



## INDIAN SCHOOL NIZWA

### GENERAL INFORMATION TO STUDENTS AND PARENTS

#### NOTE TO PARENTS

In order to achieve our aims, we would request your help to make our children follow all school rules. We request you also to keep in mind the following:

1. Improper conduct reflecting character, persistent irregularity, continual neglect of studies, disobedience, in-subordination and disrespect towards any staff members, malpractice at tests and examinations, immoral behaviour, smoking or chewing tobacco, use of drugs, liquor or any other serious intentional offences, are punishable by expulsion.
2. Parents are requested to co-operate with the school authorities by enforcing regularity and discipline, by seeing that the children prepare their lessons and take an active interest in the activities of the school.
3. Parents are informed that remarks by the teacher will be made in the student's diary, when necessary. They are requested to check and sign it, indicating that they have seen the remarks.
4. Parents are expected to sign, at least, once a fortnight, the exercise books of their children, their periodic progress report or any other similar documents, when requested to do so.
5. Parents are requested not to apply for leave of absence of their children or ask to see them during lessons, unless absolutely necessary. If a student is likely to be absent due to illness for a long period, the Principal must be informed in writing as soon as possible to request leave of absence. Medical Certificate / Fitness certificate must be submitted when the student resumes attending the class.
6. **Parents are requested not to see the teachers during school hours without the permission of the Principal.** On urgent matters, the staff may be seen with prior appointment if they are free. Parents are also requested not to enter their children's classroom without permission from the competent authority.
7. Parents are expected to ensure that their children leave the school premises not later than fifteen minutes after the school dispersal.
8. The school carefully from time to time and take actions promptly. Timely actions on these are in the interest of the children.
9. Smoking and the use of cell / mobile phone by parents / visitors on the school premises is strictly prohibited.



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10. Parents are welcome to meet the Principal in his/her office with prior appointment or on the designated day and time.
11. Children are not allowed to bring any valuable articles such as expensive cameras, costly watches, transistors, radio, jewellery, cassettes, mobile phones or any other electronic gadgets to the school.
12. Permission for the students to leave school early except for valid reasons is normally not granted.
13. In case of genuine concern, the parents are requested to share it with the Class Teacher/School Administration by writing in the diary, sending an e-mail etc. By bad mouthing the school and teachers, some elders harm the children unknowingly, making them ultimately loose respect for the elders.
14. The Principal will always welcome your constructive suggestions and opinions for the betterment of school and your ward. Do feel free to share them with the principal.
15. A perfect "Attendance Certificate" is awarded at the end of the year if one was present on all school days and was on time for roll call every morning and evening functions.
16. All students who are officially qualified to participate in CBSE nationals will be permitted to attend sports/games tournaments being organised in India or elsewhere by the CBSE if they wished to do so. The school will reimburse the expenses\* met by the parent ONLY if the student/team wins a medal in such competitions. All expenses\* for the accompanying staff/coach will be borne by the school.  
\* Expenses means: Economy class airfare, Daily food allowance @ INR 500/- per day, economy class accommodation on actuals and economy class local transport on actuals only.

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### **GENERAL GUIDELINES FOR PARENTS AND GUARDIANS**

Parents/guardians of the children studying in Indian Schools in Oman are invited to read the following for their information and adherence, as per the Bye law of the Indian Schools in Oman, approved by the Ministry of Education (MOE), Sultanate of Oman.

#### **1. Related to Board of Directors of Indian schools (BOD):**



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- The schools are established by the BOD primarily to impart good education and value system to students of Indian Community in the Sultanate of Oman.
- The BOD is the apex committee which is the custodian of all Indian schools and promoters are the custodians of their respective schools.
- BOD shall be the authority responsible for representing the schools before Ministry of Education, other Ministries in Oman and Embassy of India. Parents/guardians are not to overstep/circumvent this authority.
- It is one of the important functions of the BOD to monitor the overall operation of the schools in order to ensure the financial viability of each school. The BOD may take timely action, if in its opinion the viability of the school is at risk.
- BOD at its discretion may take steps from time to time to enhance the infrastructure and the processes and in case if required, effect a revision in the fee structure with proper notice and as per the bye law.
- That the schools are established and functioning **FOR** the Indian community facilitated **BY** the **Board of Directors**.
- The bye-laws very clearly stipulate the election of parent representatives in the BOD, and also stipulate nomination of parent representation in the SMCs. Hence, other than those elected/nominated members as per by-law, no one else is authorised to act as a representative of the parents and whoever doing so is acting against the bye law. Also forming any non-registered parent associations is illegal as per the law of the land.

#### 2. Related to School Management Committee (SMC):

- Individual Indian schools are managed by the School Management committees (SMC), which are appointed to function as per the Bye Laws.
- Parents/guardians shall not interfere in the day-to-day functioning of the SMC. In case of any grievance by an individual parent against the SMC, they may follow the grievance address system in place.

#### 3. Compliance with laws & regulations:

- Parents/guardians are to note that no action of theirs or their family members should explicitly or implicitly contravene the laws of the Sultanate of Oman or malign the image or hurt the sentiments of the people of Sultanate of Oman.

#### 4. Related to School administration:



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- The school administration will be responsible for the day to day running of the school and other functions.
- Parents / guardians are not to interfere in the day to day functioning of the schools including administration, academics and organizational matters.

#### 5. Interactions with teachers and staff:

- Parents /guardians may discuss any matter concerning their wards with respective teacher(s), at the allotted time and at designated areas within the campus.
- Parents / guardians are not to resort to any act, which may hurt verbally nor physically any staff of the school. If found in violation, then the school has the right to take legal and police action besides issuing a transfer certificate to the respective child.
- Parents/guardians will not resort to any instigative action and will respect the rules and regulations set out in the byelaws.

#### 6. Grievance & Redress:

- Parents / guardians are to use the school's grievance addressing mechanism for any concerns they may have and if the matter is not addressed satisfactorily, they may, then, approach the School Management Committee in writing. In case the matter still remains unresolved, parents/guardians may approach the Board of Directors who shall be the final authority for the redress.

#### 7. Image of the Indian Schools:

- Parents / guardians shall not be a party, under any circumstances, to tarnish the image of the school through any medium.
- Parents /guardians are to be aware that use of social media websites is governed by the laws of Sultanate of Oman. If these media are not used diligently it may lead to legal implications.

#### 8. Fee payment:

- Parents and guardians have to pay all fees on time. In case of temporary non-payment of fees, they should inform the school authorities and request for a rescheduling of the same or apply for the fee concession scheme in vogue and will adhere to the mutually agreed terms as discussed with the school. If they do not comply with any of the above in spite of three reminders / warnings, then the school shall have the right to issue transfer certificate to the concerned child.



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#### 9. Disciplinary Action against non-compliance:

- Parents / guardians are expected to adhere to the above general guidelines for the smooth functioning of the school and the Schools have the right to:
  - (i) Intimate and warn about the non-compliance to the concerned parent in writing by the school administration, with a copy to the SMC.
  - (ii) Issue a second warning letter by the SMC, with a copy to the school administration.
  - (iii) If there are no response / corrective actions from the parent/guardian, Issue a transfer certificate to the ward, without further warnings. In the event of a TC being issued, BOD will be kept informed by the school explaining the circumstances with appropriate evidence of prior warnings.

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