

**WRITING
A NEW
CHAPTER IN
FUTURISTIC
LEARNING**

2023-2024

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1 Message-Academic Team

“Tell me and I forget, teach me and I may remember, involve me and I learn.”

- Benjamin Franklin

GIGIS, Vijayawada welcomes you to join us in our journey of involved learning, where each child will be guided to steer the way to his or her own holistic development and excellence.

In today's fast paced world, where knowledge and information are developing rapidly, the primary challenge we all face is to stay relevant and to remain connected.

At GIGIS, our aim is to ensure that every member of our family is a lifelong learner, always ready and willing to take on new challenges, to open their minds to new ideas and ultimately, to independently rethink their solutions to fit the changing scenarios.

GIGIS is instituted with the motivation of making quality education affordable to all. Having trained thousands of successful teachers since 2003 as G I G Education Centre at Singapore , the group started a school with an internationally recognised Inquiry - Based Pedagogy to deliver the curriculum.

We have made a humble beginning, but our vision and goals are huge. Small class size ensures active and focused learning, giving teachers the opportunity to gain insights into each child's individual development and allowing them to customise the Teaching - Learning process to fit every child's needs. It also creates a close knit community of teachers, students and parents where all feel comfortable to exchange ideas, provide inputs, share experiences - all while growing together.

Academic learning and cognitive development are the core of our operations at GIGIS, balanced by a range of Co-Curricular and Extracurricular activities to create an active mind in an active body. The school also believes in nurturing an environment of kindness and compassion, where every child is willing to help, ready to make a change for the better.

The academic curriculum is designed to help every child to exceed their potential by igniting the curiosity in their minds and guiding them to seek their own answers, developing new skills and sharpening existing ones along the way. The school firmly believes in motivating every child with the philosophy of “Either you Win, or you Learn. You never lose” - so while assessments would be conducted regularly, they would serve as a tool to chart the child's progress in understanding and application, not mere rote learning.

Discipline will be firm and fair, with the idea always being to encourage the child to understand and adopt the best practices for his or her own safety and wellbeing.

A time tested curriculum backed by a modern and dynamic pedagogy, a team of highly experienced and motivated teachers, extended classrooms and digitized learning tools, an exciting and fun place where you'll see your child grow from strength to strength. All this at an easily affordable fee and an easily accessible location in the heart of Vijayawada. Join us at GIGIS for this and more!

2 Vision, Mission and Core Values

Vision

- To be the Premier International School and Professional Development Institution in Asia

Mission

- Adopt innovative Teaching & Learning practices to deliver outcomes benchmarked against international standards
- Nurture competent and passionate communities with adaptive skills
- Cultivate a culture of collaboration and life-long learning

Values

Student Centric

Kind and Compassionate

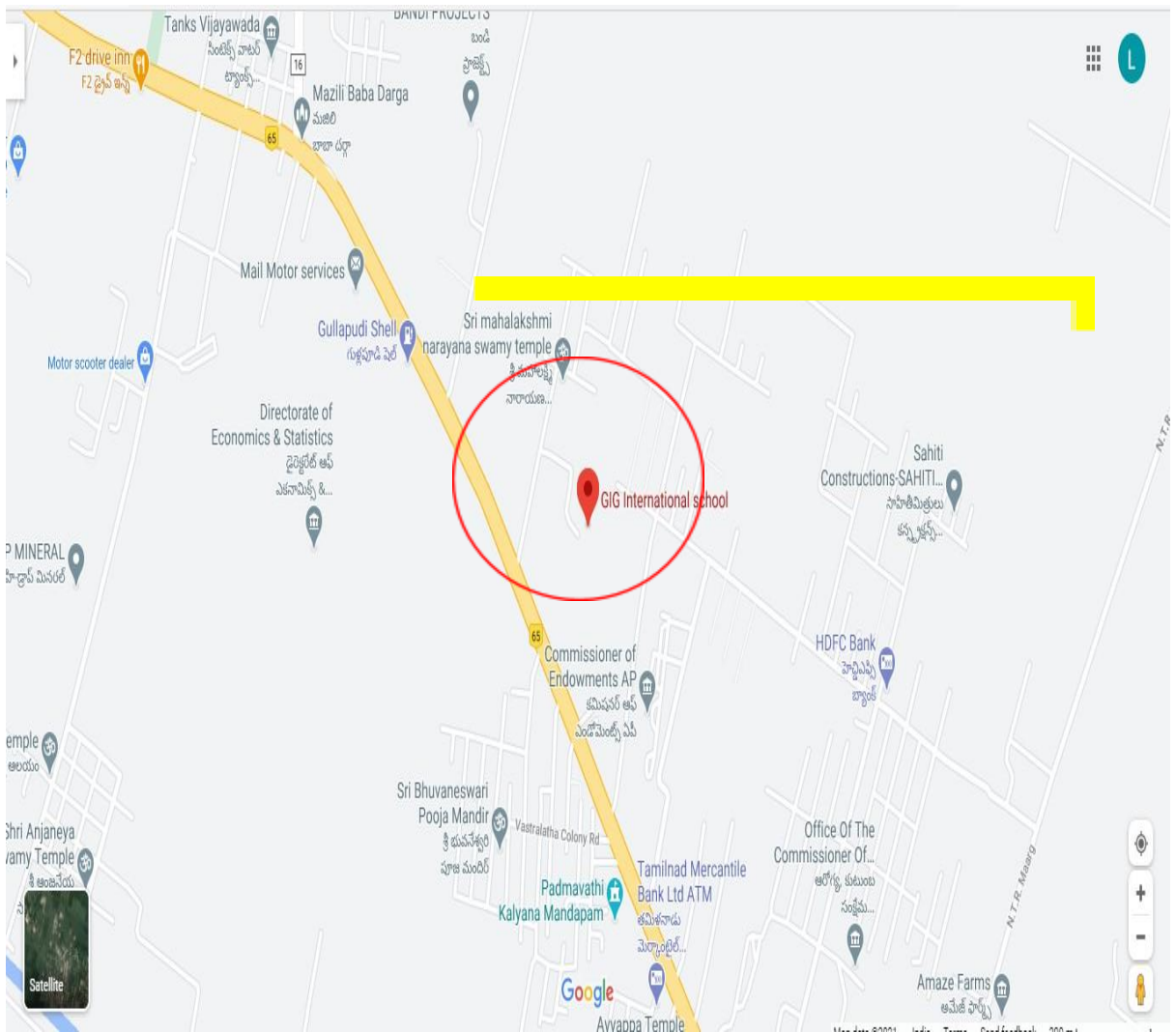
Innovative

Life-long Learning

Leadership

Steadfast

3 Map & Location



4 Contact Details

Particulars	Contact Person	Number	E-mail
Transport Queries	Operations Manager		operationsmanagerhr@gigis.in
Co-Scholastic	Principal		principal_vza@gigis.in
Books & Student ID Card	PurchaseAM		purchase_vza@gigis.in
Field Trips	Principal		principal_vza@gigis.in
Admission & Registration	Front Office AM		frontofficeam-vza@gigis.in
Withdrawals	Front Office AM		frontofficeam-vza@gigis.in
Academic related matters	Principal		principal_vza@gigis.in
Appointment with Facilitators	Front office AM		frontofficeam-vza@gigis.in
Newsletters / School Magazines	Marketing AM		marcom-vza@gigis.in
Lost & Found	PET		petteacher01_vza@gigis.in
Letters/Forms (<i>for visa student's purposes, conduct certificate, etc.</i>)	Principal		principal_vza@gigis.in
Parent Login ID intranet portal? who is this ???	Operations		operations_vza@gigis.in
Updating Student Records	Front office AM		frontofficeam-vza@gigis.in
Finance-related matters	Accounts		accounts_vza@gigis.in
Principal /Director (<i>*all matters</i>)	Principal/Director		director@gigis.edu.sg

- *First level of escalation Principal
- *Second Level of escalation Director

School Timings (General)

Reporting Time	
Assembly	
1	
Break	
2	
3	
Break	
4	
5	
Lunch	
6	
Break	
7	

Changes will happen as per teacher allocation the period length- either 45 mins or 50 mins

6 Introduction to the GIGIS Approach

A child's formative years of schooling will lay the foundation for lifelong learning. During these years, children have to pick up the right habits, develop concepts and imbibe skills that help them to grow throughout their lives and positively contribute to nation building.

GIGIS offers Internationally benchmarked curriculum for Primary classes 1 to 5 and Central Board of Secondary Education CBSE for classes 6 and 8 (classes 9 to 12 to start in subsequent years.)

GIGIS Teachers will

- Maximise student learning outcomes by adopting a sincere and disciplined approach to Teaching & Learning, timely reinforcement and excellent time management.
- Prepare students on expected learning outcomes set for the different levels and build skills and attitudes based on the school's core values.
- Escalate issues of concern related to students to the relevant seniors and parents if necessary, to work together for the child's development.
- As part of the continuous learning processes, highlight any issues related to the child, to the parents in a timely and appropriate manner.
- Positively contribute to strengthening the child's academic and general performance.

Parents are required to

- ✓ Check school communication channels regularly for general as well as specific information regarding your child.
- ✓ Acknowledge the information received and initiate appropriate action.
- ✓ Enquire from the child about any assigned work and ensure prompt submission.
- ✓ Regularly keep in contact with the teachers via the form tutor to contribute in the child's development and progress.
- ✓ Focus on interactive learning, help build rapport between teachers, parents and students and provide a conducive environment for learning, contributing and co-creating.

Our School Day Schedule

- Regular school hours for Monday to Friday are 8:30 am to 4:00 pm.
- Students are expected to arrive in school before 8.55 am and should not be on the school premises after 4.00 pm, unless they are authorised and are under the supervision of a teacher/coach.
- Students' are advised to carry out any free activities during break and lunch within designated areas.
- Morning assembly will be held on assigned days.
- Students will get an opportunity, on class & section wise rotational basis, to celebrate local & international festivals, address their schoolmates and share an insight on major current events, celebrate achievements/successes, talk on historical events and showcase their talent.

Attendance

- Attendance contributes positively in enhancing learning outcomes & consistency; therefore it is important to be in class each day. The Principal, upon receipt of a written statement from the parent or guardian explaining the reason for the absence, will excuse absences of students on a case by case basis.
- Students who reach school after 8:50 am must sign in at the reception upon arrival and must collect an in slip from reception. Students who leave school early must sign out at the reception before leaving school on producing an out pass approved by the form tutor.
- Students who need pre-planned leave of more than two days require prior approval from the Principal.
- Students taking medical leave should submit their medical certificate as well as fitness certificate, when they return to school after an illness.
- Students are advised not to come to school if unwell during their scheduled assessments.

- Students on medical leave during a final assessment will be given an average grade based on their Continual Assessments.

Parent Teacher Meeting (PTM)

- Parent Teacher Meetings are regularly arranged by the School to communicate progress of the child.
- Parents can also initiate a meeting with any teacher by appointment through an email or the student's school diary.

Feedback and Suggestions

- The school recognises that there may be areas/processes of the school that are in need of improvement. Feedback can be given online through mails, telephone calls and meetings. However, email communication is the official communication channel.
- The highest level for any parent regarding feedback or area for improvement is the Campus Director.

7 School Dress Code

- ✓ Students should comply with the school uniform throughout the time that they are on the school campus or school trips unless informed otherwise.
- ✓ Wearing make-up is not allowed.
- ✓ Colouring or gelling of hair is not allowed.
- ✓ Wearing Gold or valuable ornaments are not allowed to the school

Boys and Girls	
Regular:	
Boys	Girls
<ul style="list-style-type: none"> • White shirt (with GIG International School logo) • Hunter green Trousers • Hunter green Waistcoat • White socks • Black shoes 	<ul style="list-style-type: none"> • Green T-shirt with navy blue collar (with GIG International School logo) • Hunter Green Pinafore for KG to class 1 • Hunter Green divided skirt for classes 2 to 6 • White socks

	<ul style="list-style-type: none"> Black shoes
<i>Effective implementation timeline will be informed</i> House T-shirts	<i>Effective implementation timeline will be informed</i> House T-shirts
Must have their hair trimmed such that it does not touch the collar	Must braid or tie up long hair in a ponytail
	Small non-dangling ear studs are allowed

Students should wear House T-Shirts during ECA days with white socks and sports shoes.

8 Scholastic & Co-Scholastic Activities

A well-rounded education needs various scholastic and co-scholastic activities. Hands-on learning experiences, research, healthy competitions, collaborative projects and field trips are all part of our curriculum. In addition, prominent personalities, professionals and academicians from various walks of life are periodically invited to share their knowledge and experiences.

Awards

- Academic Excellence
- Sports Excellence
- Performing and Fine Arts Excellence

Scholastic Support Activities

- Field trips, Overseas Service Learning Trip, Collaborative Projects

Field trips are an integral part of their learning for all levels. These strengthen students' opportunities to learn beyond the confines of the classroom and explore new areas of learning.

- External Examinations

Students are enabled to participate in examinations conducted by eminent national and international bodies such as International Maths Olympiad, National Science Olympiad to help them establish conventional benchmarks.

- Debates

Students are given opportunities to participate in debate programs conducted by local schools and debating championships conducted by CBSE

- Project Exhibition

Students are assigned different topics and specific projects for each level during school holidays and they are given opportunities to exhibit their projects on various topics

- Language Week

School organises language week for all levels to improve oral/ conversational skills of students in the second language. Some of the activities conducted during language week are drama, skit and poem recitation.

- DEAR Program: Drop Everything And Read

School also organises a book week for all levels to promote reading habits. A variety of activities are planned and organised to bring book characters alive.

- House system *Effective implementation timeline will be informed

All the students are allocated into Houses and weekly activities as well as competitions are organised to bring out the best in our students. These also help in building up team spirit amongst them. Points are allocated to the Houses for each activity and the cumulative results are calculated on the basis of the winner declared. However, for the lower primary, each student will get to participate in most of these competitions as we consider these to be learning ladder activities.

- Extra-curricular and Co-curricular Activities

GIG International School has specifically designed the ECA and CCA program to enrich every child's learning experience beyond academics. The school believes that ECA and CCA are a vital part of the learning environment and actively encourage all students to make the most of the opportunities provided.

Extra-Curricular Activities (ECA)

Extra-Curricular activities (ECA) are activities that take place outside regular teaching, during school hours every week for three teaching periods. As such, they fall within the scope of the school curriculum.

ECA enhances different developmental needs of students such as a sense of moral values and attitudes, leadership, team building, and creative skills. Physical fitness is involved too which also acts as stress busting through play.

Through ECA, students can learn to communicate, to cooperate with other people and enrich their life experience through experiential learning. ECA includes the following activity choices of which students can choose one:

ECA choices are as follows:

1. Lawn Tennis
2. Basketball
3. Soccer
4. Cricket
5. Table tennis
6. Chess
7. Skating

Co-curricular Activities (CCA)

CCA's are an integral part of our students' holistic education. In CCA, students discover their interests and talents while developing values and competencies that will prepare them for a rapidly changing world. Participation in CCA fosters social integration and deepens students' sense of belonging, commitment and sense of responsibility to school, community and nation.

CCA gives students the chance to pursue specific interests or ideas through the range of activities and clubs available in school.

CCA includes clubs and activities of interests from which students can choose one:

1. Art and Craft
2. Instrumental (Keyboard)
3. Vocal
4. Dance
5. Speech and Drama (for classes 1 to 5)
6. AI and Machine Learning (for classes 6 and above)
7. Robotics Club (for classes 3 and above only)
8. Coding (for classes 1 to 5)

GIGIS understands that any holistic education is dependent on a cooperative approach between parents and school; it is vital that parents are fully aware of and committed to the success of the school's ECA and CCA policy.

Policy

1. The success of the GIGIS ECA and CCA program is primarily dependent on the positive disposition and good behaviour of the students. As a general rule, the school's existing discipline policy applies ECA and CCA (as stated in the Student Handbook), as the students are representative of the school at all times
2. Compliance with all instructions given by bus drivers, instructors, coaches during CCA/ECA whether the activity is held outside/inside the school.
3. A new ECA option can be chosen:
 - a. at the beginning of Class1 and continued until completion of Class 2
 - b. at the beginning of Class3 and continued until completion of Class 5

- c. at the beginning of Class 6 and continued until the completion of Class 8.
4. The need for the continuation of the same ECA for a longer duration is to ensure the school gradually develops School Teams in these disciplines.
5. Students can choose a new CCA every start of a new Academic Session, but January to March intake carry on with the same CCA for the next Academic Session.
6. Changes in the activity are accepted in case the parent provides a request for change within the first 2 weeks of allotment and availability of spot in the requested activity.

A request for change of ECA, CCA in between the above mentioned intervals will only be entertained when there are medical reasons involved (necessary documentation to be furnished) or under special circumstances, when the school reserves the right to make a change.

- **Evaluation**

The assessment of performance in ECA and CCA will be communicated to parents every semester and will be conducted by the respective coaches/instructors.
Review Procedures of ECA and CCA Policy

The above policy will be reviewed every two years, by a team consisting of the co-scholastic in charge, the supervisor, and the management representative. This review would survey the feedback of teachers, students, and parents. Analyse the ECA CCA records to examine the impact of the policy on the program at GIGIS and address any policy areas that need amendment or improvement.

- **School Events**

Annually, the school will conduct several cultural and sports festivals and events to provide exposure and experience to both students and parents. This brings the entire fraternity of school to one sharing platform and develops a sense of belonging for one and all.

- **Intra-School and Inter-School Events**

All students are encouraged to participate in all school events including Annual Day Celebration, Sports Day, Literary Week, Science Week, Night Campus, Weekly House and other similar activities.

Inter-School Events

In order to encourage, promote and provide a platform to showcase their individual talents, the school organises intra and inter-school competitions and events throughout the academic year. Some of them include:

- BricsMath International Mathematics exam collaborated with CBSE.
- PICASSO art contest
- Queen's commonwealth English Essay Competition
- National Federation of Logical and Mathematical games

Assessments & Benchmarking

Students are assessed holistically through assessments, interactive and enrichment activities as well as regular project work. We place a strong emphasis on improving students' research, inference, analytical, reading, writing, speaking and listening skills. We also encourage and provide opportunities for our students to take part in national & international benchmarking assessments.

9 Policy on External Competitions and Events

GIGIS encourages its students to participate in various events and competitions organised within and outside the school. The inter-house competitions **Effective implementation timeline will be informed* within the school and are governed by the School Inter-House Competitions policy. The conduct of external school events and competitions shall be governed by following guidelines:

Inter-school competitions

- Students shall be selected based on set criteria. Equal opportunity shall be provided to eligible students to compete and get selected for representing the school in various events/competitions.
- A consent form/mail for external competitions/events shall be sent by the Principal's office to the parents to provide their consent for their child/children's participation in external school events. Students are to submit the consent form/mail confirmation to the person in-charge by the due date, in order to be included for the event.
- The school shall try its best to arrange transportation means for students for these events. However, in cases where such transport cannot be arranged, parents shall drop their child/children to the venue and pick them up at the stipulated time. Prior communication will be made on the same.
- Students may be required to stay overtime or come to school on weekends/ holidays as a part of rehearsals and preparations for inter-school events. Parents shall make appropriate arrangements for dropping and receiving their child/children on such occasions.
- All students shall abide by the student code of conduct and instructions of the accompanying form teacher/staff member while representing the school in various competitions/events.

10 GENERAL SCHOOL RULES

1. Each student must carry his/her handbook and identity card to school every day. Office Bearers will carry their respective badges daily.
2. A student should affix his/her photograph and write the required information duly signed by their parents in the space provided in the almanac.
3. Guardians / Parents coming to drop their ward should be on time. Students who come to school on their own, should arrive at school before the bell goes (ten minutes

- before the Home-room period). Late comers may be penalised by detention / suspension from classes. Students who are late despite repeated warnings would be viewed seriously.
4. Students, who come to school escorted, should never leave before the escort arrives. In case of delay, they should report to the school guard / office.
 5. Students should be habitually clean and always neatly dressed. The school uniform should be worn on all working days and for all school functions. Students who are slovenly dressed or not in uniform will be sent home. **Use of hair gel is not allowed. Wearing low waist trousers/skirts is forbidden.**
 6. Bicycles must be kept locked. Students will not ride bicycles inside the school compound. Scooter, moped, motorcycle etc. are not allowed in the school compound.
 7. All boys (except Sikhs) must keep their hair short. Non-Sikh boys should get their hair trimmed at regular intervals. Sikh boys must wear turbans in Class IX and above. A patka may be worn only while playing games. Girls must tie their hair neatly with a green band.
 8. Proper trimming of nails is compulsory.
 9. The following are not permitted in the school with NO EXCEPTIONS- hair colouring, mehendi (henna), nail polish, body tattoos, kajal, eyeliner, perfumes, deodorants, hair-gel, coloured hair band, nose ring and bangles.
 10. Students are not allowed to bring any sharp instruments to the school, or any kind of object that can cause injury to others.
 11. The school is not responsible for the goods lost. It is not advisable to bring valuable articles (like expensive watches, fancy accessories, jewellery etc.) to school.
 12. Chewing Gum, Pan Masala, cold drinks or any other form of addiction will lead to stern disciplinary action.
 13. Students are prohibited from bringing electronic gadgets like mobile phones, tabs, music systems, storage devices like pen drives (not relevant to academic pursuits) or cameras to school. If they do so, it will be confiscated. They also must not bring a large amount of money with them.
 14. No books (other than text books or library books), magazines or paper should be brought to the school. Parents are requested to be vigilant and keep a check on the kind of literature, website being read and viewed by your ward.
 15. The morning bell before a class or assembly is a signal for all to go to the assembly or to their respective class-rooms. This should be done promptly and in silence. As soon as they are in their classes students should get their books ready for the first period.
 16. Change of class-rooms between periods should be done in silence and in an orderly manner. Students should not unnecessarily leave their class at the end of every period.
 17. During games period students must go in line from their class to the playground within 2-3 minutes.
 18. During the period, in case of urgency, it is compulsory to carry a Class Pass to go for conveniences.
 19. It is mandatory for all students to speak in English Language within the school quadrangle.
 20. Shouting and whistling is not allowed in the school premises.
 21. Lending or borrowing of money or other articles is not allowed.
 22. The school insists on the following measures to be observed by the members of staff and all students. Care must be taken to observe the “green rules” in order to maintain clean and green surroundings. That is, school premises will not be littered with disposable tumblers, papers or polythene bags. If polythene bags are brought to school, care should be taken not to dispose of them off in the school grounds. Minimal use of polythene bags will be appreciated.
 23. Do not spoil or pluck flowers.
 24. Students are expected to respect school property. No student should damage any school furniture, write or draw anything on the walls or in any way damage things belonging to others. Any school property damaged even by accident should be reported at once to the class teacher or to the Principal.

25. Students are advised to keep their classrooms, school building and campus as clean as possible and throw leftovers into the dustbins.
26. The students should invariably be polite wherever they go. They should always remember that the school is judged by their conduct. They should greet their teachers when they meet them. Bullying and use of foul language are punishable offences.
27. GIG International School provides education from Nursery to Class VII. It is, therefore, expected that the juniors are treated with love and affection, at the same time the juniors should show all respect to their seniors.
28. Kindly ensure 'Toiletry Training' to your ward(s) especially studying in Nursery to II classes.
29. Bursting fire crackers or splashing colours during Diwali / Holi in the school premises is strictly forbidden. Non compliance of these instructions can result in expulsion from the school.
30. No student shall indulge in any of the following practices :
 1. Writing on the shirts and uniform.
 2. Smoking.
 3. Any form of gambling.
 4. Rowdyism and rude behaviour.
 5. Casteism, communalism, or untouchability in any form.
31. For the safety and security of every child, students must sit in the bus in a disciplined manner and not move about while the bus is in motion. Students indulging in aggressive or violent behaviour will not be allowed to travel by bus. They will be picked and dropped to school by their parents.
32. Students will not instigate other co-students or juniors to indulge in any misbehaviour or any form of anti-school activity which will bring disrepute to the school and could spoil the career of the concerned student.
33. Students should not accept undue favour from any stranger either in the form of a gift or a ride on their vehicle. They should never hesitate to say 'No' when asked or tempted to do anything which they know to be wrong.
34. Irregular attendance, disobedience, misconduct or any other form of verbal / written demonstration of obscenity, using unfair means in examination, damage of school's / other's property, use of foul languages, writing bad comments / chatting on facebook or any social media, causing physical harm to others, bullying, rowdiness, misconduct in the school may call for suspension or even rustication from the school.
35. Rendering false or misleading information or withholding correct information may disqualify the child for admission or continuing in the school.
36. Parents are requested to send only toffees / sweets value not exceeding Rs.10/- to celebrate their child's birthday. Students from class III onwards are not allowed to wear coloured clothes on birthdays. Birthday bumps are a punishable offence.
37. Please note that collection and distribution of lunch packets and other such articles is not the responsibility of the school.
38. Parents are not allowed to go to the classes or send for their ward or any pupil through any peon during school hours for any reason whatsoever. Telephonic conversation during school hours is prohibited. They can meet teachers on PTM days or at a time fixed by prior appointment.
39. Unless there is an emergency, a request from parents for short leave / half day leave for their ward is not appreciated for security reasons. In case of emergency Principal may be approached for permission.
40. Any communication made, should be addressed to the Principal through the Class Teacher. Ensure that it bears the student's admission number, class and section to facilitate early disposal at your end.
41. Any change in the residential address, designation, telephone number and any other details given at the time of admission should be immediately intimated by writing an application to the school office.
42. Ensure that earliest possible action is taken by you on the letters sent from the school from time to time.

43. Only authorised photographers are allowed to take photographs in all school functions.
44. Parents and Guardians will appreciate that absence during term / weekly tests / half yearly /pre-board examinations is not in the best interest of the students. Hence, applying for leave should be an exception rather than an accepted practice.
45. In case the student is unwell and not fit to come for the weekly tests, please send a leave note with a Medical Certificate to follow up within two days of rejoining needed to be sent. Under no circumstances the child will be permitted to go home after the weekly tests.
46. Parents should make a careful note of various details regarding the payment of school fees.
47. Parents for the smooth functioning of the school must follow the rules and regulations and procedures laid down by the school from time to time and should be very careful in their behaviour and conduct with teachers, members of the school staff and management. Their behaviour should never be such to compromise the dignity and self respect of the above mentioned persons. If violated, the decision of the school Disciplinary Committee would be final. The deterrent decided upon by the said committee could, in extreme cases, be the issuance of a Transfer Certificate.
48. School rules can be changed without prior notice or reason.
49. Parents are requested to impart Health Education to their children so that they maintain:
 1. personal hygiene.
 2. regular exercise.
 3. proper sleep.
 4. a balanced diet; nutritionally rich in protein and milk.
 5. safe & sufficient water intake. All students are advised to bring their own water bottles from home.
 6. the habit of not consuming ice-creams, other milk products and eatables from roadside vendors.

50. Parents are requested to :
 7. deworm children at least once every year. Advice can be taken from a family physician.
 8. get dental and ophthalmic check up periodically by a Dental surgeon and ophthalmologist.
 9. ensure children are immunised as per the direction of your family physician.
 10. ensure students suffering from diseases such as Chicken Pox, Cholera, Measles, Mumps, Whooping-Cough and Jaundice must observe the prescribed period of Quarantine necessary and advised by the physician.
 11. ensure students suffering from infectious diseases like conjunctivitis, Dermatitis, Scabies etc. should not be sent to the school.
 12. ensure students suffering from chronic diseases like Asthma, Epilepsy, and Rheumatic Heart Disease are advised to be under continuous Medical Supervision of a Specialist Doctor. History of their illness must be filled up in the Almanac along with the treatment being taken.
 13. ensure all the students returning to school after suffering from an infectious or contagious disease should produce a Medical Certificate permitting him / her to do so.
50. It is expected of GIGIS Students that:
 1. they should take pride in wearing their school uniform.
 2. they should take care of their health and be robust and strong.
 3. they should maintain their personal hygiene physically and mentally.
 4. they should always be friendly with others.

5. they should accept whatever work is assigned to them as their rightful share.
 6. they should face difficulties courageously.
 7. they should be truthful, whatever be the cost.
 8. they should always be ready to lend a helping hand at home to their parents, brothers and sisters, in school to teachers and companions, and any unattended visitor they happen to meet in the school premises.
 9. they should never be cruel. They should know that cruelty is the trait of a bully while kindness is the mark of a gentleman.
 10. they should respect the liberty and rights of others.
 11. they should not waste their time gossiping.
51. A prize winner, although fulfilling all conditions of eligibility for a certain prize will be deemed unsuitable for the same if he /she is found indulging in any act of indiscipline bringing bad repute to the School. School's decision in this regard shall be final & binding on all students.

10 Discipline Policy

Advisory: School Principal

Members

- Discipline Committee Members (Teachers)
- Discipline Committee Members (Student Council)
- In consultation with Parents Support Group

Statement

GIGIS Discipline Policy aims to encourage the development and maintenance of positive relationships between all members of the school community as an integral part of all aspects of school life.

Beliefs

At GIGIS, we believe that:

- ❖ Self-esteem is crucial to the positive development of all individuals;
- ❖ All individuals are to be valued and treated with respect;
- ❖ All individuals have rights and responsibilities with regards to their behaviour;
- ❖ Positive relationships create a safe, harmonious and cooperative working environment;
- ❖ Behaviour management is the responsibility of the entire school community.

Aims

At GIGIS, we aim to:

- ❖ Encourage all individuals to accept and act upon their responsibilities;
- ❖ Enhance the self-esteem of all individuals through positive action; Support all individuals when required;
- ❖ Encourage and maintain positive relationships between all members of our school community;
- ❖ Ensure that the preferred behaviour management practices are meaningful and consistent throughout the committee.

Proactive Approach

GIGIS supports a proactive rather than reactive approach to Behaviour Management by putting the following procedures in place.

Preferred Behaviour Management Practices

The objective of this policy is to achieve the stated aims by providing the procedures to ensure good practices in the areas of Prevention, Correction and Support. These three areas are cyclical and are covered by three factors – consistency, clear rules and fair treatment.

Preferred Practices

- All teachers will clarify the common rights, rules and responsibilities
- The school rights-responsibilities-rules-routine code forms the basis for all behaviour management
- The school community will actively promote, teach and support positive behaviour
- Use positive corrective practice wherever possible
- Keep the focus on primary behaviour
- Invite, model and expect respect
- Build, promote and utilise a united approach to behaviour management

Prevention involves building positive and avoiding negative behaviour through the understanding of rights, responsibilities and the establishment of rules and routines.

Correction & Support involves supporting staff, students and parents through feedback as well as repairing and rebuilding relationships. Correction involves dealing with negative behaviours by applying corrective action both immediate and deferred.

Rights-Responsibilities-Rules-Routine

Through the development of rights and responsibilities of the members of our school community together with the establishment of whole school rules and routines there exists a consistent and clear approach to manage behaviour within the school as a whole.

Rights: A right is something an individual is entitled to. At GIGIS every individual has rights and is thereby entitled to:

- Feel safe at school
- Teach/learn to the best of his/her ability
- Be treated with respect
- Feel comfortable at the school

Responsibilities: A responsibility is something for which one is responsible – legally or morally obliged to take care of something or to carry out a duty. At GIGIS, everybody has responsibilities. The responsibilities of students, staff and parents as a part of the school community is to respect the rights of others.

Rules: A rule is a statement of what can, must or should be done in a certain set of circumstances. To protect the rights and to encourage responsibility, there are rules for everyone. At GIGIS, it is expected that everyone follows the rules as stated in the academic policy.

11 Code of Conduct

Expected Behaviour from the Students

Teacher Direction

- ✓ Follow teachers' instructions.
- ✓ Approach teachers to clear your doubts.

Communication Rule

- ✓ Speak softly and politely.
- ✓ Avoid shouting in the corridors or on staircases.

Learning rule

- ✓ Cooperate with others.
- ✓ Work without distracting others.

Movement rule

- ✓ Move quietly in an orderly manner.
- ✓ Avoid running or playing in the corridors or on staircases.

Treatment rule

- ✓ Treat others with respect without any physical/verbal aggression.
- ✓ Show tolerance towards others.

Safety rules

- ✓ Follow safety rules in the school at all times.
- ✓ Hear carefully the instructions at the time of emergency.

Conflict rule

- ✓ Consider appropriate strategies when dealing with problems.
- ✓ Approach a teacher when faced with conflicts.

Property rule

- ✓ Ensure that the school property is used appropriately.
- ✓ Respect the property of others.

Play rule

- ✓ Play within the specified boundaries.
- ✓ Follow the instructions given by the teachers.

Corrective Measures

At GIGIS, we promote that behaviour is a choice, a choice made by individuals. Choosing a positive behaviour is encouraged. A logical corrective measure must be taken to avoid choosing negative behaviour. The corrective measures taken under each category of violation may be one or more of those listed. A student may be asked to fill in the Student Incident Slip at the discretion of the Principal.

Late Arrival of Students

Responsibility of the student

- Students must arrive at school before 9.00 am.
- Late arrivals, after 9:00 am must sign in the register placed at the reception. Reception will slip and the same needs to be presented to form the teacher to enter the class. (*This excludes students travelling by school bus, students with a doctor's note, court documentation, amongst other similar cases - prior permission to be sought by the student from Principal*)

Responsibility of the management

Class teachers to record the reason for late coming, as stated by the student, in the student diary. The note must be signed by the parent and presented to the teacher the following day.

Corrective Measures

Students: (Classes 1-8)

- The student will be excused for the first three times.
- The fourth time, a note will be sent to the parents by the form teacher.
- If the problem persists, parents will be called for a meeting with the Principal.
- Students dropped to school by parents after 9.05 am need to notify the arrival time and reason in the register kept at the reception office. The student will be allowed into the classroom only after this.

Sign-out Policy

Responsibility of the student

Students may sign out through the reception office only if he/ she carries an authorisation letter by his/her parent/guardian and with an 'out-slip' granted by the form teacher.

Responsibility of management

Students may sign out through the reception office only if he/ she carries an authorisation letter by his/her parent/guardian and with an 'out-slip' granted by the form teacher.

The teacher may check the authenticity of the student's request by placing a call to the parents.

Corrective Measures

Students: (Classes 1-8)

- The student will be denied permission for a sign out unless the parent or the guardian comes in person to take the child.
- The student will also be denied permission for a sign out in the absence of appropriate documents of permission and/or approval.
- In case of an unauthorised departure from school, the parent will be called for further discussion.

Appropriate Uniform

Responsibility of the student

- Students are expected to come to school in neat, clean and proper school uniform and hair styles.
- Students must not wear any expensive jewellery to school.

Responsibility of the management

- The form teachers will inspect the students' attire and record the defaulters.
- The form teachers will issue reminders about attire from time to time to encourage compliance.

Corrective Measures

Students: (Classes 1-8)

- The student will be excused for the first three times with verbal warnings
- The fourth time the student will be given a registered verbal warning
- Next time the parent will be notified and will be called for a meeting with the Principal

School Transport

Responsibility of student

Students must:

- Board and alight the bus in an orderly manner after registering with bus attendant
- Wait in the Bus Bay in an orderly manner as per the bus line
- Respect and obey the bus driver and bus staff at all times
- Playing, shouting or moving about in a running bus is strictly prohibited
- Remain seated and not project any body parts and objects outside the bus
- Speak softly and be courteous to all around in the bus
- Keep the bus and the area around the bus stop clean
- Eating or drinking in the bus is strictly prohibited
- Wear your seat belt at all times during the journey
- Board the afternoon bus within five minutes of the ringing of the bell

Responsibility of the management

The teachers will familiarise the students with the dos and don'ts of the behaviour in the school bus as well monitor arrivals and dispersals.

Corrective Measures

Students: (Classes 1-8)

- The student will be given verbal warning the first time
- The student will receive formal counselling from school staff
- If problem persists, action will be taken at the discretion of the Discipline Committee in consultation with the Principal

Academic Slackness & Misbehaviour

Responsibility of the student

Students are expected to maintain the decorum of the classroom and be punctual in submission of assignments. (*Includes paying attention to teachers' and staff members' instructions, timely submission of assignments and assigned work*)

Responsibility of the management

The teachers will encourage neat and tidy work and ensure full guidance and support to the students.

Corrective Measures

Students: (Classes 1-8)

- A student will receive formal counselling
- Certain privileges or responsibilities will be temporarily suspended
- If problem persists, action will be taken at the discretion of the Discipline Committee in consultation with the Principal

Disregard & Disrespect to Classmates and Teachers

Responsibility of the student

Students are expected to maintain decorum at all times, follow the school rules and refrain from inappropriate actions and behaviour. (Harassment/ Bullying, Gender, Racial, Ethnic and or Sexual Harassment, Abuse, Physical fight, Public displays of affection)

Responsibility of the management

- The teachers will establish clear behaviour guidelines for the students.
- Regular review and establishment of rewards programme to ensure continuity.

Corrective Measures

Students: (Classes 1-8)

1. Bullying

- ✓ An incident report needs to be filed by the students involved.
- ✓ The student will receive formal counselling.
- ✓ The parent will be notified and will be called for a meeting.

2. Verbal abuse

- ✓ An incident report needs to be filed by the students involved.
- ✓ The student will be given a verbal warning for a maximum of two times.
- ✓ The student will receive formal counselling.
- ✓ The student will be involved in community service within the school premises.
- ✓ Parents will be notified and/ called for a meeting.

3. Use of inappropriate language

- ✓ The student will receive formal counselling the first time.
- ✓ The parent will be notified and will be called for a meeting and a warning letter will be issued. The warning letter will be recorded in the form teacher's file.
- ✓ If a problem persists, the student will be suspended at the discretion of the Discipline Committee in consultation with the Principal.

4. Physical Fights

- ✓ The student will receive formal counselling.
- ✓ The parent will be notified and will be called for a meeting and a warning letter will be issued. The warning letter will be recorded in the form teacher's file.
- ✓ If a problem persists, the student will be suspended/expelled at the discretion of the Discipline Committee in consultation with the Principal.

Vandalism

Responsibility of the student

Students are expected to refrain from destruction to personal, individual or school property.

Responsibility of the management

- The teacher will educate students about care of own and school property.
- The teacher will assign responsibilities to students to care for the property and build a reward system to strengthen the behaviour.
- The teacher will conduct a full investigation in case of any damage.

Corrective Measures

Students: (Classes 1-8)

- The student will receive formal counselling.
- The student will be involved in community service like cleaning inside the school premises.
- Certain privileges or responsibilities will be temporarily suspended.
- The student will be fined a sum greater than the cost of repairs/replacements.

Academic Honesty

Responsibility of the student

- Students are expected to approach the examinations with honesty and sincerity and follow the rules and regulations.
- Students must not indulge in plagiarism.

Responsibility of the management

- A talk in assembly on moral values and educating students on the consequences of cheating during the examination.
- A physical check will be conducted on the students.
- The student will be asked to keep their mobile phones (if they carry any with prior permission) on the teacher's table during the examination.
- Students will not be permitted to visit the toilet (*unless the invigilator feels it is unavoidable*).
- Surprise checks will be conducted by a team of exam supervisors i.e. members of the examination committee or Principal.

Corrective Measures

Students: (Classes 1-8)

- The student will receive formal counselling.
- Certain privileges or responsibilities will be temporarily suspended.
- Parents will be notified and called for a meeting with the Level Coordinator.

Sports Equipment

Responsibility of the student

Students must avoid misuse, damage or defacement of any sports equipment.

Responsibility of the management

There would be a sign-in policy followed where students must fill in the issue and return register.

Corrective Measures

- Failure to return the equipment would result in a fine for an amount more than the cost of purchase or replacement of the equipment.

Possession of Non-Permissible Articles

Responsibility of the student

Students are expected to adhere to the following rules:

- Only personalised equipment used for CCA and ECA is allowed to be brought to school. These should be kept under lock and key (student lockers) and will be the student's responsibility.
- Hand phones are not permitted in the school premises on any day, at any time.

Responsibility of the management

- The teacher will clearly state the equipment permitted in the school.
- The teacher will regularly remind the students about safe-keeping of the personal equipment.
- Form teacher will check for any equipment that is not permitted to school.

Corrective Measures

Students: (Classes 1-8)

- The equipment will be confiscated and parents will have to come to the school to collect.

Theft

Responsibility of the student

Students are expected not to indulge in any incident related to theft which is unacceptable to the school as is also against the laws stated by MOE, Singapore.

Responsibility of the management

- A talk in assembly/class on moral values
- Reward system to encourage honesty

Corrective Measures

Students: (Classes 1-8)

- The student will receive formal counselling
- A notification will be sent to parents
- Certain privileges or responsibilities will be temporarily suspended.

General Rules in Assembly, Auditorium/Hall, Resource Rooms, ECA & CCA venues

Responsibility of the student

Students are expected to maintain decorum at all times in the school.

Responsibility of the management

- Teachers will familiarise the students with the do's and don'ts of each activity (given in the students' school diary).
- Teachers will be present at the activity area at all times.
- Teachers will communicate the expectations of the guests and external trainers in terms of behaviour, performance and any other rules to the students.

Corrective Measures

Students: (Classes 1-8)

- The student will receive formal counselling
- Certain privileges or responsibilities will be temporarily suspended
- Parent will be notified

Serious Violations

Students are expected to comply with the school rules and Singapore laws at all times. The school will familiarise the students with the school rules and the Singapore laws. Serious violations will be referred to the principal or his/her designee. The School is obliged to report any such offences to the authorities that at the simplest level may jeopardise the entire family's permit to reside in Singapore. (*refer to school's Suspension & Expulsion rules)

Appropriate use of School Computer and Computer Facilities

Responsibility of the student

Network is provided for the students to facilitate sharing, innovation and communication. All facilities must be regarded as privileges, which may be withdrawn at any time.

Guidelines for appropriate use of computers and computer facilities

- Students are not to play games across the school network.
- Students are not permitted to use, possess, download or search for any program that is designed to reduce or bypass network security.
- Students must not store or transmit copyrighted material on the school network.
- Students are not to adjust any computer hardware.
- Students are not permitted to add or delete software or change the settings on any computer.
- The Internet is provided to assist student's education and is used with permission.

- Students will not look for distasteful images or bad language whilst online and will report any sites containing this if they come across them accidentally.
- Students must understand that they can only access sites relevant to educational work in school and they are not permitted to access social networking sites or visit sites not related to his/her curriculum.
- Students must not attempt to deliberately hack into the School network. Any electronic communication sent or received via School network can be monitored at any time without warning.

Responsibility of the management

The school will familiarise the students with the school rules and acceptable use policy. Any behaviour that interferes with the primary objectives will be considered as infringement of the school policy.

Corrective Measures

Students: (Classes 1-8)

- The student will receive formal counselling
- Certain privileges or responsibilities will be temporarily suspended
- Parents will be notified. A warning card will be issued.

- Action will be taken at the discretion of the Principal/ Discipline committee depending upon the severity of the offence.

Other Discipline Issues

Responsibility of the student

Students are expected to comply with the school rules at all times in the school. Students must refrain from:

- Going to unauthorised areas
- Missing class(s).
- Indulging in frequent absenteeism from classes.
- Being present in school beyond school hours without teacher's permission/ supervision.

Corrective Measures

Students: (Classes 1-8)

- The student will receive formal counselling
- Parents will be notified

Unacceptable Behaviour

At any time, no student (or parent of a student, where applicable) of GIGIS shall indulge in any of the following activities:

1. Physical or verbal assault on a fellow student or teacher or any member of the staff;
2. Use of abusive language, quarrelsome and riotous behaviour;
3. Acting in a manner that is or may be detrimental to the reputation, dignity, interest, or welfare of the school;
4. Contravention of the rules, policies, guidelines, codes of conduct, or procedures as may from time to time be prescribed by the school;
5. An offence involving or resulting in criminal activity;
6. Theft, fraud or misapplication in connection with school funds or property of any kind;
7. Mutilation/destruction of school records and property; or the property of another student, or employee of the school;
8. Falsification or misuse of school documents or records, including (without prejudice to the generality of the foregoing) certificates in connection with degrees and other academic distinctions;

9. Fraud, dishonesty, any act of bad faith, or impersonation of others, within or outside the school, in connection with the student's academic attainments or financial awards, the student's admission to the school, or otherwise in connection with the school;
10. Contravention of conditions stipulated or undertakings made by the student in connection with admission to the school;
11. Disrespectful behaviour, rumour mongering, character assassination, defamation of, assault or battery against any employee or student of the school;
12. Sexual, racial, or any other kind of harassment of any employee or student of the School;
13. Maliciously and without reasonable cause, laying a complaint against any employee or student of GIGIS;
14. Ragging, which term shall, without prejudice to the generality of the term, include conduct intended
 - 14.1. To humiliate another student or hold such other student up to ridicule; or
 - 14.2. To interfere with another student's peaceable enjoyment of his/her privileges, benefits, rights or facilities;
15. Bullying is the repeated behaviour of a student, an individual student within a group of students or group of students that intends to cause the victim(s) to feel frightened, threatened, intimidated, humiliated, disgraced, ostracised, or physically abused. Bullying implies an imbalance in power or strength in which the student being bullied has difficulty defending him or herself. Bullying can take many forms, including physical, verbal, social / relational and/or cyber bullying;
16. Plagiarising, giving or receiving unauthorised assistance in academic work, or other forms of academic dishonesty;
17. Indulging in or encouraging any form of malpractice connected with examination or other school activities;
18. Disruption or improper interference with:
 - 18.1. The academic activities or administration of the school; or
 - 18.2. The performance of duties by any employee of the school;
 - 18.3. Indulging in any sort of agitation to coerce or embarrass the school authorities;
19. Failing to comply with any disciplinary sanction or other requirement imposed on such student;
20. Habitual late coming and frequent absenteeism;
21. Insubordination and defiance of lawful order;
22. Telling lies about students, teachers, parents or about any matters pertaining to the school;

23. Possessing and/or using liquor, narcotics or cigarettes on the school premises;
24. Possessing and/or using of weapons, explosives, and other objectionable materials; within school premises;
25. Divulging confidential matters relating to school;
26. Propagating or indulging in communal or sectarian activity;
27. Discouraging the public in seeking admissions or encouraging them in withdrawing admissions from the school or any other school being run by the management;
28. Misleading or cheating the school, by way of submitting false or fake documents/certificates or intentionally makes misleading statements to the school;
29. Defaming the school or the school management or the persons associated with the school in public or discloses incorrect information about the school so as to bring ill repute to the school or its management committee or its present Employees or the institution as a whole;
30. Adding or attempting to add harmful foreign substances to food or beverages, including spitting into food or beverages or spitting on food trays;
31. Entering GIGIS property when previously prohibited or remaining on school grounds after receiving a request to depart will be considered as a violation of school's code of conduct;
32. Falsifying signatures or data on official record. Refusal to give correct identification or giving false identification when requested to do so by a staff member;
33. Distributing literatures of inflammatory, libellous or slanderous material within or near school property;
34. Leaving school buildings or grounds during school hours without proper clearance;
35. Running and / or making excessive noise in the hall or building, Loitering, or occupying an unauthorised area in the school or on the school ground;
36. Carrying mobile phones to school;
37. Convicted by a court of law for criminal penalty.

Breach of any of the above Unacceptable Behaviour by a student may lead to exercise of discipline powers by the School under the Suspension and Expulsion Policy.

12 Policy on Vandalism

Defining Vandalism

Any act involving wilful, deliberate or malicious damage, destruction and demolition in any manner to any property associated with the school, which includes tangible, intangible, intellectual property and any property of students, school teachers, staff members and anybody concerned with the school is termed as vandalism.

Specific examples include glass breakage, any kind of destruction to the school premises, destruction to property like chairs and desks, garbage bins, electrical and electronic equipment, plants, windows, etc. It also involves graffiti on walls, chairs and/or tables, windows etc. Vandalism is strictly against the school rules and regulations and the applicable Government laws.

Responsibility of student

Students shall at all times, refrain from indulging in destruction of personal, school and other people's property. Any act of vandalism observed and/or noticed by a student must be immediately reported to school authorities.

Responsibility of management

The teacher will educate students about taking care of their own and school property. The teacher will assign responsibilities to students to care of the property and build a reward system to strengthen positive behaviour. The teacher will conduct a full investigation in case of any damage, loss and act of vandalism.

When a student is found guilty of committing vandalism, corrective action will be taken against the student. Depending upon the severity of vandalism and frequency of the violation, and at the discretion of the Principal in consultation with the Director and/ or School management, the case of vandalism may be handed over to the police.

Corrective Measures

The following one or more corrective measures will be taken to reinforce positive behaviour. The student will be asked to complete the Student Incident Slip, at the discretion of the Principal.

Students (Classes 1-8)

- The student will receive formal counselling.
- Certain privileges or responsibilities will be temporarily suspended.
- The student will be fined for an amount more than the cost of repair or replacement of the property damaged.
- The School reserves the right to take any action under the Suspension and Expulsion Policy, in case a student is found to be in violation of this Policy.

13 Assessment and Examination Guidelines

The scope of assessment at GIGIS extends to almost all areas of the student's development. It includes both scholastic and co-scholastic areas, and is comprehensive in nature.

Assessment is continuous and reveals the strengths and areas of improvement of the students frequently, so that the learners have a better opportunity to understand and improve themselves. It also provides feedback to the teachers for improvement /enhancement of their teaching strategies according to individual student needs.

In view of getting a complete picture of the child's learning, assessment focuses on the learner's ability to:

- Learn and acquire desired skills related to different subject areas.
- Acquire a level of achievement in different subject areas in the requisite measure.
- Develop individual skills, interests, attitudes and motivation.
- Monitor the improvements and progress in a child's learning and behaviour over a period of time.
- Respond to different situations and opportunities both in and out of school.
- Apply what is learnt in a variety of environments, circumstances and situations.
- Work independently, collaboratively and harmoniously.
- Analyse and evaluate.
- Be aware of social and environmental issues.
- Participate in social and environmental projects.
- Retain what is learned over a period of time.

The assessments are done with the purpose to achieve the following objectives:

- To help develop cognitive, psychomotor and affective skills.
- To lay emphasis on thought process and de-emphasis memorisation.
- To make evaluation an integral part of the teaching-learning process.
- To use evaluation for improvement of students' achievement and teaching-learning strategies on the basis of regular diagnosis followed by remedial instructions.
- To use evaluation as a quality control device to maintain desired standard of performance.

- To determine social utility, desirability or effectiveness of a programme and take appropriate decisions about the learner, the process of learning and the learning environment.
- To make the process of teaching and learning a learner-centred activity.

Assessments are done on a regular basis through journals, written work, portfolios, project work, classroom interactions, peer and /or self-assessments, tests along with many other learning tasks. There are two summative assessments at the end of each of the two semesters.

14 Assessment Appeal Policy

The assessment policy is relevant to test/assessments and semester exams for:
Classes 1 to 8.

All answer scripts for assessments are given to students. Students may appeal for a re-evaluation/correction within two (2) working days on receiving the answer scripts/date of handing of evaluated answer scripts as communicated in assessment schedule from time to time.

15 Promotion Policy

Classes 1 to 5

Scholastic

Schools are not permitted to retain students in these classes according to CBSE stipulations.

However, if a student is found struggling with the curriculum and consistently does not show any improvement at all, it is advisable to hold personal meetings with the parents to counsel them about their child.

The sole objective of the first counselling session, which should take place after the first semester, is to give the child an opportunity to work harder to perform better.

After regular monitoring of the performance of such children, the counselling should be repeated in February. In case the child scores below D in more than half of the subjects, it is indicative of the fact that the child will not be able to cope with the rigors of the next class. The parents are expected to make a written request to the school to retain the child in the existing class.

Co-Scholastic

The grades obtained in different co-scholastic areas will be converted into grade points by using a conversion scale made available by CBSE.

Classes 6 to 8

In case the child scores below D in consolidated annual result in 2 or more than of the subjects, it is indicative of the fact that the child will not be able to cope with the rigour of the next class. School still will give another chance of retest within a week for students who secured only below D in 2 subjects from the result declared date to clear those 2 subjects to obtain promotion to next class .If he/she fails, the parents are expected to make a written request to the school to retain the child in the existing class.

16 Student Attendance Policy

Student Attendance Requirement Guidelines

- The school encourages all its students to be regular and punctual for their daily classes. Please note the attendance requirement and leave application guidelines as mentioned below:
- All students up to Class 8 should have a minimum attendance of 80% per term, failing to do so may affect promotion to next class/level (**considerations is at the discretion of the Principal, only in special cases*).

Guidelines regarding communication of leave of absence for the student

- A leave request for the ward(s) giving details of reasons and the specific dates for which leave is sought, should be made by the parent to the class teacher over e-mail or by sending a handwritten letter. If the duration of leave exceeds two (2) days, the parent is required to communicate through a mail to the School Principal.
- Diary notes for absence will be considered as an official medium of communication.
- Phone calls will not be accepted for leave requests.
- Unauthorised leave could affect student's award chances in both Scholastic & Co-scholastic areas.

17 Student Suspension & Expulsion Policy

Suspension from School-Policy

Suspension is the temporary removal of a child from the school for violation of GIGIS policies and or rules. It is a warning sign of unacceptable behaviour that needs to be addressed immediately. Suspension must be taken seriously and here's what parents and students need to know:

Suspension is a serious disciplinary action in which a student is removed from the regular classroom for a day or longer. Only the Principal has the authority to suspend a student.

When an incident report is raised by a teacher / staff to the Discipline Committee, it is brought to the notice of the Principal.

Reasons for Suspension

The reasons include (but are not limited to) the following acts by a student whether during the School working hours or after and whether inside the school premises or outside. Please note that any breach listed in the 'GIGIS Code of Conduct' may also be deemed as a reason for suspension: (*Please refer to the GIGIS Code of Conduct*)

1. Physical assault on peers, teachers, staff;
2. Possession of weapons, drugs, alcohol, cigarettes and /or any articles prohibited by the Academy or law;
3. Smoking;
4. Use of drugs or alcohol;
5. Vandalism including graffiti;
6. Public display of affection in campus or when in school uniform;
7. Theft;
8. Defiance or disregard to teachers;
9. Threats and/or use of words like kill, bomb and others that connote a threat'
10. Use of abusive language;
11. Sexual harassment;
12. Cyber-crime like hacking or misuse of social media websites;
13. Rioting;
14. Misbehaviour;
15. Bullying;
16. Ragging;
17. Harassments of all sorts;
18. Breach of School Code of Conduct and/or guidelines for students issued by the School from time-to-time;
19. The student or his/her parent is convicted for an offence involving honour, honesty or public morals and order;
20. Discouraging the public in seeking admissions or encouraging them in withdrawing admissions from the school;

21. Defaming the School or its teachers or management in public or carrying out unlawful activity against the school or its teachers or disclosing incorrect information about the School so as to bring ill-repute to the School or its teachers or its present employees or the institution as a whole;
22. The student or parent is discovered to have misled or cheated the School by way of submitting false or fake documents/certificates or made incorrect statements to the School;
23. Passing anti-national remarks or participating in any anti-national activities or involved in any unlawful activity;
24. Any other act or behaviour of a student and/or his/her parent which in the opinion of the Principal is likely to have an adverse effect on the reputation and/or goodwill of the School or the School Management;

Types of suspension

1. Suspension within School (SWS)

SWS is usually for less serious acts. The decision taken is based on the nature, frequency of occurrence and severity of the act. Students serve the suspension in a special classroom, supervised by school staff. They are denied participation in any school activities. The School will provide the student with suitable work to do which will be marked by a teacher.

2. Suspension Out-Of-School (SOS)

A student is not allowed in the campus during the suspension with the only exception of scheduled meetings with school officials. Suspension is for a given period of time. Out-of-School suspension can lead to expulsion depending on severity of the act and/or at the discretion of the Principal.

Procedure for SOS:

- Once an incident report is considered for out-of-School suspension the following steps are taken:
 - a. Case of indiscipline reported to the Discipline Committee
 - b. The Principal calls for a meeting with the Discipline Committee
- Issue of letter of suspension. The letter of suspension from the Principal's desk will clearly state the period and reason for the suspension
- Conference with the parent(s)
 - a. Parents will be provided with first-hand accounts of the student's violation of the code of conduct, reasons for suspension, details of the incident including statements made by school staff, the expected duration of the suspension and recommendations for helping the student.
 - b. The School counsellor to be present in the meeting.

- c. The student concerned to be present at the meeting.
- d. An opportunity to the student concerned to be provided for a hearing attended by the Principal and members of the Discipline Committee.
- e. An initial suspension may be for a period up to five days. With the approval of the Director and the Management of the School, the Principal may extend the suspension at his / her discretion.

Expulsion from School-Policy

Expulsion is permanent removal of a student from the School for violation of school policies and or code of conduct. Expulsion generally follows, but is not limited to, SOS. The school expels a student as a last resort after trying to improve the student's behaviour through other means. However, notwithstanding the aforesaid, the school may in exceptional circumstances decide to expel a student for a 'one-off' act.

The decision to expel a student can only be taken by the Principal in consultation with the Discipline Committee and with the approval of the Director and/or the Management of the School.

Why expulsion?

Expulsion may be (but not necessarily) a last resort in case of serious act and/or a consequence of (but not limited to) the following acts by a student whether during the school hours or after and whether inside the school premises or outside:

1. Suspension;
2. Breach of GIGIS Code of Conduct; (*Please refer to the GIGIS Code of Conduct*)
3. Carrying weapons or firearms to school;
4. Making a bomb threat to school, peers, teachers or community or nation;
5. Deathly physical assaults;
6. Use of abusive language, sexual harassment;
7. Passing anti-national remarks or participating in any anti-national activities or involved in any unlawful activity;
8. Possession of drugs or drug trafficking;
9. Any of the acts mentioned in point 2 above (Reasons of Suspension) if in the opinion of the Principal or the Discipline Committee, expulsion is the appropriate action in such a case;
10. Any other act or behaviour which in the opinion of the Principal and/or the Discipline Committee is of a serious nature;

Procedure for Expulsion

1. Case of indiscipline reported to discipline committee;
2. The Principal calls for a meeting with the Discipline Committee;
3. Approval of decision by Director and/or the School Management;
4. Expulsion letter is issued. The expulsion letter from the Principal's desk will clearly state the reasons for the expulsion;
5. Conference with the parent(s);
 - a. Parents to be provided with first-hand accounts of the student's violation of the code of conduct, details of the incident including statements made by the School staff.
 - b. The School counsellor to be present in the meeting.
 - c. The student was concerned to be present at the meeting.
 - d. Principal provides the student and the parent / guardian an opportunity to appear in person before the School Management to challenge the reasons for the intended expulsion. The School Management shall take the final decision regarding the expulsion of the student after hearing the contentions (if any) put forth by the latter or his / her parent / guardian.
 - e. A written record of the meeting is maintained and the student's future education is a part of the discussion.
 - f. Once expelled from the school, the student is not permitted to enter school premises, participate in extracurricular activities, or attend school-sponsored events.

18 List of Holidays for 2023-2024

S. No	OCCASION/FESTIVAL	DATE	DAY
1	BHOGI		
2	MAKARA SANKRANTI		
3	KANUMA		
4	REPUBLIC DAY		
5	MAHA SIVARATRI		
6	HOLI / SHAB-E-BARATH		
7	GOOD FRIDAY		
8	BABU JAGIVAN RAM'S BIRTHDAY		
9	UGADI		

10	DR.B.R. AMBEDKAR'S BIRTHDAY		
11	SRI RAMA NAVAMI		
12	RAMZAN (Eid-ul-Fitr)		
13	BAKRID (Eid –ul-Azha)		
14	MOHARRUM		
15	SRI KRISHNA ASTAMI		
16	VINAYAKA CHAVITHI		
17	MAHATMA GANDHI JAYANTHI		
18	DURGASTAMI		
19	VIJAYADASAMI		
20	EID MILADUN NABI		
	(Birthday of Prophet Mohammad)		
21	DEEPAVALI		
22	CHRISTMAS		

ATTENDANCE RULES

1. Students are expected to attend on all school days and for the full day. Half day applications will not be entertained.
2. It is mandatory for the students to be present on the reopening and the last day in case of Summer, Dussehra, Diwali & Winter All students are expected to attend school on the first day and after each of the vacations.
3. Students reporting after the scheduled time will be rewarded with a late remark in the school diary. Three late remarks will lead to imposition of penalty and strict action against the student.
4. A minimum of 80% of the total attendance of the academic session would be necessary to appear for the final examination and promotion. Shortage of attendance up to 15% may be condoned in case of genuine illness, provided an authentic medical certificate in this regard is submitted.
5. If a student fails to appear for any test, examination, practical, project work etc, he / she will be marked as absent in that test, examination, practical, project No retest / re exam will be conducted. If the absence is due to serious illness then an application for such leave supported with a medical report should be submitted to the Principal.
6. Parent should make a request for leave in advance only when they are convinced of its absolute necessity, in case of injury or
7. If a student is absent owing to illness, he/she on joining, must bring a note written by the parent or In case of longer illness, i.e. lasting more than three days the attendance in-charge should be informed and Medical Certificate should be attached.
8. The school reserves the right to refuse permission for any trip if it demands excessive leave or if it occurs at an inappropriate time of the school year.
9. During school hours no student is allowed to leave the classroom without the permission of the teacher or until the class is over. Written permission of the Principal

- is required for the student to leave the premises during the school Breach of these rules will be viewed seriously.
10. It must be noted that children will not be sent home even in an emergency with anyone who might come for them during school hours without a written request from the parent or guardian.
 11. Parents are requested to ensure that their children arrive at and leave school punctually. Any student who is late in attending school should bring with him/her a written application from his / her parent / guardian for late attendance. Strict action will be taken against habitual latecomers.
 12. Parents are requested to plan their vacations in accordance with the
 13. If the student is absent from school for a longer period, a leave application, addressed to the Principal, is to be submitted to the respective Class Teacher. Medical Certificate is necessary, in case of illness for three days or
 14. If a student joins schools after his/her absence, without a proper leave note duly signed by his/her parent, he/she will not be allowed to resume
 15. Leave for going out of station during a normal school session, should be approved by the Principal, prior to departure.
 16. Students suffering from the following and other such contagious diseases, must observe the mandatory quarantine period before returning to school: a) Chicken pox b) Measles and Mumps c) Conjunctivitis d) Whooping Cough e) Dengue They will be allowed to attend their classes only after the doctor certifies that they are fit to do so.
 17. No child who is medically unfit will be allowed to take class tests or
 18. Frequent absence without permission or unexplained absence for long duration renders the student liable to have his/her name struck off the Readmission may be granted at the discretion of the school authority and only after the payment of the fresh admission fee.
 19. **Continuous absence from school for 10 days without permission will lead to the removal of a student's name from the school register. In such cases readmission only be granted after payment of an additional admission Readmission cannot be claimed as a matter of right. The school authorities will have full discretion in this matter.**
 20. The students of classes X and XII must make sure that their attendance must meet the criteria as set by CBSE for the board examinations. It will be the responsibility of the parents / guardians to ensure that this criterion is met to sit in the board examination. CBSE may not allow taking board exams if he / she does not meet the required attendance.
 21. Extra classes for all the classes are compulsory. Repeated / uninformed absence will be dealt with severely.

CERTIFICATE RULES

*Please refer to website on Withdrawal processes & terms & conditions

1. TC will be given after a week days of submission of duly filled application form.
2. TC Application form is available in School Office
3. TC will be given only after clearing all dues from various departments of school
4. Photocopy of Report card / Mark sheet is required along with the application form
5. TC will be given only to Student / Parent / Authorised personnel .
6. TC should be counter signed by the competent authority in case the student comes other than CBSE affiliated
7. Along with Transfer Certificate, Migration Certificate is also required (for class X and above) in case student come from other than CBSE affiliated
8. Students from CBSE affiliated schools must ensure that the scanned copy of their TC must be uploaded by the previous school on their official website.

WITHDRAWAL PROCEDURE:

- All requests for TC or withdrawal of services (transport / food) must reach the School admission office at least 4 full calendar months before the effective date of withdrawal by filling in the form provided by school in its office, failing which 4 months' fees will be remitted to the school*.
- The notice of withdrawal is not deemed to be given until written confirmation has been received, and acknowledged by the admission office staff.
- Withdrawal formalities will be completed by the school only upon fulfilment of conditions that include the return of school property and any payment of dues.
- Upon withdrawal, the school will issue a Transfer Certificate to the student and it serves as a formal intimation that the student has officially withdrawn from school.
- Withdrawal notice given by the parent/student can be cancelled before the end of 4 months or before collection of TC.
- If the student is below 18 years of age, the parent or guardian's approval for the withdrawal will be required.
- The parents of students acknowledge the withdrawal clause in registration/admission form.

Note: During the notice period, full month fee will be charged, No pro rata calculation will be applied

Non-Refundable Fees

The following are non-refundable:

- a. Registration/Admission fee & Miscellaneous Fees paid to the school, if any.
- b. No refund of any fee if the student has committed an offence and is expelled by the school after due process of investigation by a Disciplinary Committee set up by the Principal.

22. Late Payment Policy

For all fees payable, GIGIS permits a maximum of 3 days' delay from the scheduled due date as stated in the fee payment policy mentioned in the invoice generated. Thereafter, a Late Fee will be charged.

23. Feedback/ Complaints & Dispute Resolution Policy

For the purposes of seeking timely and fair resolution of feedback/ complaints & disputes related to all matters of GIGIS, the school will adhere to the following procedures and timelines.

Stage	Procedure	Level/Email ID	Resolution Time
1	Student brings feedback/ complaints & dispute (<i>written form</i>) to the notice of Form Teacher /Front office AM to seek resolution	frontofficeam-vza@gigis.in	24 hours
2	Escalation of matter to Principal	principal_vza@gigis.edu.sg	48 hours
3	Escalation of matter to Director	director@gigis.edu.sg	48 hours