s) / social media channel(s) about the school or any teacher. If they are defamatory in nature or deemed to be so by the Internal Review Committee (IRC), it would be considered a serious breach.

Students and parents should use the official school communication channels such as emails from school officers or the school intranet to send any feedback/grievances or complaints. Any complaint or negative comment mentioned on the school's Facebook post will be treated as defamatory and appropriate action would be initiated against the person concerned.

Use of school logos, images, or photographs on personal social profiles is strictly prohibited. If a user has any question or feedback to share in relation to classes, activities, or any school-facilitated service, he/she is requested to contact the respective teacher-in-charge or Campus Principal through the official GIIS web portal, www.mygiis.org

School internet

Global Indian International School provides internet access as a facility to



supplement the delivery of its learning programs. The benefits of having access to the internet are invaluable for both, educators and students.

Amongst the vast resources on the internet are some materials that are not suitable for school-aged children. It is not appropriate to locate the material that is illegal, defamatory, or offensive. Such conduct will lead to the immediate loss of network access and disciplinary actions.

Users Can:

- Participate in projects using the Internet in a directed manner to support curriculum and research activities.
- Use the internet to locate materials to meet educational requirements.
- Access a variety of educational related information including news resources, information databases, the holdings of other libraries, etc.

Users Cannot:

- Locate material that is illegal, defamatory, or offensive.
- Use the network for commercial or for-profit purposes.
- Use the network for any illegal activity, including violation of copyright or other contracts.
- Resort to cyberbullying or harassment.
- Use the network to access obscene or pornographic material.
- Damage computers, computer systems, or computer networks.
- Invade the privacy of other network users.
- Gain unauthorized access to computer networks, resources or materials.





Guidelines on Usage of Intranet Portal – MyGIIS.org

User Login ID and Password (parent and student) is autogenerated once provisional admission fee is paid. The parents can use this to log into www.mygiis.org and access various features online which will be very helpful and are user-friendly.

Feature	Usage
Calendar	Allows you to view the year and term calendar for your child.
Exam & Results	Allows viewing your child's test marks/grades (Class 1 and above)
Fees History	Gives the payment history and outstanding fees for your child.
GIIS Directory	Give the contact details for the teacher handling your child's class and campus contact details.
Messaging	This is the main communication channel, which can be used for mailing teachers, staff, and technical support and view & respond to emails from school.
Parent-Teacher Meet	Access is given for a period of time when registration opens for PTM scheduled. Parents are to follow instructions & register for PTM.
Profile Update	This feature has to be updated immediately for any changes in your and/or your child's immigration status, address, and contact details.
School Bus	Allows you to put a request for the start/stop of your child's bus service.
Syllabus	Allows viewing the syllabus for all the subjects for your child's class.
Withdrawal	Allows you to submit withdrawal applications online.
Edit Login Info	Allows you to edit your username and/or the password given by the school at the time of admission. It is mandatory that this first-time password given at the time of admission is changed as per the preference of the parent. It is important that this password is not shared with others.



Updates on Intranet Portal – MyGIIS.org

The student and parent particulars, as provided by the parent, appear on the MyGIIS student profile. It is the parent's responsibility to ensure that these records are correct and updated at all times. In case of a change in any of the following particulars, the parent is requested to update the changes in the child's profile online. Parents are to update their expiry Emirate ID, Visa status, etc. on the ADEK information portal (eSIS) whenever required to do so. The update should be done in the school by contacting the admission team through Helpdesk

- Passport details of the child and/or both parents
- Immigration status of the child and/or of both parents
- Change in Emirates ID of child and/or parents
- Change in contact details, including current address, all phone numbers, and email ID of both parents

Student Promotion and Retention Policy

SCOPE/INTENT

To provide a framework and broad guidelines for the promotion of students from one grade to another or retention of students within the same grade.

RESPONSIBILITY & AUTHORITY

KG, Primary, Middle and Secondary supervisors are responsible for ensuring that the policy is adhered to by all the teachers of their respective levels. The Principal's office is responsible for hearing any grievances and forwarding them to the Academic Review Committee. The Academic Review Committee shall have the authority of determining whether a student needs to be retained in a particular grade.

APPLICATION


This policy applies to all the students and teachers of GIIS Abu Dhabi

POLICY

GIIS Abu Dhabi follows the Global Montessori Plus Curriculum at the Pre KG and Kindergarten level. The school shall follow the guidelines issued by CBSE and ADEK with regard to the promotion and retention of the students. The school shall set up the Academic Review Committee which shall be vested with this responsibility.

Pre KG and KINDERGARTEN

School follows the 'No Child Left Behind' policy in the Pre KG and Kindergarten section and normally all students shall be promoted to the next grade of a similar age group. The decision to retain a student in the same grade shall be taken in exceptional cases. The school shall conduct meetings with the parents of such students and students shall be retained only after the request/consent of the parent.



GRADE 1 TO 4

The school follows the 'No Child Left Behind' policy in Grades 1 to 4 and normally all students shall be promoted to the next grade of a similar age group. The decision to retain a student in the same grade shall be taken in exceptional cases. The school shall conduct meetings with the parents of such students and the student shall be retained only after the consent/request of the parent.

GRADE 5 to 12

The school follows the assessment pattern as recommended by CBSE from time to time. The current pattern involves students being assessed on scholastic subjects and co-scholastic areas. A 9 point grading scale is adopted for grading scholastic subjects and a 3 point grading scale is adopted for grading co-scholastic subjects and discipline aspects.

Assessment Designs:

- Grades 1 & 2 – 4 assessments in a year consisting of written tests and subject enrichment activities like assignments, worksheets, classwork, and homework.
- Assessments and weightages for grades: 3 to 8

Term: 1- Periodic Test 1 (5%) + Portfolio (5%) + Multi Assessment (5%) + subject enrichment activities (5%) + Half Yearly (80%)

Term 2- Periodic Test 2 (5%) + Portfolio (5%) + Multi Assessment (5%) + subject enrichment activities (5%) + Annual Exam (80%)

Periodic Test (5 Marks)

The school will be conducting two periodic tests in the entire academic year.

Portfolio (5 Marks)

Portfolio is a part of an internal assessment aimed at enhancing the seriousness of students towards preparing notes for the topics being taught in the classroom as well as assignments. This also addresses the critical aspect of regularity, punctuality, neatness, and notebook upkeep.

Multi Assessment (5 Marks)

Multi assessment is a part of internal assessment

Subject Enrichment Activities (5 Marks)

These are subject-specific application activities aimed at enrichment of understanding and skill development. These activities will be recorded by respective subject teachers.

Promotion is granted on the basis of the performance of the student during the entire academic year as per the following weightage:

- Final exam – 80 Marks
- Internal Assessment – 20 Marks

Grade 9 and 10

Pen Paper test (5%) + Multi Assessment (5%) + subject enrichment activities (5%) + Portfolio (5%)+ annual exam (80%)

Periodic test (5 marks)

- The school will be conducting three periodic tests in the entire academic year with the syllabus included cumulatively. The average of the best two will be taken into consideration for the calculation of final marks.

Portfolio (5 Marks)

Portfolio is a part of an internal assessment aimed at enhancing the seriousness of students towards preparing notes for the topics being taught in the classroom as well as assignments. This also addresses the critical aspect of regularity, punctuality, neatness, and notebook upkeep.

Subject Enrichment Activities (5 Marks)

These are subject specific application activities aimed at enrichment of the understanding and skill development. These activities will be recorded by respective subject teachers.

Multi assessment (5 marks)

Multi assessment is a part of internal assessment

Promotion is granted on the basis of the performance of the student during the entire academic year as per the following weightage:


- Final exam – 80 Marks
- Internal Assessment – 20 Marks

Students have to secure a minimum of 35% in CBSE subjects - (English, French/ Hindi, Maths, Science, Social, IT) and 50% in ministry subjects- (Islamic, Arabic, MEP)

GRADE 9 to 12

Promotion from grade 9 onwards is as per CBSE guidelines.





CBSE - Central Board of Secondary Education

Special Education Policy

SCOPE/INTENT

This policy provides broad guidelines on the provision of special education for students studying in the school.

RESPONSIBILITY & AUTHORITY

The admissions team shall brief the aspiring students and parents on the special education provisions available at the school. The Special Education Coordinator shall identify students needing special education.

APPLICATION

This Policy is applicable to students studying in this school.

POLICY

GIIS believes in inclusive education and hence shall strive to provide placements to students with mild to moderate special education needs. Additional charges might be incurred from the parent to provide any equipment or support to the disabled students. Special Education Needs students shall be treated without discrimination and will be treated similar to their peers. Everyone shall be given equal educational opportunities.

The School shall provide high-quality services to meet the different needs of students with special education needs and involve them as much as possible with others in daily School activities. Each student with such mild or moderate delays or disabilities shall be admitted to the School and be treated with due respect and utmost care by the entire School community.

The school shall make adequate provisions to address the needs of gifted and talented students.

The school identifies the special educational needs by:


The school identifies the needs of children by considering the needs of the whole child and not just the special needs or disabilities of the child.


Classify a child as having a learning difficulty if:

They have significantly greater difficulty in learning than the majority of children of the same age.

Classify children as having an emotional difficulty if:

They are unable to conform to the expected norms of behaviour displayed by the vast majority of the children in the school.





Classify children as having a disability if

It is physically difficult for them to make use of the educational facilities that are provided for children of the same age.

They have a diagnosed medical condition that requires intervention.

Special Education Needs Teacher

School has a full-time Special Education Needs Teacher and other staff members who will be responsible for assisting the SEN Coordinator to effectively meet the requirements of students with special education needs.


The SEN Teacher shall:

- Identify the needs of students with Special Educational Needs and Disabilities as early as possible and ensure that their needs are met.
- Ensure that all students make the best possible progress
- Monitor the progress of all students in order to aid the identification of students with Special Educational Needs and Disabilities
- Work with parents/guardians to gain a better understanding of their child and involve them in all stages of their child's education
- Ensure that students express their views and are fully involved in decisions which affect their education
- Ensure a high level of staff expertise to meet student need, through well-targeted continuing professional development
- Promote effective partnership between school and outside agencies to support any student with special education need as and when required.

Individual Education Plan

The school shall develop an Individual Education Plan for Special Education Needs students if they experience difficulties in accessing or being able to learn the curriculum. The IEP will be used by teachers and students to guide instructional practice, including modifications of the programme and adaptations of the environment of aspects of instruction and assessment. These will be tailored to the individual student's needs to enable optimal learning success. The school shall also develop an Individual Support Plan (ISP) for students who require learning support. An IBP (Individualised Behavioural Plan) is also developed for students who require support to focus on tasks and are overly distracted.

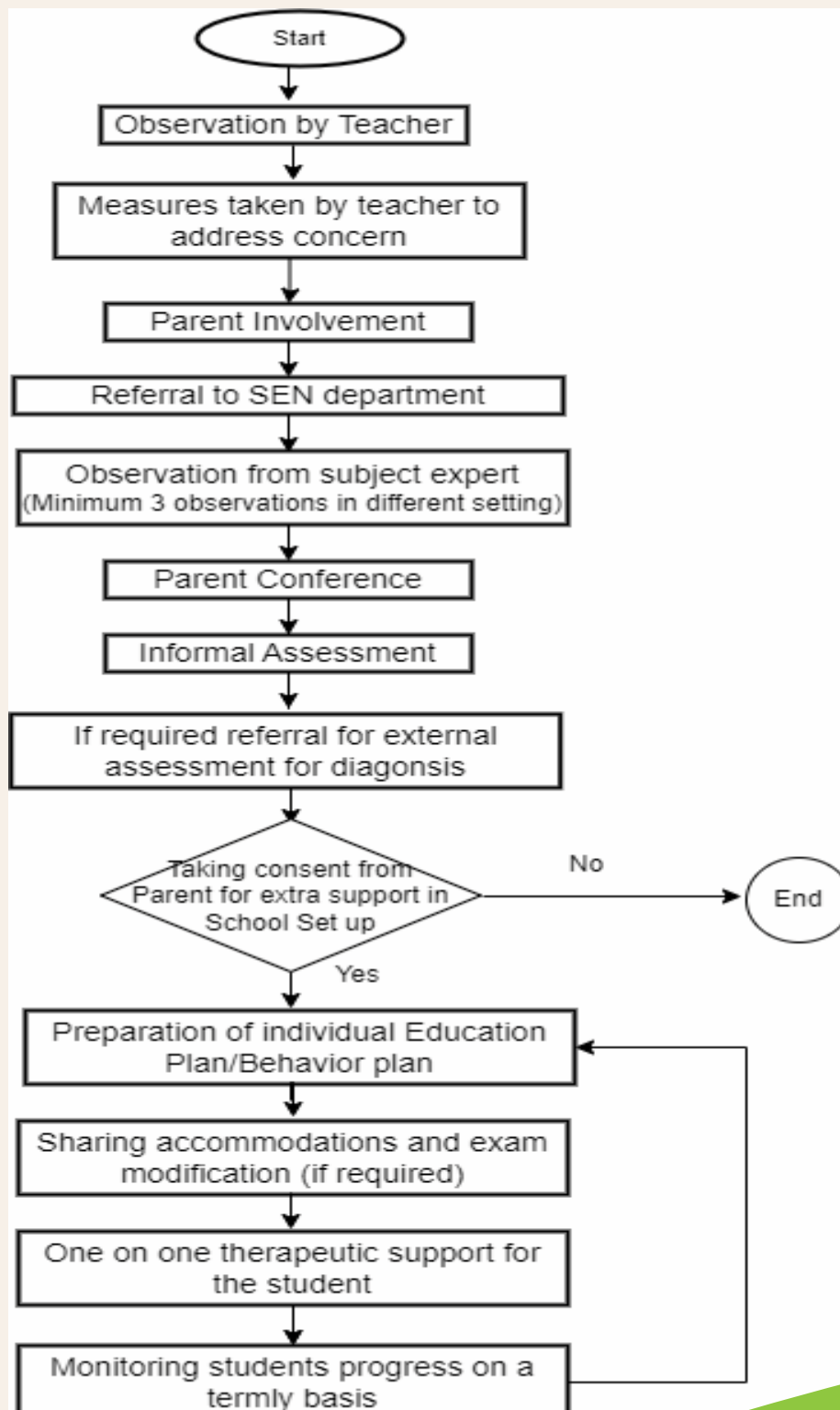
Identification Process:

1. Observation by teacher
 2. Measures taken by teacher to address concerns
 3. Parent involvement
 4. Referral to the SEN department
 5. Observation from subject expert (Minimum 3 observations in different setting)
 6. Parent conference
- 

7. Informal assessment

8. If required referral for external assessment for diagnosis.

- ◊ Taking consent from parents for extra support in the School set up.
- ◊ Preparation of Individual Education Plan/ Behavior plan
- ◊ Sharing accommodations and exam modifications (if required)
- ◊ One to one therapeutic support for the student.
- ◊ Monitoring students progress on a termly basis.





Gifted & Talented

The term gifted is usually used to refer to the students with superior intellectual or cognitive ability specific, aptitude ability (Subject science, IT or mathematics), social maturity and leadership, mechanical / Technical/ technological ingenuity. The term talented is usually refer to the students who show outstanding performance in a specific area such as visual and performing arts (Art, Theatre, Recitation) psychomotor ability (Dance & sports)

Students who meet this criteria of high performance in scholastic or co scholastic are treated as gifted and talented.

The school develops an Advanced Learning Plan (ALP) through enrichment programmes for the gifted and talented. ALP shall identify ways in which teachers can enrich the students' learning in order to achieve their potential.

The Identification of gifted and talented usually involves a combination of procedures including

- ◇ Intelligence scores
- ◇ Creativity measurements
- ◇ Achievements measures
- ◇ Nomination –By teacher, By parents, by peers and by self
- ◇ During assemblies
- ◇ Inter-school competitions
- ◇ Art/science exhibition
- ◇ Special initiatives plans brought up by schools ('Al Tasamuh', Month of curiosity, innovation week, set up of planetarium, Robotics, STEM and GOAL,
- ◇ External tests (SOF & ASSET)

Enrichment Programmes:-

The major purpose of enriching a school programme for the gifted is to stimulate and foster optimum development with extension and challenge.

Individual enrichment

- | | |
|------------------------------|-----------------------|
| 1) Group-oriented enrichment | 5) Peer buddies |
| 2) Excursions | 6) Leading clubs |
| 3) Library facilities | 7) Community services |
| 4) Research Projects | 8) Faster lessons |
- 



Advanced Learning Plan

The school will develop Advanced Learning Plan through an enrichment programme for gifted and talented students who are exceptionally exceeding scholastic or co-scholastic expectations. The ALP shall identify ways in which teachers can enrich the student's learning in order to achieve according to their potential.

Involvement of Parents/Guardians

The school considers parents and guardians as partners in education. All staff liaises regularly with parents of students with SEN at formal parents meetings as well as on a more informal basis. The school will provide an annual report for parents on their child's progress.

When a student is receiving SEN support, we will meet parents regularly to set clear outcomes and review progress, discuss the activities and support that will help achieve them, and identify the responsibilities of the parent, the student and the school. These discussions will usually be led by either the class teacher or the SENCO. They provide an opportunity for the parent to share their concerns and, together with the teacher, agree on their aspirations for the student. Where possible these meetings will be aligned with the normal cycle of discussions with parents of all students

The views of the students will be included in these discussions either through involving the student in all or part of the discussion itself or by gathering their views as part of the preparation.


A record of the outcomes, actions and support agreed upon through the discussion will be kept and shared with all the appropriate school staff.

LIBRARY RULES

The rules and regulation in the Library are meant to promote the judicious and fair use of Library materials for the mutual benefit of the school community.

However, students are reminded that the following rules and regulations are enforced and enjoin all to abide by them.

1. All the members of the staff and students of the school are the members of the school library.
2. Strict decorum and discipline must be maintained in the Library.
3. Grade I – X classes are provided with a Library period once a week.
4. Books are issued only during Library periods. Students are permitted to borrow only one book at a time and should be returned within a week.
5. No book will be issued or returned during the teaching hours.
6. Reference books, Periodicals, Comics, Maps etc., shall not be spoiled and taken out of the library.
7. If any book is lost or spoiled, actual cost plus the fine amount is chargeable or replacement of the same is permitted.


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8. Newspapers and Magazines must be read only in the library and should not be taken out from the library.
 9. Users should not mark, underline, deface, mutilate, cut or write or damage the Library books or library materials in any form. If users are found guilty, it will be charged double the cost of that particular material.
 10. Books will be reissued for not more than two times.
 11. Borrowers should check the fitness of the book before getting it issued. Any discrepancy should be brought to the notice of the Librarian or else the borrower will be held responsible for any defect or damage.
 12. Library computers are for academic purpose only. Do not tamper with the computer settings. Follow the internet safety guidelines
 13. No food or drinks is allowed inside the Library.
 14. At the end of the academic year or during vacation books will not be issued.
 15. At the time of withdrawal, clearance from the Librarian should be taken.
 16. Library is not responsible for any personal items that are lost, stolen or damaged.
 17. Library staff reserve the right to inspect bags or other personal property when students enter or leave the Library.
 18. Suggestions on all aspects of Library services are welcome.
 19. Strict order and silence shall be maintained in the library and speak softly if needed.


Cyber Security Policy

The aim of the Acceptable Internet usage policy is to ensure that all students and staff are aware of the risks and hazards of Internet usage and use it sensibly and safely for the purpose of information sharing and improved learning. All students and staff should be free of any fear of cyberbullying by anyone known or unknown.

They should be able to recognize cyberbullying and inform the teachers in case of any bullying.

This policy includes

- Acceptable usage of the Internet by all students and staff during school hours
 - Anti-cyber bullying
 - Smart usage of educational and information sharing websites
 - Etiquettes of electronic communication.
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School follows Cyber Security norms as per the UAE Government.

Guidelines for safe online classes


1. Zoom/Google classroom integrity-, i.e. joining of unwanted guests. If any unwanted guest joined the link and the reason was sharing of link with others from the parents' end. This will be strictly monitored and in case, such an issue is brought to notice, the same will be brought in the reports of the UAE Digital Wellbeing Council.
2. Students are strictly advised not to share their ZOOM and Google Classroom ID's and password with anyone. They must keep it confidential in order to avoid any kind of violation and for safety purposes
3. Kindly refrain from recording the online classes. If the same activity is brought to notice, the school has the authority to bring it to the notice of the UAE Digital Wellbeing Council.
4. Class teachers and subject teachers will maintain a track of attendance and if the child is not present for the entire learning hours in a day, he/she will be marked absent in MyGIIS. Furthermore, maintain the credentials of a child in the display (Child's name, with class and section), and this will further help us to track their attendance in the class.
5. Parents are requested to address their concerns through MyGIIS (parent portal) as it is an official medium of communication.
6. Parents are requested to keep an eye on their ward, during the online classes. They must refrain from unnecessary interruption of the class and must maintain class discipline for the smooth running of classes.


Anti-Bullying Policy, GIIS Abu Dhabi

Global Indian International School Abu Dhabi takes seriously its obligation to ensure that pupils and staff enjoy a safe working environment. The school believes that all people in the school community have the right to learn and teach in a supportive, caring and safe environment without fear of intimidation or being bullied.

The school strives to be a community in which everybody feels valued and safe and within which individual differences are accepted, tolerated and regarded positively. Every student has the right to enjoy school.

1. Students -

- ◇ Are aware of what bullying is and what it is not.
 - ◇ All students and staff should be free of any fear of cyberbullying by anyone known or unknown
 - ◇ Are encouraged to tell anybody they trust if they are being bullied or if they have witnessed any incidents of bullying.
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- ◇ Are invited to express their views about school issues, including bullying, through the school council.
 - ◇ Participate in Anti-Bullying Week and other curriculum based work on anti-bullying.

2. Staff -

- ◇ Consider all forms of bullying unacceptable.
- ◇ Seek to prevent bullying from taking place using a range of methods that are preventative and help to establish a climate of trust and respect for all through Pastoral tutorial Program, Circle Time, and curriculum-based work.
- ◇ Are alert to the signs and symptoms of bullying.
- ◇ Provide opportunities to particular individuals to discuss concerns, if they suspect that that child is being bullied.


3. Parents

- ◇ Actively promote the GHS School's Anti-Bullying and Engage.
- ◇ Are alert to some common signs and symptoms of bullying.
- ◇ Immediately contact their child's teacher or the Principal if their child is being bullied or they suspect that their child may be the perpetrator of bullying.
- ◇ Support their child at home and school in developing positive anti-bullying skills.

4. Anti-Bullying

Procedures -

- ◇ Class teachers will immediately investigate any acts of bullying that they are made aware of.
- ◇ An appropriate level of counseling should be offered to support the victim of bullying.
- ◇ An appropriate level of time should be spent talking to the child who bullied, explaining why the action was wrong, and helping them to change behavior in the future.
- ◇ Both the incident and outcome must be recorded and kept on record in the school management system.
- ◇ In some instances, it will be appropriate to refer incidents to the coordinators or Principal, who will follow the same procedure and record the incident and the outcome.
- ◇ If a child is repeatedly involved in bullying other children, the child's parents will be invited into the school to discuss the situation and the steps necessary to be taken to address the issue. This will involve referral to the Social Worker, counsellor, coordinators, implementation, and follow up.

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- ◇ In the most extreme cases, where these procedures have proven ineffective, the Principal will consult with external support agencies.
 - ◇ All ADEK guidelines will be adhered.

5. Complaints

- ◇ If parents or guardian are not satisfied with the school's response, they should contact the principal in line managing the Social Worker or counsellor.
- ◇ If parents still remain dissatisfied, they should follow the school's complaints procedure, outlined in the GHS Complaints Policy.

6. Monitoring, Evaluation, and Review

To ensure that this policy is effective, it will be regularly monitored and evaluated. All incidents of bullying will be monitored through the school management system.


7. The grievance committee

Team will look closely at school records on a regular basis at fortnightly meetings, to look for patterns and will adopt early intervention or pre-emptive measures if required

School fee-related information:

- Re-Registration fee payment is mandatory for confirmation of the continuation of students in the school applicable next academic year.
- School transport is optional and transport fee is charged to only those parents who opt for school provided transport for their children.
- ***Installment: We are offering an installment plan for the term payment on a case to case basis. For availing installment facility, please share your employment contract, salary slips & bank statements for the last 3 months.***
- The school accounts committee reserves the right to accept such requests based on the genuineness of the case.

Note:

- ◇ If the first installment is not paid within the next 3 days of the due date, the scheme would be considered null & void.
 - ◇ If there is any delay noticed in any fee installment as per the due date, virtual classes would be blocked within 2 days after the due date elapsed.
 - ◇ Installment is applicable only for a particular TERM's Tuition Fee, all other fees such as Book, Uniform, or any other Fee are required to be paid up front.
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- ♦ Fee Reminder would continue to be sent being system configuration however there won't be any interruption to virtual learning.
- ♦ There is no possibility of further extension of the due date of the instalment agreed.
- ♦ **Below payment modes are available for School's parents:**

Online Payment:

- ♦ We advise you to pay the fee online by logging into <http://www.mygiis.org/> with your parent's credentials.
- ♦ **Al Ansari Exchange (At any branch):** Only cash payment can be made by showing the invoice either in soft or hard copy, provided the invoice amount should be higher than AED 1,000.

Note: The partial payment will not be accepted for any invoice and the full amount has to be paid at the counter.

- ♦ **Fee Counter At school** – Cash, Cheque & Debit/Credit card by visiting the school.

Note: If a parent is paying through cheque then the only current dated cheque will be accepted & it should be in the name of the parent or company where the parent is working.

SIBLING POLICY: GIIS offers a 10 % sibling discount on the tuition fee for the younger child.

Scholarship 2023-2024

Following scholarship are offered for the current academic year

Scholarship Name	Applicable Grades	Eligibility criteria	Who can apply?
Global FUTURE READY merit Scholarship	Grade 11	Merit	Existing students only
GIIS Super Star Scholarship	Grade 11	Merit	New students who wish to join our school

Link to apply: Scholarship 2023-2024

Refer school website for updates on the scholarship.



Withdrawal and Fee Refund Policy

SCOPE/INTENT

This Fee and Refund Policy (Policy) only intends to determine and provide broad guidelines for the collection of Fees and establishes a framework for Refund of Fees at Global Indian International School ("School"), Abu Dhabi.

Step-by-step procedure for applying the withdrawal

Step 1: Through myGIIS under student profile you will find withdrawal as an icon. After clicking on the withdrawal icon, a page will be displayed stating as Apply for Withdrawal. The parent is required to serve a minimum of 30 days in advance for withdrawing a student. Withdrawal is to be applied by the parent on myGIIS system to serve withdrawal intimation, any other communication would not be considered as an intimation to School

Step 2: Once the withdrawal application is received, you will receive a call from the eSIS coordinator to understand the withdrawal reason.

Step 3: An exit interview will be scheduled by the Academic Head through Zoom and details of the exit interview appointment will be shared at your registered mail id.

Step 4: If there are pending dues, the finance department will intimate the due amount to the parent.


Step 5: Once approved by all the department heads, the Transfer Certificate (TC) is issued within thirty (30) working days of receiving the withdrawal application for those students who are moving out of Abu Dhabi and out of the country. Those students moving within the Emirates, a NOC must be submitted. After submission, the student will be transferred online in the ADEK (eSIS) system.


In case of queries regarding withdrawal, send mail to the eSIS coordinator at esiscoordinator.ad@globalindianschool.org

Profile update for students:

- ◇ Parents should update the student profile by login to myGIIS under student profile.
- ◇ Any changes in the residential address and phone numbers should be intimated to the eSIS coordinator and Transport in charge with cc to the class teacher by sending a mail.
- ◇ The refund will be processed within a period of 30 days.

CLASSIFICATION OF FEES:

- Tuition fees are those sums that are directly associated with educating students.
 - Other fees include textbooks, uniforms, and transportation fees.
 - School fees refer to both tuition fees as well as other fees which a School charges to Parents/Guardians.
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- Extra-curricular Fee is associated with optional, extra-curricular activities or related curricular activities which incur separate charges and is not to be included as part of tuition fees.

QUANTUM OF FEES:

The quantum of fees charged by the School) is in accordance with the Department of education and knowledge, Abu Dhabi - Private School Policy and Guidance Manual 2014-2015 and its applicable provisions and is compatible with the School's academic infrastructure.

We have a clear and transparent approach to the regulation of fees to ensure fees that mirror the quality of education and that other charges/fees are reasonable in accordance to facilities or curricular or extracurricular activities offered by us towards the overall growth of our students.

COLLECTION OF SCHOOL FEES:

Registration or Re-registration Fees:

School has enabled provisions to collect registration or re-registration fees up to four months ahead of the commencement of the school year, however, such amount is deductible from School fees and does not exceed the quantum or percentage of the tuition fees as prescribed by Department of education and knowledge, Abu Dhabi .The registration or re-registration fees are charged only when the student is enrolled in the school and is not charged when a student is applying in the school.


Tuition Fees and Other Fees:


There are three equal installments for tuition fees in each academic year. The School collects the first instalment not earlier than one month preceding the beginning of the school year and for the second or third instalment, the amounts are collected not earlier than one month preceding the beginning of term 2 or 3 respectively.

Refund Eligibility and Calculation:

The School at its sole discretion may retain a certain amount of the fee paid or refund the same in any of the following cases:


If a Student attends any part of week one of the TERM or fails to show up at all without the Parents/Guardians notifying the School in writing sufficiently in advance before the beginning of a term. In such a case, the school may retain the value of registration or re-registration fees.

- If a student attends from one week and up to three weeks in any term, the School shall retain the value of one full month of tuition fees.
 - If a student attends over three weeks and up to six weeks in any term, the School shall retain the value of two full months of tuition fees.
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- If a student attends over six weeks in any term, the School shall retain the full-term fee. For the avoidance of doubt, full-term fee here shall refer to full & complete full term fee as published by School and any discounts or deductions shall not be considered here.
 - These cases apply to both existing students as well as students that register after a term has already commenced.
 - Official holidays and absences from class are considered part of the week for the above calculation of student attendance.
 - The value of one month of tuition fees is calculated by dividing the annual tuition fees for the respective grade by ten months.
 - The refund amount shall be subject to deduction of all the charges such as cheque or credit/debit card collection charges or any benefits given at the time of registration.
 - Any textbook and uniform fees paid to the School will be refunded to Parents if such has not yet been received by Parents or Student
 - Transportation fees refunds are to be calculated in the same manner as tuition fees.

NON-PAYMENT OF SCHOOL FEES:

School has a clear, transparent policy for non-payment or late payment of School fees. The school encourages parents to clear their dues in a timely manner. The school puts reasonable efforts, when dealing with non-payment issues, to protect the student from unnecessary embarrassment. If a Parent does not make full and timely payment of dues within the prescribed days mentioned on the invoice, the School shall take the following actions:

- School shall suspend a student for up to three days after sending three fee payment reminders, each of these reminders being sent at a gap of one-week to the student's Parent.
 - The school shall also terminate the provision of transportation services if entire dues are not cleared during the student suspension period.
 - Further, School shall withhold examination report cards, transfer certificates, block transfer on eSIS, and/or not re-register a student until all outstanding dues are settled.
 - Any part payment done by the Parent shall be first adjusted against the tuition fee and then against the transportation fee.
 - Withdrawal of the student from the School shall be subject to a written notice through MYGIIIS to the School at least one (01) month in advance. Any other communication may not be considered as a valid intimation to School.
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STUDENT REGISTRATION AND ADMISSION POLICY

SCOPE/INTENT

To provide prospective students and parents with an understanding of clear guidelines regarding registration and admission.

RESPONSIBILITY & AUTHORITY

Admission counselor will ensure that all details pertaining to school facilities, infrastructure, and curriculum are provided to the parents of prospective students at the time of admission. Assistance is provided by the other administrative executives.

This policy will be reviewed and updated as needed by the school and in line with ADEK guidelines from time to time.

APPLICATION

This policy is applicable to all admission and administrative staff assisting in the admission of students.


POLICY


GIIS is a progressive school and shall strive to provide equal opportunity for all students seeking to get educated at its premises. The school shall follow the following guidelines regarding the registration and admission of the students.

REGISTRATION AND ADMISSION COUNSELLING

- Pre-Admission Counselling – Parents as well as the students seeking admission shall be provided with detailed information by the school admissions counsellor/administrative staff regarding the registration and admission process.
- All prospective students and parents shall have the opportunity of visiting the school subject to confirmation of the appointment and familiarising themselves with the school campus.
- Admission at GIIS is open to students of all permitted nationalities subject to approval by ADEK.
- Each student seeking admission shall first register himself/herself for the class for which he/she is seeking admission on the school website <https://abudhabi.globalindianschool.org/>

INTERACTION AND PLACEMENT TESTS


- All students fulfilling the age criteria for Pre KG and Kindergarten shall be meeting the counsellor or supervisor for interaction and then the seat will be confirmed.
 - All students seeking admission to grade 1 and above shall appear in the admission assessment test/online assessment test followed by physical/zoom
- 




interaction which will ascertain the suitability of a student for a particular grade and determine whether the student requires any additional support from the school.

- The School shall interact with the child along with parents with mild to moderate special needs and may require such students to take certain placement tests to give an indication of their performance level(s) to be able to provide proper learning and psychological support and not for the purpose of accepting or rejecting a student.

ADMISSION INFORMATION, DOCUMENTS, AND RECORDS

- Each parent shall fill up the Admission registration form and Transport requisition form and provide any other data the school may need to process the admission of the student.
 - Parents shall submit a student report card of the previous grades in case admission is sought to Grade 2 and above.
 - Parent shall submit the promoted Transfer Certificate with the attestation in case the student is coming from outside UAE. Transfer Certificate is mandatory for Grade 2 and above admission.
 - ♦ **GCC countries** - Transfer Certificate stamped by the Ministry of education from previous country of residence.
 - ♦ **Arab countries and other countries** –attestation required from UAE (Ministry of Foreign Affairs)
 - Parent shall submit the promoted Transfer Certificate in case the student is transferred from another Emirates. Transfer Certificate is mandatory for Grade 2 and above admission.
 - Parents shall submit the previous year's report card/medical report POD/SEN department (People of Determination /Special Education Needs) if needed before the admission process
 - Parents of all newly admitted students (including the students transferred from other schools in the Emirate, from other Emirates, or from schools abroad) shall submit their Student Vaccination / Immunization/ Health Record as part of medical records required by the clinic of school.
 - The school shall process the admission of students who fail to submit vaccination records subject to an undertaking from the parent that they shall submit the relevant records before the end of the student registration deadline by ADEK. Students shall not be eligible for registration if the records are not submitted before the end of the deadline.
 - The School nurse must create new medical records for students registered in Kindergarten or Grade 1
 - The School nurse shall obtain the medical records of transferred students from other schools within the UAE.
 - The School nurse shall create new medical records of transferred students from schools outside the UAE.
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- The School shall keep records of all student admission files including required information and documents.

Student Capacity and admission priorities

- Maximum capacity of each Pre KG and KG class shall be 25 students.
- Maximum capacity of each section Grade 1 to 12 shall be 30 students.


The School may apply following admission priorities if there are more requests for places than available places:

- ◇ Students who attended the School in the previous year or period (ex-student).
- ◇ Students with siblings already in the School.
- ◇ Children of School staff.
- ◇ Students who live near the School
- ◇ Siblings of new admissions.

Registration:


The school shall follow ADEK regulations and guidelines for registration of the students in the eSIS.

Books –

- School books can be collected from the counters, during school the operating hours.
 - The book fee will include – Course Books, *DA Exam*, Subscription to Hey Math, Subscription to Little Thinking Minds and Raz Plus (Grade 1-5) and any other subscription based academic tools that will be introduced in future.
 - The book set will contain a checklist of items.
 - Parents should check and verify that all items, as per the checklist, are included in the set.
 - If any discrepancies are found, these should be reported to the class teacher or Helpdesk team within 24 hours of collecting the books. Discrepancies reported after this period will not be considered.
 - MOE books are not included in this set of books.
 - The student learning material is updated annually by our Global Academic Team. Therefore, it is recommended to purchase the most updated book sets from the school counter.
 - Book sets once purchased will not be accepted for returns or refunds.
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School Bus Transportation

1. Students who wish to avail school transportation need to contact the school transport counter and check the availability of bus service. The extension of the bus service to a new area would be finalised by the school in consultation with the transport provider.
 2. Parents are requested to bring the students to the pick-up and drop-off point at least 3 minutes before the designated pick-up and drop-off time. Please note that the bus driver will not wait beyond the designated time.
 3. In the case of students below the age of 12 years, if there is no one at the drop off point with whom to leave the student then the student will stay on the bus as it continues its journey and the bus supervisor will seek to contact the parents to arrange an alternate drop off point. If all attempts to contact the parents fail, the student will be brought back to school and it will be the responsibility of the parent to pick up the child from the school.
 4. Please note that the bus escorts will not allow the student to leave the bus. Under no circumstances escorts will accompany the student from the bus to the student's home. Bus escorts will hand over the child at the designated drop off point to the parents or guardian.
 5. For students of 12 years and above, the child can be dropped off without a parent or guardian at the receiving point, provided that an undertaking letter is signed by the parent and submitted to school authorities.
 6. In case a student desires to be dropped off at another stop, whether on the same or different route then, parents are required to provide a written request which will be submitted to the bus supervisor in the morning, who in turn will hand it over to the transport coordinator at the school for approval.
 7. There will be no "missed calls" entertained from parents to conductors and vice versa. Any communication needs to be done through a phone call to either the bus attendant, supervisor, or transport coordinator.
 8. If the student is found to have caused damage to the bus or the property or belongings of a fellow student then, the parents will be required to compensate adequately for the repair or replacement of the damaged item. The bus company will provide an incident report along with an invoice to be settled.
 9. For safety reasons, students will refrain from eating and drinking on the bus, except for water.
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Student (Child) Protection Policy

SCOPE/INTENT

This policy shall cover all the students of the school. The policy aims to provide broad guidelines to ensure the safety, security and well-being of all the students of the school.

RESPONSIBILITY & AUTHORITY

Teachers shall be responsible for students in the classrooms and play area.

Bus attendants travelling in the bus shall be responsible for students while commuting to and from school.

APPLICATION

This Policy is applicable to students studying in the school.

POLICY


Student Protection


Every student has the right to feel safe and free from harm in every area of their daily lives including when they are at school. Protection for children and young people is of paramount importance and one that the school takes very seriously. The school has developed policies and procedures to guide school staff, volunteers, and visitors to the school in their responsibilities to recognise and report all matters of abuse and harm, likely abuse or suspected harm of any student.

The school shall be responsible for the care and protection of students while they are in the school's care, or travelling to and from the school using school-provided transportation means, and while moving between all activities organized by the school. We will take all possible measures to protect students from any form of exploitation, abuse, oppression, insult, and/or any other physical, sexual, or emotional threat, danger, or harm.

The school shall be responsible for the supervision of students traveling by school bus from the time they enter the bus till they are dropped back to their designated drop-off points after school hours. The school shall be responsible for students availing of their own transport 15 minutes before the start of school time and 30 minutes after school hours and shall notify parents/guardians of their responsibility toward their children outside of these two periods. School staff shall be available on a telephone call for parents to contact in case of any need till 60 minutes after the school end time.

School has implemented the following measures to ensure the safe being of Children while they are in school and on the school bus.

- The presence of security guards at all the entry/exit points of the school ensures that every visitor to the school makes an entry in the visitors register at the entrance.
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- High quality cameras are installed in the corridors and outdoor play areas to monitor the safety and security of students at all times. Patrolling of security personnel to various locations inside the school and outdoor play areas is performed at regular intervals. All areas of the school premises are monitored by supervisors and teachers adequately.
 - Classroom management is primarily the responsibility of the teacher, and he/she must make sure that all the students are out of the classroom during recess, activity time, and school dispersal time.
 - School's staff recruitment policy and procedures include a background check of new recruits along with a Police clearance certificate from the relevant authorities.
 - Safety induction is provided to every staff member. Staff members are to ensure that all operations are performed with the utmost regard for safety and health.
 - Inspections are carried out on a regular basis to promote a safe learning environment by ensuring that all equipment, furniture, and facilities used by the students are safe.
 - Students and staff are trained to react to emergency situations including building evacuation. Fire drill is conducted on a regular basis to ensure the safe and speedy building evacuation.
 - Students are advised to walk cautiously in school corridors and stairs. They must refrain from running to avoid accidents.
 - A certain percentage of regular staff are trained to provide First Aid and CPR to students and adults.
 - Physical conflicts of any kind are strictly forbidden among the students. In case of any such incident, the teacher should call the supervisor who will accompany the child to the school nurse. The school nurse is responsible to decide whether the child needs only first aid or must be taken to the hospital for follow-up and inform the parent in consultation with school authorities.


GIIS believes and protects the rights of the child to grow and enjoy a free, safe and modern life. We involve children in social life activities according to their age, maturity and capabilities. Students in GIIS enjoy a priority right for protection and safety under all circumstances.

Service of a student counsellor is made available in the school who investigates any report of child abuse (physical, mental and emotional) or neglect reported by the teacher. Students are also free to approach the student counsellor to report any incidents of abuse at home or elsewhere.

School has appointed full time experienced licensed Health and Safety personnel to ensure the safety of students and staff as per the standard.

Staff are not allowed to carry or use anything that could harm students such as hot drinks or sharp objects inside the classrooms/corridors or while supervising the students.





Housekeeping staff are instructed to take utmost care while using cleaning solvents and other solutions.

The presence of any visitor in classes or corridors during school hours is forbidden. If the need arises for any visitor to be there, they shall be accompanied by the security or school official.

Workers or maintenance staff who visit the school will be always under a supervisor and school official to ensure that they don't mingle with students and no maintenance work is permitted in the presence of students.

Students below the age of 11 years are not allowed to leave the school alone and must be accompanied by either a parent or guardian. They can leave with their driver if the parent has informed the school in writing.


Staff or supervisors are not permitted to transport any student in their private cars unless they are asked to do so by school authorities or with permission from parents.

Designated area has been allocated for the school bus pick up and drop off. Security personnel individually inspect every bus after dropping children in the school. All buses are equipped with cameras, Notification to parents along with a bus tracking facility is available with all school buses. The lady conductor in charge of the bus ensures that every student is wearing seat belts and no unnecessary movement of students inside the bus is permitted.

Reporting of Incidents

Grievance Committee

The school shall thoroughly investigate and report immediately to ADEK all incidents of abuse that students may face including exploitation, violence, and /or any other physical harm, sexual abuse, or emotional threat, or harm of any kind, all of which will be referred to as "abuse of students". If any such incident is proven or suspected, the Principal, Chair of Board of Trustees (or in the case of the abuse being carried out by the Principal, the Chair of Board of Trustees) shall:

- Take immediate steps to safeguard all those involved, such as reporting incidents to the relevant official entities, taking into account other laws that may be related to the incident
 - Immediately inform the PSQA Sector, Licensing and Accreditation Division, of the incident by telephone, and in writing within 24 hours of the incident
 - Report the incident immediately to Parents/Guardians concerned
 - Immediately suspend any member of staff who is accused of an offence involving student abuse if the alleged staff abuse involves a crime according to the provisions of prevailing UAE Laws, as per article 112 of the Labour Law (including notifying the relevant authorities), until an investigation in this matter is completed and a decision is made concerning this member of staff's fitness to continue to work at the School
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- Carry out a formal investigation obtaining written statements from those involved;
- Provide the PSQA Sector, Licensing and Accreditation Division, with a written report within 24 hours of the incident via the official email account (private.schools@adec.ac.ae).
- Immediately terminate the employment of anyone found guilty by a competent authority of an offence of student abuse, in accordance with the provisions of United Arab Emirates Federal Law No. (8) of 1980 Labour Law and its amendments.

The school shall conduct thorough investigation and shall maintain scrupulous communication and actions when dealing with relevant government entities such as Health Authority-Abu Dhabi, the social welfare institutions and police departments. School shall keep relevant records and inform ADEK of such communications when requested.

Rewards for good behaviour

Recognising and rewarding a student's good behaviour, self-discipline and learning is crucial to establishing and maintaining a culture of high expectations. Students want to show their parents that they are doing well. They want to feel pride. They want what everyone wants, the chance to feel important and valued for their efforts. The school aims to ensure students feel valued in the following ways:-

- Sensitive and genuine verbal praise from teachers
- Written praise in exercise books and in homework notebooks
- Notes and mails from teachers and staff
- Letters/certificates of praise accompanying school reports
- Recognition in assemblies, wall displays and newsletters

17. Teaching Learning Policy

SCOPE/INTENT

To provide all Students, teachers and parents with an understanding of teaching and learning practices at GHS.

RESPONSIBILITY & AUTHORITY

Academic Supervisor and Subject Heads of Departments shall be responsible for the implementation of this policy. This policy will be reviewed and updated as needed by the school and in line with ADEK guidelines from time to time. APPLICATION This Policy is applicable to all teachers and students of GHS.




POLICY

At GHS, we are committed to high quality teaching and learning to raise standards of achievement for all students. This policy summarizes expectations and common working practices. It reflects what has been agreed in terms of approach and consistency and makes explicit the best practice to which the school aspires. It also reflects the aims and objectives of the school and supports its vision.

PRINCIPLES OF TEACHING AND LEARNING

Learning is the purpose of the whole school and is a shared commitment. At GHS, we recognize that education involves children, parents, staff, School Management Committee, Board Members, the community and the local authority, and that for optimum benefit all should work closely together to support the process of learning. Working in partnership, we aim to:

- Provide a supportive, positive, healthy, caring and safe environment, which has high expectations and values all members of the school community;
 - Recognize the needs and aspirations of all individuals and provide opportunities for all pupils to make the best possible progress and attain the highest personal achievements;
 - Ensure children can develop as literate, numerate and technologically competent individuals, within a broad, balanced, exciting and challenging curriculum;
 - Provide rich and varied contexts and experiences for pupils to acquire, develop and apply a broad range of knowledge, skills and understanding;
 - Provide a curriculum which promotes the spiritual, moral, social, cultural, physical, mental and emotional development of the pupils;
 - Develop individuals with lively, enquiring minds, good thinking skills, self-respect, self-discipline and positive attitudes;
 - Encourage all children to be enthusiastic and committed learners, promoting their self-esteem, self-worth and emotional well-being;
 - Develop children's confidence and capacity to learn and work independently and collaboratively;
 - Develop enduring values of respect, honesty, equality, integrity, tolerance, fairness and trust;
 - Encourage children to respond positively to the opportunities, challenges and responsibilities of a rapidly changing world;
 - Encourage children to value the diversity in our society and the environment in which they live;
 - Encourage children to become active and responsible citizens, contributing positively to the community and society.
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Roles and Responsibilities


Learning and teaching is a shared responsibility and all members of the school community have an important part to play. All members of the school community should work towards the school's aims by:


- Esteeming children as individuals and respecting their rights, values and beliefs;
- Fostering and promoting good relationships and a sense of belonging to the school community;
- Providing a well ordered environment in which all are fully aware of behavioral expectations;
- Offering equal opportunities in all aspects of school life and recognizing the importance of different cultures;
- Encouraging, praising and positively reinforcing good relationships, behaviors and work;
- Working as a team, supporting and encouraging one another.

Teachers will strive to:

- Provide a challenging and stimulating curriculum designed to encourage all children
- to reach the highest standard of achievement;
- Recognize and be aware of the needs of each individual child according to ability and aptitude;
- Ensure that learning is progressive and continuous;
- Be good role models, punctual, well prepared and organized;
- Keep up-to-date with educational matters;
- Provide clear information on school procedures and pupil progress;
- Have a positive attitude to change and the development of their own expertise;
- Establish links with the local community to prepare pupils for the opportunities, responsibilities and experiences of life;
- Work collaboratively with all involved in education to develop a shared philosophy and commonality of practice.

Parents are encouraged to support their child's learning by

- Ensuring that their child attends school regularly, punctually, well-rested and in good health;
 - Ensuring that their child arrives at school wearing the correct uniform and bringing necessary equipment;
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- Providing support for the discipline within the school and for the teacher's role;
 - Supporting the work of educational targets and becoming actively involved in the implementation of any support programme;
 - Participating in discussions concerning their child's progress and attainment;
 - Ensuring early contact with school to discuss matters which affect a child's happiness, progress and behavior;
 - Support the school's homework policy and give due importance to any homework;
 - Ensuring that all contact addresses and telephone numbers are up to date and correct;
 - Allowing their child to become increasingly independent as they progress throughout the school;
 - Informing the school of reasons for their child's absence;
 - Actively supporting the Home-School Agreement.

Students are encouraged to support the school's aims by:


- Attending school in good health, maintained by adequate diet, exercise and sleep;
- Attending school regularly and punctually;
- Being organized, bringing necessary equipment, taking letters home promptly, etc;
- Conducting themselves in an orderly manner in line with the expected behaviour policy;
- Taking increased responsibility for their own learning.

The community is invited to support the school by:

- Contributing to activities, such as assemblies, specialist outings, clubs, etc.
- Presenting themselves as positive role models to be emulated;
- Organizing activities and events throughout the year to extend and deepen pupils' knowledge and skills;
- Supporting school events;
- Voluntarily helping in the classroom.

Planning





The foundation for curricular development is the School Development Plan, developed through a process of collaboration between staff, and approved by governors.

At GHS, we are committed to following the programmes of study as required by the CBSE, India and Ministry of Education, UAE.

Planning takes place before the beginning of the academic session in April every year. Implementation is monitored throughout the year through a variety of mechanisms.

Supervisors have a variety of roles. These include:

Taking the lead in policy development and the production of schemes of work designed to ensure progression and continuity in their subject throughout the school;

Supporting colleagues in their development and implementation of the scheme of work, and in assessment and record-keeping activities;

Monitoring progress for their levels and advising the Principal on action needed; taking responsibility for the purchase and organization of central resources for their subjects;

Using release time to support colleagues;

Keeping up-to-date through reading and attending relevant courses.

Teachers ensure breadth and balance to the curriculum and endeavor to make use of cross curricular opportunities to enhance learning.


Organization

The learning environment will be managed in such a way as to facilitate different styles of learning. Opportunities will be made for:

- Whole class teaching;
- Group work, organized according to appropriate criteria (i.e. ability, mixed ability, friendship, etc);
- One to one teaching;
- Conferencing;
- Collaborative learning in pairs or groups;
- Independent learning.

All areas of the learning environment will be planned for, including, where appropriate,





the outside areas, in order to ensure opportunities for a range of practical activities, which will develop appropriate knowledge, skills, and understanding.

The classroom will be organized to facilitate learning and the development of independence. For example:

- Resources in each area will be grouped according to curriculum subjects;
- Labels and posters should be used wherever possible/appropriate to reflect the language diversity in the school;
- Areas for imaginative play will change regularly, in order to give opportunities for a range of play and role-play which will contribute to learning in a purposeful manner;
- Pupils will be involved in the maintenance and care of all equipment and resources.


Classrooms provide a stimulating and purposeful learning environment, including thought-provoking and stimulating displays.


Classroom support is available in the form of both learning support assistants and volunteers. These are used at the discretion of the class teacher. Classroom helpers assist with the many aspects of school life. Students are welcomed into school and certain standards of dress and conduct are expected.

Excellence is celebrated in display and performance. Each child is given an opportunity to have work displayed during the school year. The sustained effort, including drafting and reworking, is encouraged to enhance standards. School events such as performances and assemblies are seen as opportunities for all pupils to demonstrate their own best performance. Students are encouraged to believe that any exhibited work (performance or display) should represent their highest standards of personal achievement. 'Student of the Week' awards are given monthly to celebrate individual academic or behavioral achievement.

Teaching Strategies and Styles

In order to ensure equality of access and effective matching of tasks to needs, teachers will employ a variety of teaching strategies in any one session. This will include

- Provision of an integrated curriculum;
 - Teacher observation;
 - Discussion and questioning (open and closed as appropriate);
 - Previewing and reviewing work;
 - Interactive teaching;
 - Conferencing;
 - Listening;
 - Brainstorming;
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- Providing opportunities for reflection by students;
 - Providing opportunities for repetition/reinforcement;
 - Providing encouragement, positive reinforcement, and praise;
 - Making judgments and responding to individual need;
 - Intervening, as appropriate, in the learning process in order to encourage development;
 - Providing all students with opportunities for success;
 - Using a range of communication strategies – verbal and non-verbal.
 - The emphasis of our policy is on a good variety of experiences and we encourage children increasingly to take an active role in their own learning. Thus:
 - Investigative work is used;
 - Children are encouraged to communicate findings in a variety of ways;
 - Opportunities are provided for children to become involved in decision making and to take responsibility, along with staff, for their own learning.
 - At GHS, we recognize the importance of key skills. Opportunities will be made available across the curriculum to develop:
 - Application of number;
 - Communication;
 - Computing skills
 - Problem solving;
 - Working with others;
 - Improving self-learning and performance.


Thinking skills will also be developed across the curriculum. This will include:

- Creative thinking;
- Critical thinking;
- Enquiry;
- Information processing;
- Reasoning;
- Evaluation.

Learning Processes and Learning Styles

Students enter school at different stages of development. They learn in different





ways and at different rates of progress. In the course of learning, students develop their skills through a variety of processes and learning styles. These include:

- Investigation;
- Experimentation;
- Listening;
- Observation;
- Talking and discussion;
- Asking questions;
- Child-initiated play;
- Practical exploration and role play;
- Retrieving information;
- Imagining;
- Repetition;
- Problem-solving;
- Making choices and decision-making.


At GHS, opportunities are organized to allow students access to these processes, and for them to develop their own strategies to gain knowledge and skills. We aim to provide opportunities to develop a wide range of learning styles. We recognize that each child has a unique way of learning and that learning preference is affected by previous experience, competence, confidence, beliefs, and values. We shall ensure that learning is accessed by as many means as possible, e.g. VAK. Teachers are aware of a range of theories and research linked to learning including encouraging a 'Growth Mindset'.

Planning will incorporate as many styles of working as possible. These styles include:

- Individual learning;
- Collaborative learning in small groups, or pairs;
- One to one learning with an adult, or more able pupil;
- Whole class;
- Independent learning.

Group work may include friendship, matched ability, mixed ability, etc. appropriate to the activity. Collaborative learning is encouraged, although some periods of the day may be set aside for silent work.

Effective learning is ensured through the process of monitoring successful teaching and students' learning outcome i.e. Baseline Study, regular periodic tests, and





benchmarking tests.

Resources

Classroom and central resources are the responsibility of classroom teachers and HoDs who ensure that:

- There is a range of appropriate, accessible, and labeled resources available for which pupils can select materials suitable to the task in hand;
- All children know where classroom resources are kept and the rules about their access and use;
- Children are encouraged to act independently in choosing, collecting and returning resources where appropriate;
- The library is a valued resource and used appropriately;
- Children work together to establish an attractive, welcoming and well organised environment engendering respect, care and value for all resources.

Each classroom and special room are appropriately equipped to meet the curriculum needs and achievement of learning outcomes by students.


Homework Policy


SCOPE/INTENT

To provide students, teachers, and parents with broad guidelines on the administration of student homework related to scholastic and co scholastic areas.

RESPONSIBILITY & AUTHORITY

Responsibilities of Parents

- ◇ Provide a study area that is quiet, comfortable, and free from disturbances.
 - ◇ Set rules (when, where, how) for your child.
 - ◇ Make available resource materials such as reference books, magazines, newspapers, and a dictionary.
 - ◇ Assist the student with drill, such as learning how to spell.
 - ◇ Check the finished product for neatness and legibility.
 - ◇ Consider homework as non-negotiable (extracurricular activities should not interfere with the timely completion of homework).
 - ◇ Encourage reading for pleasure.
 - ◇ Show confidence in your child's ability; never do your child's homework for him/her.
 - ◇ Hold your child accountable for getting homework to and from school.
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- ◇ Let the teacher know if your child is experiencing difficulty with the homework.

Responsibilities of Students

- ◇ Know homework assignments before leaving school.
- ◇ Take homework assignments and all necessary supplies home.
- ◇ Jot down a homework buddy's phone number to use if a day is missed or if there are questions.
- ◇ Spend the necessary time on homework each evening.
- ◇ Know that a best effort is demonstrating pride in homework.
- ◇ Seek help from parents only when needed.
- ◇ Submit finished homework to the teacher, neatly done and on time.

This policy will be reviewed and updated as needed by the school and in line with ADEK guidelines from time to time.

APPLICATION

This Policy is applicable to all students, teachers, and parents of GHS.

POLICY

Goals for Homework


- ◇ To reinforce classroom instruction
- ◇ To develop good work habits, responsibility, self-direction, and organizational skills
- ◇ To extend and enrich curriculum
- ◇ To assess independent work
- ◇ To provide parents with an opportunity to become informed of and involved in the students learning

Daily homework time for other grades:

Grade 1&2	25-30 minutes
Grade 3 to 5	30-45 minutes
Grade 6 -11	45-60 minutes

*** Types of Homework/Assignments**

Homework/assignments will be consistent in most things, such as Mathematics, spelling, and reading. Other assignments will vary. There are several types of homework assignments you may expect to see over the course of a year:





Practice Homework

Practice Homework helps students' master skills and reinforce in-class learning. Learning spelling words and completing Math worksheets are examples of this type of homework.

Preparation Homework

Preparation assignments prepare students for an upcoming lesson or assessment. Reading a chapter in preparation for the discussion, pre-tests, and surveys are examples of preparation homework.

Extension Homework

Extension homework helps students take what they learn in class and connect it with real life. It requires students to transfer specific skills and concepts to new situations. Journal writing and conducting experiments at home are examples of extension homework.

Creative Homework

Creative homework helps students integrate multiple concepts and promotes the development of critical thinking and problem-solving skills. This type of homework often takes the form of open-ended questions and long-term projects that allow students a choice.

Vacation Homework Guidelines

Homework given during vacation needs to be completed by the ward (with the guidance of parents) and returned to the school on the first-day school reopens or the date assigned.

If your child will miss school for a significant amount of time, please let the teacher know before you leave. However, please be aware that teachers cannot accommodate requests for homework in advance. Missed homework will need to be made up upon return.

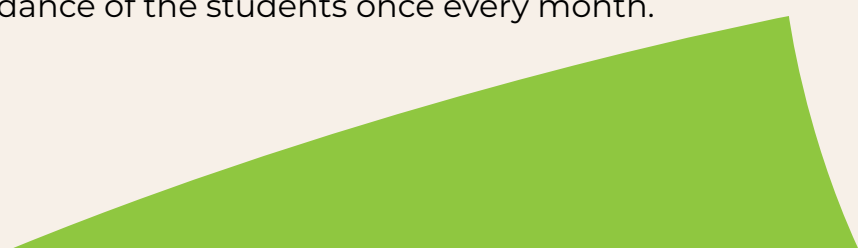
Student Attendance Policy

SCOPE/INTENT

This policy shall cover all the students of the school. The policy aims to provide broad guidelines for the uninterrupted attendance of the students at the school.

RESPONSIBILITY & AUTHORITY

The teacher shall be responsible for marking the attendance of the student's daily. KG, Primary and Secondary Supervisors shall be responsible for monitoring the attendance of students at their respective levels. KG, Primary and Secondary Supervisors shall be responsible for maintaining late arrival data of students. Principal shall be reviewing the attendance of the students once every month.





APPLICATION

This policy is applicable to all students studying in this school.

POLICY

The school believes that regular and punctual attendance of the students at the school will result in greater benefit to the students. The school encourages all its students to be regular and punctual for their daily classes and shall appreciate the students with maximum attendance.

All students shall be governed by the following policy guidelines with regard to attendance:

- Students are expected to attend school on every school day as specified in the School calendar.
- Students shall arrive at school punctually every day, attend morning assembly, and attend classes on time.
- Parents / Guardians will make every effort to ensure that their children attend school every school day and arrive on time.
- If students need to be absent from school for a particular day, Parents/Guardians must inform the School accordingly.
- When a student returns to school following an absence, Parents/Guardians must send a signed note or an email on the school intranet to the School indicating the reason for the student's absence. Students must get approval from the Principal in writing for a leave of absence exceeding 3 days consecutively.
- Students are responsible for completing all assignments missed during their absence. Parents/Guardians should seek to ensure that family vacations take place during scheduled School holidays.
- Each student should achieve a minimum of 95% attendance in an academic year (excluding medical leave which shall be supported with a HAAD approved medical certificate).
- A student who remains absent for more than 20 days (consecutive) or for more than 25 days (non-consecutive) in an academic year without prior approval by the Principal cannot be promoted to the next grade. In case of long leaves, the school will forward the request of leave to ADEK for further approval and guidance.

Parent Involvement and Engagement Policy

SCOPE/INTENT

This policy shall cover parents of students enrolled in the school. The policy aims to provide broad guidelines for the active engagement of the parents in the schooling of their children.

RESPONSIBILITY & AUTHORITY

The receptionist shall be a member of the Parent Support Group and shall coordinate the parent engagement initiatives. KG, Primary and Secondary Supervisors shall be



responsible for Parent-Teacher Meetings for their respective levels.

The principal shall be the final authority in approving the parent engagement programme.

APPLICATION

This Policy is applicable to all teaching and non-teaching staff of the school and all the parents of the students studying in the school.

POLICY

The school considers parents as partners and important stakeholders in the schooling of the students and thus whole heartedly encourages parents to take an active part in the education of their children. The following shall be the policy regarding parent engagement at GHS.

COMMUNICATION

School has a dedicated intranet for the use of parents. This intranet is the one stop solution to parent's two way communication needs. All circulars and important information from the school such as curriculum document, school calendar, Parent Teacher Meeting schedule etc. shall be facilitated through the school intranet. The portal also facilitates SMS communication to parents when needed.

Parent Orientation Programme

The school shall arrange a Parent Orientation Programme at the beginning of each academic year to familiarize the parent with regards to the curriculum, grade-specific activities and expectations from the school.

Email Communication


Each parent shall have a unique user id on the school intranet and shall be able to communicate with the teachers, administrative staff and the school leadership. All teachers teaching a particular grade shall have access to email the parent to keep them informed of any or all matters related to the student's education.

Parent-Teacher Meetings

School shall arrange a minimum of three formal parent-teacher meetings to facilitate interaction between the parents and the teachers to discuss matters pertaining to the progress of the students. Parents shall have access to a large majority of teachers teaching their children during the PTM.

Besides the formal PTMs, parents can seek appointments with the subject teachers or class teachers or any administrative staff of the school during school hours to discuss any matter they may concern them.

Teachers can meet any parent without an appointment only if they are free and the meeting does not take away their teaching time.





Regular Academic Updates

School, at its discretion, may send out weekly or monthly reports to parents on the academic work happening in the classrooms. Besides formal academic reports, parents shall be updated on the academic and non-academic activities happening in the school from time to time.

Newsletters and Social Media

School shall make extensive use of the official school website, school intranet, official school Facebook page to keep the parents and students updated on the various happenings at the school such as special assemblies, celebrations of events like National Day, School Annual Day and Sports Day, etc. Grievances posted on social media by parents will not be addressed or entertained and shall be removed. Parents must use the school intranet to communicate their grievances or concerns.

Additionally, the school will send monthly newsletters from mygiis portal to parents to keep them updated about the activities conducted in the school

Parents as Guest Speakers

School believes that many parents are individuals with expertise in some specific area. It shall invite selected parents to deliver lectures and demonstrations to students under the supervision of the school faculty and school leadership.

Student Graduation Policy

SCOPE/INTENT

This policy shall cover all the students of the school. The policy aims to provide broad guidelines for organizing graduation ceremony for students.

RESPONSIBILITY & AUTHORITY

Senior School coordinator shall be in charge of organizing graduation for Grade 10/12 students.

APPLICATION

This Policy is applicable to students studying in the school.

POLICY

The school shall organize Graduation Ceremony at the secondary/ Senior Secondary (Grade 10/12) level to recognize the efforts put in by the students.

Eligibility:

- Each student who fulfils the requirements for completion of the Senior Secondary course/ and secondary and has at least 95% attendance is eligible to be part of the graduation ceremony.
- Graduation ceremony to be organized once towards the end of the academic year with parents of the graduating students invited to the event.
- Each graduating student shall receive a Graduation Certificate.



Student Code of Conduct Policy

SCOPE/INTENT

This policy aims to provide broad guidelines to students, parents, and staff on how students should conduct themselves while at school and while traveling on school-provided transportation and attendance requirements for all students.

RESPONSIBILITY & AUTHORITY

All teachers are responsible for monitoring the student behavior and reporting any misbehavior.

All Class Teachers are responsible for maintaining the attendance records for the students in their class.

The school disciplinary committee shall be responsible for conducting enquiry into incidents of student misconduct and approving sanctions.

Student counselors shall be responsible for providing appropriate counselling to students as needed.

Supervisors will be responsible for monitoring the attendance of students for their respective levels.


APPLICATION

This Policy is applicable to students studying in the school including students with special education needs.

POLICY

Feedback and Complaint Management Policy

School is open to receiving feedback, suggestions and complaints from parents, students and staff members. School has constituted a Complaints Management Committee as per the following details:



Designation	Email ID
Principal	principal.abudhabi@globalindianschool.org
EA to Principal	ea.abudhabi@globalindianschool.org
Vice Principal	vp.abudhabi@globalindianschool.org
KG Coordinator	kgsup.abudhabi@globalindianschool.org
Prinar School Coordinator (Grade 1 to 4)	primary.coordinator@globalindianschool.org
Middle School Coordinator (Grade 5 to 8)	middlesectionhead.ad@globalindianschool.org
Secondary School Coordinator(Grade 9 to 12)	sectionhead.ad@globalindianschool.org
Parent Representative Executive	psg.abudhabi@globalindianschool.org
Ops Manager	operations.abudhabi@globalindianschool.org
Transport Executive	ehs.abudhabi@globalindianschool.org
Senior Manager Admission	relations.abudhabi@globalindianschool.org
Social Worker	counsellor.abudhabi@globalindianschool.org
School Counsellor	manisha.apte@globalindianschool.org
School ADEK coordinator	secretary.abudhabi@globalindianschool.org

You can contact all of the above through the school reception number 025079555. The receptionist will, in turn, connect you to the person concerned

Purpose:


To address all complaints made against the school and its operations, and deal with them professionally, effectively, and promptly.

Responsibility

The Principal is responsible for the entire Feedback management and Complaint process and ensures that feedback is collected timely and the complaints are attended to.

Authority

- The Principal with the coordinators and related process owners analyses the feedback and the complaint management system.

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- The Academic Coordinator and KG head are responsible for all teaching-related feedback and complaints.
 - The Operations Manager is responsible for all transport-related feedback and complaints.
 - The Social counselor member is responsible for all admissions-related feedback and complaints.
 - The Complaints Management Committee will review and evaluate the complaints and their resolutions once a week.

Procedure

- All written complaints received will be recorded in the complaints tracker in soft copy format and action taken/resolution is recorded in the same file with closure intimation to the parent/student concerned.
- All written complaints shall be acknowledged within 24 hours of receipt.
- The School Complaints Committee shall review and respond to all complaints in writing within ten working days.