

ADMISSION PROCEDURE

Admissions are open to grades from KG 1 to Grade VI, subject to the availability of seats and the performance in Entrance Test. Please visit the school website at www.brilliantindianschool.com. Online registration for admission for the new academic year commences in November every year and is the first step in the procedure.

Documents required at the time of Admission:

- Two recent passport size photographs of the student.
- Copy of Health Card/ Vaccination Certificate of the student.
- Copy of the Birth certificate of the student. (only for KG1)
- Copy of the Report Card from the last school. (not for KG 1)
- QID copies of the student, mother & father.
- Passport copies of the student, mother & father.
- Transfer Certificate of the student. (not for KG 1)

ADMISSION WITHDRAWAL POLICY

- Admission withdrawal minimum a month prior.
- Application must contain genuine reason of the withdrawal.
- In case of local school transfer, the parent must submit vacancy letter from the new school.
- Withdrawal will be approved only after endorsing no dues from all concerned departments.

ATTENDANCE AND LEAVE POLICY

ATTENDANCE

1. It is mandatory for all the students to have a minimum of 75% attendance in an Academic Year.
2. 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.
3. 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.
4. Students must reach school by 6.45 am.

If you are late:

- All students should be in school by 6.45 am. Late comers will be allowed to enter through the Reception area only. All late comers will be admitted to the class with the permission of the Principal only.
- Late coming will be recorded in the School Diary.

5. Late coming to school after 7.10 am will be marked as absent. Three late arrivals without any valid reason, the parent has to meet the Principal.
6. 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 gates.
7. If a child is sick and cannot appear for the Tests and Annual Examination, a Medical Certificate duly attested by the MOH should be provided. Students will not be permitted to appear for a test/examination if they are unwell on the day.
8. Long absence on account of illness/health should be supported by a Medical Certificate duly attested by the Ministry of Health

GENERAL RULES & REGULATIONS

1. Students must reach school on time. Latecomers are not allowed to enter the campus if they don't have a valid reason for being late. The reason should be recorded in the student's diary.
2. Students need to maintain over 75% attendance for each term in every academic year.
3. Every student must carry a copy of the Student's Diary and it should be brought to the School daily. The student's diary keeps parents informed of the day-to-day performance / progress and shortcomings of their ward. Parents are requested to check the diary daily and to keep in touch with the school if there is any adverse remark about the ward. Parents are requested to furnish all particulars required in the diary.
4. All students are expected to show high standards of behavior towards each other in the classroom. Students should always behave politely within the school campus.
5. Students should not use any foul, unparliamentarily language or provocative remarks about any matters.
6. 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.
7. English is to be always spoken, in the campus. Students speaking in any other language while at school will not be entertained.
8. Students are required to wear proper uniform and always display their Student ID Cards. No student will be allowed to enter the school compound without a proper uniform.
9. Growing long hair & fancy haircuts (for boys only), wearing fancy watches, belts (except school belt), Nails to be cut short, no nail polish, no eye makeup & eyeliners is permitted, coloured jacket/pullovers etc. are not allowed and hence will be confiscated. Ankle length socks and stockings are not allowed, heavy cosmetics, ornaments, jewelry, fancy expensive items. If lost school is not responsible for it.

10. Personal cleanliness and hygiene are mandatory for all students.
11. Students must bring their books according to the daily timetable.
12. The school is not responsible for books, money, valuables, clothes and other articles that are lost. Students must take care of their own belongings. It is not advisable to have money or valuable articles with them. All are advised to carry their books in secure bags that can be locked.
13. Bullying is strictly prohibited on school premises and no such act will go “unnoticed or unpunished” (CBSE Academic 17/2015 dated 09.03.2015)
14. All curricular, co-curricular, extra-curricular activities, literacy and cultural programs, sports and games are compulsory for students unless prevented from doing so on medical grounds.

DISCIPLINE & BEHAVIOUR POLICIES

The school behaviour Policy Purpose:

The purpose of the policy aims to provide a moral framework for student’s personal development so that they can become courteous and tolerant members of society. Also, to encourage self-discipline and an awareness about the positive contribution that the individual can make to his/her life, to school and to society at large.

- A student comes to school in improper uniform first time- warning & parents will informed.
- Damaging school property- once a written statement of the damage is obtained, the parents will have to bear the fine & expenses of the damaged property.
- Pupils are not allowed to leave the school premises without written permission of the principal. It shall be recorded in the record register of the school admit.

- Misbehaving with teacher in the classroom discipline the class during classes using abusing language in schooling all these matters parents will be called to the school and their full cooperation is expected by the parents.
- Fighting misbehaving in the school bullying/using abusing language/his/her shall be expelled from the school.
- Late arrivals- The gates will be closed at 7 am. A note will be needed in the school diary if a child arrives late at school. Three consecutive late arrivals would lead to the student being sent home.

SCHOOL SUPPORT POLICY

- Physical environment of infrastructure, adequate lights, ventilation, student ratio, smart boards, hygiene & safe environment.
- School treats students with equality, justice, respect, dignity & rights of the students.
- School is well equipped with libraries & education technologies.
- School provides the following facilities.
 - Support programs within classroom like.
 - Special assignments
 - Special practice worksheets
 - Individual attention
 - Remedial sessions
 - Peer help
 - Continuous communication with parents.
 - Activity based.
 - ICT use.
 - Appropriate seating arrangements in class
 - Nurse help if medication required.
 - Constant for support
 - Continuous evaluation through grades
 - PTM about the progress of children every term.
 - Modified disciplined procedure.

The support system is designed to provide the best learning provision for the needs of our students.

LIBRARY POLICY

- Silence must be maintained in the library.
- Books will be lent for one week. In case a student is absent on the day he/she has library period, the book must be returned on the very next working day.
- Library books should be returned on time. In case the child doesn't return the book he/she will have to pay the cost of the book.
- The library is not to be used as a social meeting area.
- Food or drink is not allowed in the library.
- All material/books must be returned to the library before the end of term examination.

ICT POLICY

- Silence must be maintained in the laboratory.
- Written permission is to be taken from the concerned teacher to enter the laboratories and should be kept outside.
- The student must accept responsibility and pay for any damage caused to any equipment in the laboratories.
- Shut down the computer only with the permission of the teacher.

HEALTH & HYGIENE POLICY

- Only healthy and nutritious food is permitted in the lunch box (nuts, sprouted, pulses, fermented food items, homemade food, fruits and salad)
- Students are requested to bring only the required amount of food to avoid wastage.
- Students are advised to throw the leftovers into the dustbins and clean their tables to keep their classrooms, school buildings and campus as clean as possible.
- Students must carry a handkerchief and a lunch towel every day.
- Junk food items are not permitted in the lunch box.

SCHOOL BUS POLICY

- Parents should send an email to transport@brilliantindianschool.com about the requirement.
- Service will be confirmed only after the driver visits the location.
- School Bus fee is collected at the beginning of each term. Service will be stopped after the due date.
- Bus fee is non-refundable.
- Students should be ready to board the bus at a given time. Bus can't wait as it will after all other students.
- If a student is absent on a day, parents should inform the driver in advance to avoid unnecessary delays.
- Students must follow the instructions of the attender and the driver. Any damage to the bus caused by any student is penalized.
- If any student is picked up early by the parent for any purpose from the school, the parent must inform the respective driver to avoid delay and confusion.
- Parents should intimate the school at least a month before you need to withdraw bus facility.

PROMOTION POLICY

- KG- Students will be promoted based on their continuous class assessments observations.
- GRADE I and II: Students scoring D and above in all the subjects.
- GRADE III to VI: 40% and above for grade V to VI in aggregate will qualify promotion to the next grade.

Students found using unfair means during periodic tests or term and examination will be marked zero (0) in that subject and no retest will be held for such student. These students will not be eligible for any academic award or school appointment.

ASSESSMENT POLICY

KINDERGARTEN 1 & 2

Students learning assessment will be based on the continuous evaluation done throughout the year.

- Term wise worksheets will be conducted for English/ Math/ E.V.S/ G.K
- Oral tests after each concept will be conducted.

Language will be assessed on reading, writing, speaking, and listening skills.

GRADE I & II

Students learning assessment will be based on the continuous evaluation done throughout the year.

GRADING

A 1	A 2	B 1	B 2	C 1	C 2	D
91%-100%	81%-90%	71%-80%	61%-70%	51%-60%	41%-50%	33%-40%

A*	A	B	C	D
OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	AVERAGE

GRADE III TO VI

The academic term is divided into two terms i.e., Term I and Term II.

In each term students will be assessed based on LSRW skills, class tests, subject enrichment activities, project and concept and notebook submission.

*** Students Evaluation:**

A*	A	B	C	D
OUTSTANDING	EXCELLENT	VERY GOOD	GOOD	AVERAGE

TERM I	TYPE OF ASSESSMENT	MARKS
	PRE-MID TERM EXAM	20
	MID TERM EXAM	50
	NOTEBOOK SUBMISSION	5
	CLASS TEST	5
	SUBJECT ENRICHMENT	10
	PROJECT AND CONCEPT	10
	TOTAL	100

TERM II	TYPE OF ASSESSMENT	MARKS
	POST-MID TERM EXAM	20
	ANNUAL EXAM	60
	NOTEBOOK SUBMISSION	5
	CLASS TEST	5
	SUBJECT ENRICHMENT	10
	PROJECT AND CONCEPT	10
	TOTAL	100

GRADE VI

TERM I	TYPE OF ASSESSMENT	MARKS
	PRE-MID TERM EXAM	20
	MID TERM EXAM	60
	NOTEBOOK SUBMISSION	5
	CLASS TEST	5
	SUBJECT ENRICHMENT	5
	PROJECT AND CONCEPT	5
	TOTAL	100

TERM II	TYPE OF ASSESSMENT	MARKS
	POST-MID TERM EXAM	20
	ANNUAL EXAM	60
	NOTEBOOK SUBMISSION	5
	CLASS TEST	5
	SUBJECT ENRICHMENT	10
	PROJECT AND CONCEPT	10
	TOTAL	100