

GUIDELINE FOR PARENTS

In order to realize the highest ideal of education and to nurture the sterling qualities of an all rounded person, the school solicits your co-operation.

- Parents are requested to work hand in hand with the school in its attempt to help their children progress, paying to their punctuality, regularity, and discipline. They should take interest in their child's studies and other related activities. Parental support is vital towards their ward in participating in co-curricular activities.
- Parents must regularly visit the school's website and software to know all the necessary information about the school's activities. They can also respond or give their feedback through the web portal.
- Parents need to check the School Diary/web portal/email/SMS every day and note the homework and other instructions given. They are advised to check the bags of their ward/s to see if any circular/notice/invitation/other information has been issued.
- Parents should ensure that their children do not bring any valuables or expensive items to school.
- Parents must first consult the school calendar, date sheets and other circulars, before making telecommunications.
- Parents should acknowledge the worksheets and other uploads, regularly. Ensure worksheets are corrected in a timely manner with proper follow-ups.
- The class and section of the pupil should be clearly labelled on his or her belongings.
- The school discourages absenteeism and parents should not allow the students to skip classes. For attendance & tardiness policy, the parents should refer the school website. If the student is absent on a particular day due to any reason, the parent is to forward an E mail to the Class teacher and Supervisor stating the same on the previous day or on the day of absence.
- Parents must provide their correct home address, registered mobile numbers & E mail Ids to the school. If any updating is required; parents are requested to send an E mail to the IT coordinator (it@asianintlschool.com) with the details of changes required. The school uses the student's school domain mail ID and the registered mobile numbers as the main source of communication with the parents and students.
- Parents are requested to remain seated in the designated area to meet the requirements of the receptionist. Prior appointment is to be obtained to meet the Principal by sending an E mail through the reception desk. Any appointment to visit the Vice Principals & Cycle level heads(supervisors) are to be obtained by sending E Mail directly to them. Class Teachers and other subject teachers can be visited after the school hours.
- If in an emergency or with a genuine reason a parent wishes to pick their ward who avails school bus facility, the same must be informed to the bus supervisor during the pickup time itself. Also, the parent is to send a notification through E mail to the receptive front desk(reception)as well as to the respective class teacher well before the school dispersal.

- Parents who wish to apply for Transfer Certificate from the school during Term 1 (April to September), applications are required to be forwarded one month prior to the start of the summer break. In all cases of transfer, the minimum processing time is One week.
- It is mandatory for all students to attend the school assembly on all school days. Hence, entry of students to the school premises will be denied after 7.50 am(for Grade 1-12 students).
- School shall excuse students who are late in the morning due to adverse weather condition or any other exceptional reason deemed appropriate. In all other cases students will be stopped at the entry gate/ in reception. A student who is late for three or more occasions, then the school will take actions as per School Behaviour policy.
- It is mandatory for all students to attend the school assembly every day at 7.50 am. Hence, students will be denied entry to the school premises beyond 7.50 am if the reason for late arrival is not found satisfactory.
- Students once reported in the morning are not permitted to leave the school before dispersal unless for Visa renewal requirements, Medical appointment, official appearance before a government body etc.
- Parents are requested to maintain a folder of all result sheets/certificates given by the school.
- Offering gifts/invitations to School staff is strictly forbidden.
- Publishing defamatory material related to school in circumstances where it is published on a website or any type of social media (i.e.: Facebook, Twitter, Instagram, etc.) is strictly not allowed and is punishable by law

ATTENDANCE.

AIS seeks to ensure that all its pupils receive a full-time education which maximizes opportunities for each pupil to realize his/her true potential. The school will strive to provide a welcoming and caring environment, whereby each member of the school community feels wanted and secure. All school staff will work with pupils and their families to ensure each pupil attends school regularly and punctually. The school has an expectation of a minimum of 90% and 95% attendance for each child during the academic year. If the child is unwell and cannot come to school, parent has to contact the school before 8.00 am with the reasons on the FIRST day of sickness. Absence of a day or more should be supported by a scanned copy of the medical certificate to be sent to the School reception/Class Teacher to upload in the eSIS portal (ADEK) to mark as authorized leave. Parents are requested not to book tickets to their home country or trips during school instructional days. Holiday and extended leave will only be granted if a student has an acceptable attendance record. Principal will be responsible for approving this leave. Emergency leave can be granted for exceptional circumstances. This decision is based on case by case and can be recommended by the respective Cycle Level Head while verifying the valid documents prior to approval by the Principal. The child who avails more than 5% leave in an AY is mandatory to fill the undertaking to school administration to ensure non recurrence of absenteeism during the same academic year.

Make- up Assessments will be conducted as per ADEK approved Assessment Calendar with Principal's approval followed by the verification of submitted documents. For more details please refer to the School Attendance policy.

DROP OFF AND PICK UP

Students using school bus facility will be picked up/dropped off from/to the designated pick up points/drop off points as per the school transportation policy. Students/parents are expected to be present at least 5 minutes prior at the pickup/arrival points for proper use of the school bus facility.

COMMUNICATION

The school communicates to the parents through Circulars, Website, E-mails and Student Portal. Parents are requested to check the Website and Emails on a daily basis. Parents can meet the school staff members by prior appointment only. Parents are encouraged to make use of school diary/school domain ID to communicate with the Homeroom teachers regarding their child's leaves or any other concern. If necessitated by an emergency, they can send an email to their respective Cycle Level Head. All queries regarding bus, uniform, devices, fees should be directed to the concerned department. Their contact information has been provided at the beginning of this document. The school has a clear policy for parents and students about the use of social media outlets. Parents and students must not breach confidentiality, defame or make threats to any person in the school community. If you have a query or concern about the teacher or student's behaviour, the parents have the provision to meet the Cycle level Head [as per the schedule] directly. Face to face is always the best way. Parents receive all pertinent and/or emergency information through emails and circulars or notes in the diary. Please note that parents may visit school only after making prior appointments with the front desk

WITHDRAWAL OF STUDENTS

For students leaving the School, a prior duly filled Transfer Certificate Application must be submitted to the School administration/reception desk. Application form can be obtained either from the reception desk or from the school website. The School will issue the Transfer Certificate (TC) only upon clearing the required tuition fee and all other dues. Students who neither attend the school nor obtain TC [Transfer] and remain on roll as 'Long Absentee' during any time of the academic year will be removed or withdrawn from the roll after issuing three notifications.

RE-REGISTRATION SURVEY

Before completion of each academic year all parents are requested to mandatorily participate in a Survey by the School to ensure the continuation of their ward's studies in the following Academic Year to find out the approximate number of students opting for transfer from the school.

FIRE AND SAFETY DRILLS

Fire and safety drills are carried out to train our students with the action to be taken in case of an unfortunate episode of fire/safety in the building. The school has a fire alarm system in place which will be used for this purpose.

USE OF MOBILE PHONE IN SCHOOL PREMISES:

Students are strictly not permitted to bring mobile phones in the premises at any time. If any child breaches the school rule, he/she will be notified of the violation in the form of a warning letter. The use of mobile phones in the school campus by any students will result in disciplinary action against the student and the device will be confiscated.

OHM-OPEN HOUSE MEETING

School hold Open House Meetings where the parents can discuss targets, attained grades, aspirational targets and performance of their child after every assessment. Further, if the parents feel that they need to discuss their child's progress with the subject teacher, an appointment can be obtained for that.