

BIIS/ Cir No: 01/2023- 2024

11-04-2023

**SUBJECT: School Guidelines and Academic Calendar 2023-24**

**“Don’t let your learning lead to knowledge. Let your learning lead to action.”- Jim Rohn**

Warm greetings from BIIS!

At the outset, I convey my sincere gratitude to all the parents towards your kind co-operation with us during the beginning days of our school. I hope your ward is enjoying the lessons with their teachers at school. Brilliant Indian International School has always believed in delivering the best to the learners with the support of parents. To make the school academic year 2023-24 more effective, parents are requested to note the following guidelines:

**1. Attendance and Leave**

- It is mandatory for all the students to have a minimum of 75% attendance in an Academic year.
- Students claiming more than three or more days of sick leave will have to bring a medical certificate and send an e-mail to the Principal copied to the Class Teacher.
- Ensure that long leave must not be taken during the academic session, as it affects the child’s progress. Students can take long leave only after having got sanctioned by the Principal.

**2. Punctuality**

- Students must reach the school by 7.00 AM (Regular Timing)/ 8.30 AM (Ramadan Timing)
- Late coming to school after 7.10 AM/8.40 AM will be marked as absent. Three late arrivals without any valid reason, the parent has to meet the Principal.
- Parents are requested to ensure that their ward reaches school on time and also pick them up at the allotted time of school dispersal (11.00 AM for Kindergarten/ 1.30 PM for Primary) from the allotted exit gates. During Ramadan the allotted time is 12:30 PM

**3. Cleanliness, Health, and Hygiene**

- Parents should ensure that their ward wears a neat and well-ironed uniform, hair is properly trimmed and combed, clipping of nails, and school shoes are polished well. Girls with long hair should make plaits.
- If your ward has weak eyesight, hearing problems, etc. kindly inform the class teacher.
- Parents are advised to give healthy home-cooked food and avoid junk food, chips, etc.

**4. Manners**

- All the students are expected to show high standards of behavior towards each other in the classroom and towards the staff.
- Students should behave politely at all times within the school campus.
- Student should not use any foul, unparliamentary language or provocative remarks about any matters.
- Students who failed to live up to the expected school standards, shall be issued two warning passes. At the end of two warnings, the concerned student and parent will have a meeting with the principal.



## 5. Valuables

- Wearing fancy watches, ornaments, gold jewellery, fancy items, and toys is strictly prohibited. The school shall not be responsible if any personal valuable items are lost or damaged on the school campus.
- No watches to be worn till your ward reaches Grade V.

## 6. School Property and Notebooks/ Textbooks

- All the students should take care of the school property. Students should not spoil the furniture or write on walls.
- Students should bring all the notebooks and textbooks as per the day's timetable. Students are responsible for the safe handling of their books and belongings.
- All the notebooks/ textbooks and lunchbox should be labelled.

## 7. Vehicle Parking

- Parents/guardians are required to park their vehicles outside the school gates in a way that should not lead to any kind of traffic congestion. Kindly park the vehicle in such a way manner that we respect the neighbourhood around.
- Parents violating the traffic regulations outside the school gates will be dealt with as per the law of the traffic department.
- Parents/Guardians who do not avail of the school-provided transportation service are requested to pick up their ward from Gate no. 1 only. Once they have collected their ward, kindly leave the premises to avoid the crowd.

## 8. Summer Vacation

The summer vacation for the academic year 2023-24 will be from **18<sup>th</sup> June 2023 to 26<sup>th</sup> August 2023.**

The above-mentioned guidelines are for the general well-being of the students. All the concerned staff, students and parents are requested to take note of it and adhere to it.

**Note:** Kindly find attached the Academic Calendar of 2023-2024 approved by MOE (Ministry of Education) with the circular.

Sincerely on behalf of all of us from **BIIS!**



Asha Shiju  
Principal

