



BIRLA PUBLIC SCHOOL franchisee

## PARENTS HANDBOOK 2018-2019



المدرسة العالمية  
WORLD SCHOOL  
shaping future...



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## Welcome

We are proud and honoured that you have chosen Birla World School for your child's education, one of the most important decisions for the future of your child. We believe every child is special. Different abilities, different dreams, different aspirations. Every child is UNIQUE. Therefore for their development, we thought about a different approach and process and the outcome is WORLD SCHOOL. GROWTH IS NATURAL, DEVELOPMENT IS OPTIONAL. The warmth of this school is apparent the moment you walk in, as is the energy. Our campus is seldom quiet, because our children and teachers are actively learning with enthusiasm.

## About The School

World School began in August 2012. World School is an initiative of International Training and Educational Services (ITES) Oman through Global Training LLC, a name that has been associated With quality education in Oman and having the technical tie-up with Birla Public School. We support students in connecting their learning through concept based teaching. This means that skills are not taught in isolation- everything is connected to a larger concept that helps learning be meaningful and support critical thinking and inquiry. We believe in the power of a strong partnership between parents and teachers.

## SCHOOL PHILOSOPHY

### Our Mission

We are dedicated to fulfilling every child's educational and developmental needs in a safe and caring environment conducive to learning and teaching. We aim to create responsible, global citizens who show understanding, compassion and acceptance of the differences in the world. We strive to ensure that every child in our care is empowered to make choices and encouraged to contribute to our community

### Our Vision

**'A Nobel Laureate Alumnus By 2050'**

### Our Goal

The goal of World School concepts is to provide a holistic education and develop the skills necessary to prepare our students and prepare them for the challenges of a dynamically changing world.

## CLASSES OFFERED:

Age	Grade	Criteria	Curriculum
3+	KG 1	Age 3 as on 1st August 2018	Cambridge International Curriculum
4+	KG 2	Age 4 as on 1st August 2018	Cambridge International Curriculum
5+	G1	Age 5 as on 1st August 2018	Cambridge International Curriculum
6+	G2	Age 6 as on 1st August 2018	Cambridge International Curriculum
7+	G3	Age 7 as on 1st August 2018	Cambridge International Curriculum
8+	G4	Age 8 as on 1st August 2018	Cambridge International Curriculum
9+	G5	Age 9 as on 1st August 2018	Cambridge International Curriculum
10+	G6	Age 10 as on 1st August 2018(Nationals only)	Cambridge International Curriculum
11+	G7	Age 10 as on 1st August 2018(Nationals only)	Cambridge International Curriculum

## DAILY SCHEDULE:

All students need to arrive at School at 7.20am for all the classes which will be supervised by our personnel.

For the afternoon pick up children will wait in a supervised area until parents or guardians arrive. And the pickup time would be 12.40pm for KG classes and 1.40pm for the rest of classes.

NOTE: To drop & pick up at gate and no entry for parents inside the classroom.

## GENERAL INFORMATION:

### **Communication with Parents**

At World School, we believe in a partnership between home and school and that communication is the key to this success. To that end, there will be regular communication between the classroom teachers and the parents. At times it will be necessary to contact you by phone. Please be sure that we have your correct mobile phone numbers and email addresses for both parents. Furthermore, on daily basis everything related to your wards classroom activity will be sent out to all parents in the School blog/ diary. At any time during the school year, you may contact the school office to arrange a meeting with any of your child's teachers if you have any specific concerns. There will be two parent teacher meeting scheduled, one in the first semester and one in the second semester. Please also check the school website [www.worldschooloman.com](http://www.worldschooloman.com) on a regular basis for additional information.

### **Non – academic material**

Children are not allowed to come to school with toys and/or electronic devices. The school will not take responsibility for them in case they get lost or damaged.

### **Phones**

Our policy says that our children are not allowed to come to school with mobile Phones or any similar gadgets.

### **School uniform**

Wearing of the school uniform/ ID card is compulsory. The School uniform may be purchased from the school office.

### **Clothing for art**

All children should bring to school an apron, old shirt or tee shirt that the child can use during the art sessions.

### **Birthdays**

If your child wishes to celebrate his or her birthday at school, please inform the teachers in advance so that time will be set aside for the birthday celebration. Parents are not allowed to assist their child's birthday celebration during school time. For birthday celebrations outside of school times, please do not send birthday party invitations to school unless the entire class has been invited. This might result in hurt feelings for those not invited.

### **Healthy food**

A healthy mind makes a healthy body. At World School we encourage all our children to have a healthy diet. Fresh fruit and fresh vegetables are encouraged in their tiffin boxes. A Small canteen is also available where limited choice food is available.

### **Medical records**

Parents are requested to complete the medical records and hand them to the school office during the admission.

### **Absence**

If a child is absent from school for any reason, it should be informed to the child's class teacher through School diary. If the leave is for more than two days, a leave note should be submitted separately. Children with fever and/or suffering infectious diseases should not be sent to school.

### **Bottles**

As a sustainable school, all students should bring their reusable own drinking bottle. Clean water will be provided in school. Bottled water can also be purchased from the school canteen (operated by third party).

### **Language of instruction**

English is our primary language of instruction and only mode of communication in the school premises. Additionally Arabic will be taught to all students.

### **Educational visits & activities**

Our school runs a programme of educational visits and activities for creating a positive experience for your child. Our aim is that every class goes on at least 4 -5 educational trip per term along with many other activities.

All educational visits and trips are compulsorily supervised by our staff.

### **First aid & medicines**

We have an in-house Certified Nurse who will take care of all the basic needs required during any minor incident/ illness. Sick rooms are provided, if the student falls sick during class hours. And in case of medicines need to be taken during school hours, they should be handed over to the class teacher along with a completed medical form explaining the dosage. All prescription medicine should be clearly labelled with the child's name and dosage required; without written permission we are unable to administer any medication.

### **Anti-bullying statement**

Please note that acts of bullying are taken very seriously and staff will take immediate action to deal with any such allegations.

Please do not hesitate to contact us if you feel that your child is unhappy at school, However trivial it may seem. Severe action will be taken including expulsion from School in bullying cases.

## WORLD SCHOOL CURRICULUM OVERVIEW

### **Educational Programme**

Our international academic programme allows students to build on their home culture, for Omanis and non Omanis - to develop critical and analytical thinking skills and at the same time, to enhance their abilities in understanding sustainability as a society of tolerance and commitment. The main language of instruction is English. All students will learn Arabic but we will offer two strands: one for first language Arabic speakers and the other for those who do not have Arabic as their first language. Omani students will generally be taught Arabic as a first language. Additionally they will also learn Islamic religion, social studies and life skills in accordance with the Omani Ministry of education. During that time, non Omani students will generally learn Arabic/Hindi/or any other language decided by School as a second language. Non Omani, Arabic speaking students will have the option to join either class.

### **Cambridge International Primary Programme (CIPP)**

The CIPP curriculum of World School is based on the ideas, theories and practices that are prevalent internationally. It is a comprehensive provision for teaching, learning and assessing in the core subjects.

The Primary programme covers the core subjects of English, Math and Science, developing essential skills in literacy, numeracy and scientific enquiry. Apart from the core subject we also focus and give the same importance to the national Curriculum in Arabic language, Islamic Studies and Social Studies. This programme also covers a good knowledge base, giving students a larger platform for growth and learning.

World School Concepts is an effective curriculum, which develops knowledge, skills and understanding in three key areas:

- Academics
- Personal Development
- International Understanding

We are also initiating Global Perspectives (GP) for our selective grades from Academic year 2018-2019.

### **Assessments and reports**

*We believe that all students and their parents should know:*

1. How well am I doing?
2. What do I need to learn next to improve?

To answer these questions, the World School regularly checks and monitors How your child is progressing.

Assessment takes many forms: Quantitative and Qualitative; quizzes and mock exams; written and oral; CCA, Field trips, Inter – School competition and International Exams.

### **COMPLIMENTS & COMPLAINTS**

Please inform us when the education we provide exceeds your expectations. We particularly like to know about any member of staff who ‘goes the extra mile’. If you have any concerns, please let us know straight away. If you have a concern you should normally contact your child’s Class Teacher. In the vast majority of cases, the matter will be resolved immediately to your satisfaction. If the Class Teacher cannot resolve the matter alone, it may be necessary for them to consult Vice-Principal. If parents or pupils do have a complaint, the school will treat it in accordance with the policy and procedures. Responding to complaints will be given the highest priority by the school and will be dealt comprehensively.

### **WORLD SCHOOL TERMS & CONDITIONS OF CONTRACT FOR ADMISSION OF STUDENTS**

#### **I. Admission**

1. Admission is conditional on the World School student fulfilling the requirements for admission as mentioned in the admission form post the clearance of entrance test by the student.
2. When enrolling a new student, we make due allowance for previous experience at other schools and for the World School student’s acquired knowledge and stage of development. The School Management reserves the right to decide the class in which the student shall be enrolled. This decision is final.
3. In order to ensure the student is enrolled in the class most closely corresponding to his/her stage of development, Legal Guardians must carefully complete all provided questionnaires. Admission to the school is conditional on proper completion of the Application for Admission, which is an integral part of the contract. False statements or data in the questionnaires could result in a child being placed in an inappropriate class and could consequently be detrimental to his/her further development and academic progress.

#### **II. School hours and services**

1. The School Management will be responsible for the wellbeing of the World School students from Sunday to Thursday during the hours of 07:20 and 01:30. During this period the student will receive no less than the minimum number of lessons stipulated for the relevant classes in the framework syllabus drafted. The students must present themselves punctually for each lesson as stated in the timetable.
2. The regulations on public holidays and school holidays promulgated by the Ministry of Education, Sultanate of Oman shall apply.
3. The Legal Guardians are aware of the school’s specific educational model and curriculum including the remedial extra classes.

#### **III. School fees**

1. School fees are payable in four installments, starting during the time of admission according to the World School schedule. The fees will be reviewed annually. The School Management expressly reserves the right to amend and to vary Fees and Conditions in respect to subsequent school years. Subject to relevant approval of Ministry fees may be increased or decreased on the basis of changes in the costs of operating of World School.
2. School fees remain payable during school holidays and during periods when the OurPlanet student fails to attend the school for any reason whatsoever.
3. School fees (Admission fees, Particular term fees and cost of damage if any) will not be reimbursed in cases where the parents decide to withdraw their child or children for whatever reason after the class starts operating/ closure of admission.
4. Fees to be paid before the month end of every term when the fee notification is released. If not paid, a penalty of RO 10/- will be charged/ month till it is paid.
5. Fees can be paid in School counter on all working days – 7.30AM till 4PM

#### **IV. School rules**

1. The School Management firmly believes that a student’s progress at the school will benefit greatly from close involvement of the Legal Guardians. In the event of conflicts and behavioural problems, the School Management will primarily use educational and disciplinary measures appropriate to the student’s age and stage of development.
2. Should the student repeatedly violates the School and Campus rules or have serious misbehavioural issues, the School Management shall be entitled to take strict disciplinary actions including expulsion from School

#### **V. Withdrawal and Discontinuation of any Student**

Notice of termination by the School, will require 2months prior notice. Notice of termination by a Parent, will require 2months prior notice.

#### **VI. Final provisions**

1. The Legal Guardians’ and student’s personal data will be stored by the School Management with due regard for the legal requirements on data protection. The Legal Guardians hereby consent the usage of student photos for Marketing, Newspaper and any other School related activities. Attention is drawn to the relevant legal requirements on data protection.
2. All amendments to these provisions are only valid in written form. Verbal agreements waiving the requirement of the written requirement are null and void.