



INTERNATIONAL INDIAN SCHOOL

PO Box 5665, Ajman U A E | T: 06 740 8333
E: info@iisajman.org | W: www.iisajman.org



PARENTS ORIENTATION HANDBOOK

2023-2024

Welcome to
IIS FAMILY



Dear Parents,

This handbook provides information that will be helpful to you as you prepare your child for their Kindergarten experience. As a parent, you are your child's first and most important teacher. There are many things that you, as parent can do to help your child adjust easily and eagerly to the kindergarten experience. Every first – hand experience they have can teach them important skill. Enjoy this time!

What an incredible year lies ahead! Your enthusiasm and involvement will help to make their Kindergarten experience a wonderful year. Consider it a privilege to be a part of their journey as they prepare to enter the wonderful world of kindergarten!

Please take time to read through this information. You may find answers to some of the questions that you may be having. We are looking forward to have a wonderful year with your little ones.

Sincerely,

Ms.Diana Yash
KG Section Head

WHAT YOUR CHILD WILL LEARN IN KINDERGARTEN

THE 7 KEY LEARNING AREAS ARE

Communication and Language

English

Math

Understanding the world- EVS

personal, social and emotional development

Physical Development – GAMES / PE

EXPRESSIVE ART & DESIGN – MUSIC , DANCE



WHAT WILL BE
**MY CHILD'S
ASSESSMENT
SCHEME?**

Assessment in Kindergarten

- 01 There are no formal assessments in kindergarten.
(No formal schedule or timetable will be shared with KG Parents)
- 02 Class Assessment Pencil & Paper – May/October/January/March
- 03 It will be for English, Math & EVS in the form of worksheets
- 04 Parents will be informed about the Assessment week
- 05 It will be conducted during the class hours without disturbing the timetable.
- 06 It is an ongoing assessment where the child is assessed continuously, on a daily basis in all areas of learning.
- 07 Children will be observed and assessed against Kindergarten expectations.

**Academic year is divided into 2 terms
and each term will have Class**

1st Term– October | 2nd Term – March

IMPORTANT GUIDELINES FOR PARENTS

Punctuality and Attendance Morning Arrival:

01

Regular attendance and punctuality is very essential for all our students of Kindergarten to make good progress. It is the responsibility of Parents to ensure that this is achieved.

02

If the child is unwell kindly intimate the absence either through school diary or mail to the class teacher. The School will not authorize absence unless it is supported by Medical documents or any emergencies in case the child remains absent for more than 2 days. Long leaves will not be approved, parents are requested to plan the vacation or family functions accordingly.

03

The school has noticed that some of the students are arriving late in the morning. This not only affects their own education but interrupts the lesson and learning of the other students. Morning routine is a very important part as it includes Class Assembly. We request the parents to think carefully about punctuality, attendance and early leave requests.

04

The OT students must be dropped and picked strictly as per the timings given by the school from the respective KG OT Rooms. Students who will be regularly reporting late to school will be dealt as per the School Policy.

UNIFORM / BOOKS SCHOOL DIARY

Students must wear their ID CARD everyday. The students are expected to attend the classes only in complete school uniform. (Neat and Ironed uniform) Students should be well groomed and presentable on daily basis.

No color outfit is allowed on the first day of Schooling.

PE Uniform to be worn according to the days allotted for your ward. (PE/Games Period)

Students are also expected to carry their prescribed books including stationery in a pouch (Crayons, sharpened pencils, eraser, glue stick, marked with his/her name on them.

Labeled School bag (Kindly avoid too big & trolley bags)

Books for the A. Y 2023 -24 for both KG 1 & 2 will be Smart Kindergarten. Books to be covered and labeled.

All The Books Will Be Collected And Kept In The School, Only Practice Books Will Be Sent Home .

School diary will be given to your ward, It is the main source of Communication between teachers and Parents. Kindly ensure that the child brings the diary everyday.

Parents are requested to check the diary on regular basis for any important note or day to day activities.

We do have first Aid facility in our school we have certified and qualified Nurses on board with us In case of some emergencies if the child needs first aid we will provide and the same will be mentioned in the school diary.

Please fill the personal details in the form, medical concerns if any like allergic to some food etc. and also attach the photo with uniform and return to the class teacher.



TIFFIN /BREAK

- The School encourages parents to send healthy food for lunch so kindly send 2 Tiffin boxes for fruit break and for Snack break (fruits ,home made & healthy food only) Don't send candies, chewing gum, Packet chips.
- For fruit break send fruits that are suitable for your ward.(in small quantity)
- Send Clean water bottle and change the water on daily basis.
- Send a Spoon/fork,table napkin to inculcate eating manners

GUIDELINES FOR PARENTS

- Kindly keep an extra pair of dress in the bag in case the uniform gets wet we can change.
- Undergarments for both girls & boys is mandatory
- Toilet training is a must when they come to school So pls do not to make them wear diapers,
- there are separate washrooms for girls and boys and nannies will be there who will assist your child.
- BOYS: Long hair, coloring hair or tying pony is not allowed.
- GIRLS: Must tie pony.(black hair bands only)
- Girls must wear white legging along with the regular uniform.
- Ornaments (Bangles, Chains, Anklets and decorative Earrings ,etc) are strictly not allowed
- Children are permitted to wear colored clothes on birthdays.

TRANSPORT

- The bus drivers will no longer wait for the students who are late to the Bus Stop. Parents must adhere to the time which is allotted by the Transport Department.
- At the time of drop parents must be available to take your ward at the location so that the nanny can handover the child else the child will be brought back to school and sent back by 2.30 pm.
- Early Pickup of Child during School hours will not be encouraged. Only in Case of emergency the child can be picked up early submitting the permission slip duly signed by the Section head at the School Office

SOD FACILITY

- School is also providing Special Needs Students (SOD) facility and we have qualified and experienced faculty for that. The School has Counselor, Special educator, social worker and school psychologist for addressing students learning Needs.
- Parent can contact the below Staff if required.
- SOD COORDINATOR – sod.hod@iisajman.org
- The Class Teachers will also refer the KG students to SOD faculty whenever need arises through the referral system as per the school policy.



WHAT IS THE BEST WAY TO COMMUNICATE WITH THE SCHOOL TEAM?

Parents can communicate as per the details given below:

- School Contact no: 06-7408333

- Email IDs:

Principal	principal@iisajman.org
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AO	ao@iisajman.org
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KG Section Head	kgsection@iisajman.org
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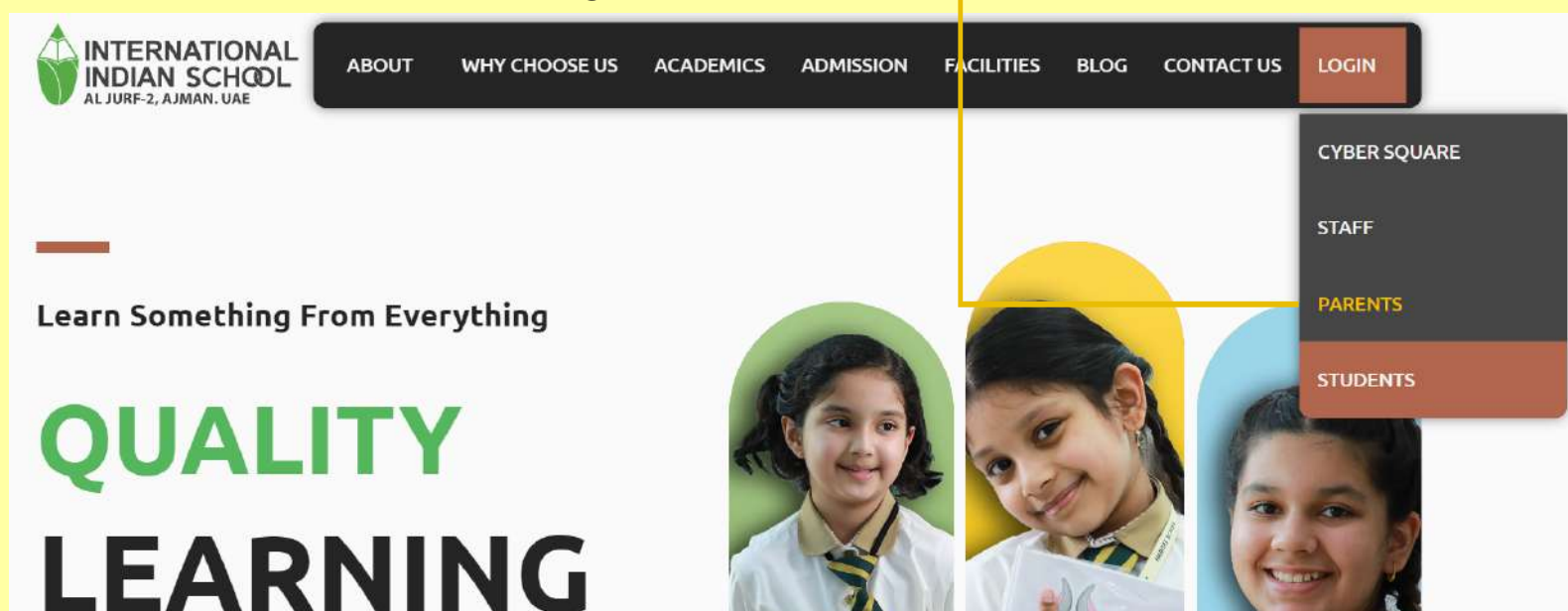
IT Department	itsupport@iisajman.org
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- School Orison Portal

- You will be added in the broadcast group by the respective Class Teachers. Kindly save the teachers number so that you may not miss out any messages.

WHAT IS SCHOOL ORISON PORTAL?

- Parents can login to the Parent Portal Website "www.iisajman.org" or "**Habitat Mobile App**" for circulars regarding activities in kindergarten.
- Parents can login to the Parent portal through Website "iisajman.org" or "**Habitat Mobile App**".
- ➤ Go to School website ➤ Login ➤ Parents



School mobile App is available in App Store and Play Store in the name "Habitat (Student code available on Fee receipt)"

To Login Click

<http://orison.school/>

1 To change the password:

➤ Go to 'Profile' ➤ 'Change password'.

2 To view circulars and news:

➤ Go to 'NOTICE BOARD' ➤ circulars'

3 To send and receive messages:

➤ Go to Communicate module ➤ Communicate and Collaborate ➤ Compose / Inbox

4 To take Daily Worksheets / Home works:

➤ Go to Academics ➤ Weekly Plan ➤ Enter Date and click on 'View' or Click on 'Latest' to view latest uploads.

5 To check student details (Report card / Absence report / payment history)

➤ Go to 'My Wards' ➤ select your ward's name

6 To make online fee payment

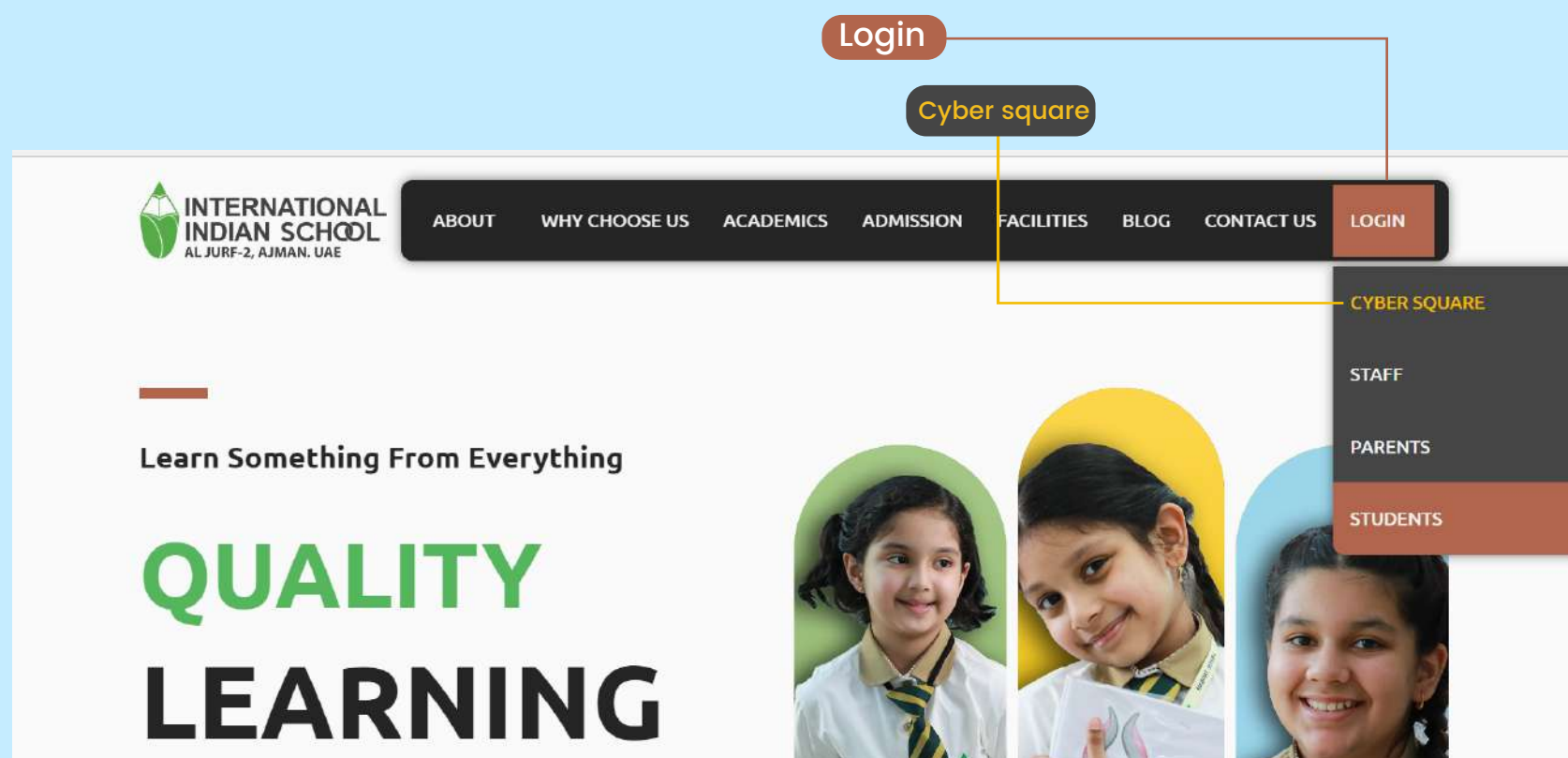
➤ Go to 'My Wards' ➤ select your wards name ➤ Enter the amount and click on 'Pay'

If you are facing any issues in using the mobile App, please send an email to itsupport@iisajman.org.

LMS GUIDELINES

Go to School website

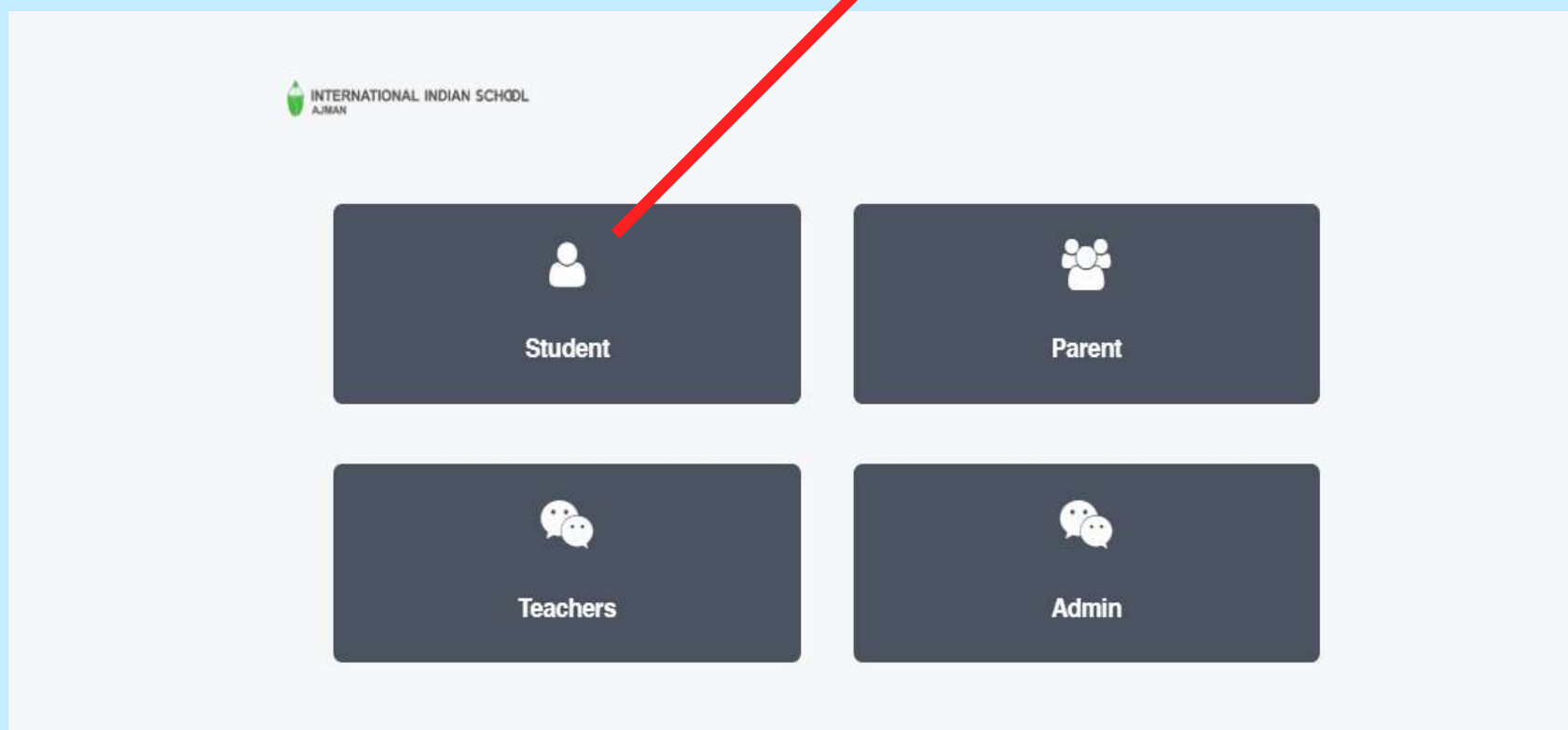
www.iisajman.org



Or use the URL

www.iis.99lms.com

Student



Login to your account

Username

< Student code >

Password


123456

Log In

[Forgot password?](#)

For More details: <https://youtu.be/OGXfry6yMhw>

NOTE: Parents are advised that they must change the LMS password at the beginning of the new academic year and at no point they should share their password credentials with any one.



Kindergarten is just the beginning of an exciting learning journey.
We want kindergarten journey to be happy and meaningful
for you and your child .
Together may we give our children the roots to
grow and the wings to fly.

*Looking Forward To Have A
Wonderful Year With
Your Little Ones...*

Thank You

