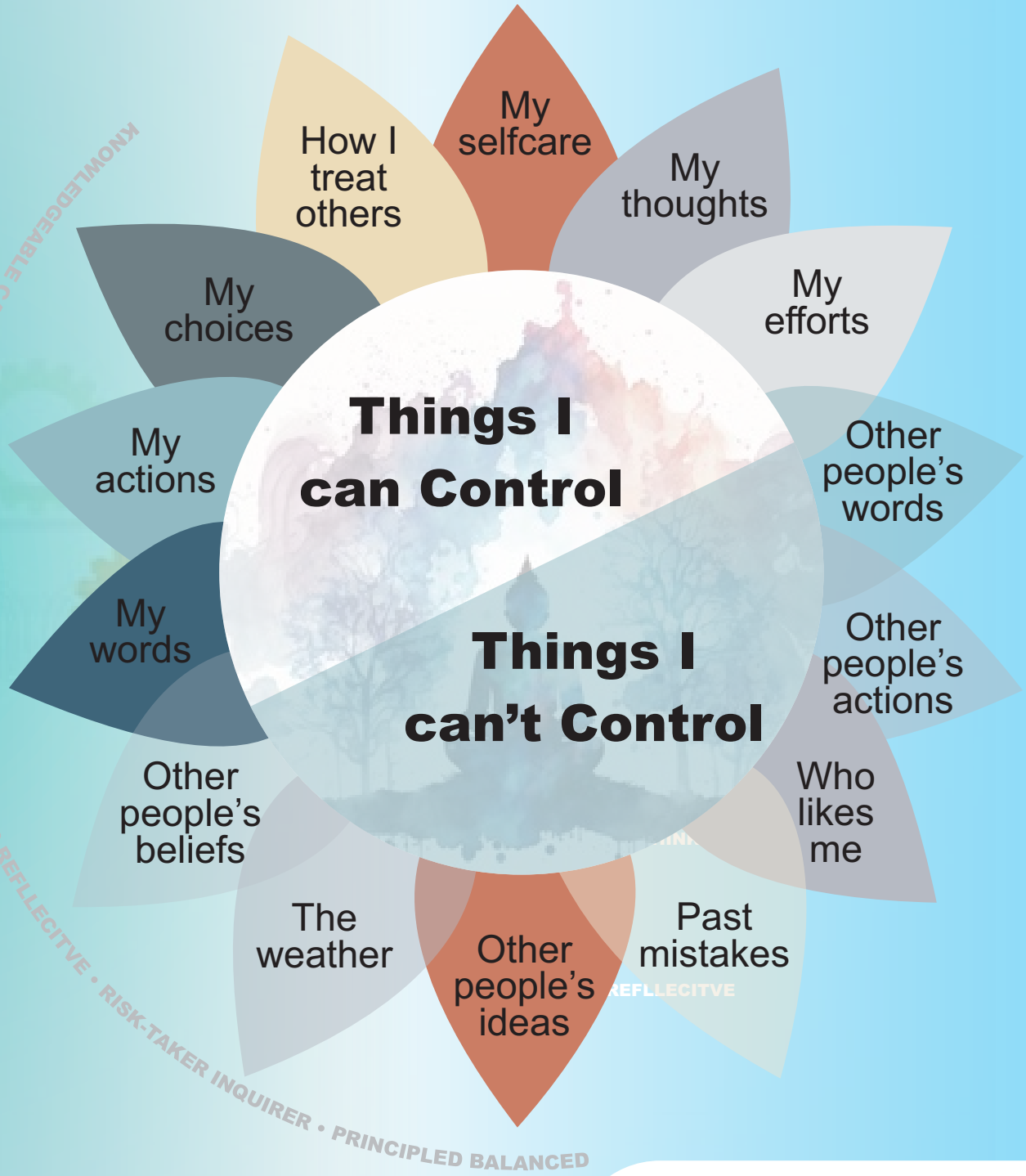




NISV

**Navrachana International
School, Vadodara**
Educating - Empowering - Enlightening

BOARDING MANUAL



Name :

Grade :



2024-25

Content

Boarding	2
Before Your Arrival	2
House Parents and Residential Staff	2
Vacations	2
Boarding Houses	3
Prep & Extra Classes	3
Boarding Teams	3
Imprest Account	3
Pocket Money	3
Laundry	3
Electric Power & Gadgets	4
Health Services	4
Catering and Dining Facilities	4
Mobile Phones	4
Laptop/Tablet	4
Possessions	5
Exeat Policy	5
Student Visas and Residency Permits	5
Travel	6
Extraordinary requests for leave	6
Local Guardian	6
Visitors	7
Visiting Time	7
Discipline, Support Measures and Sanctions	7
Unsatisfactory Conduct	7
Personal Hygiene/Appearance/Dress	8
Conduct/Deportment	8
Policy on Bullying/Ragging/Hazing	9
Attendance/Leave/Absence/Punctuality	9
Indemnity Bond to Leave the campus for a regular activity	11-12
Daily Schedule	13
Weekend Planner	14-16
List of items to be brought to school	17
Hostel Student Gate Pass	18
Indemnity Bond for out station trip	19
My Family and Myself	20-21
Terms and conditions for Admission and studies at Schools of Navrachana Education Society	22-28
Medical History of the child	29
School Calendar 2021-22	30-36

Boarding

The Boarding at NISV is the “very heart of the school” and at the outset it is to be emphasized that for the boarders, this is HOME. There needs to be amongst each and every boarder a strong sense of belonging, of being wanted, of being special ...

The boarders will usually be resident in school on weekends / holidays and participate in weekend programs.

Boarders may go out on weekends / holidays with their local guardians and attend functions hosted by day scholars. This permission shall be granted only if they have their parent's permission through mail or SMS and that the host is fully aware of the responsibility of hosting the student, which includes picking up and dropping back to the hostel.

Following the written request of a parent, a boarder may return to his/her home (or guardian's home) on weekends / holidays. The parent or guardian may collect the student after classes on Fridays or Saturdays depending on the school calendar. The child is expected to return to the boarding house by 5:00 p.m. after any break.

There may be some weekends where all boarders are expected to remain in school for programs that require compulsory attendance.

There is no reduction of the boarding fee for those who are out on weekends.

On written request from the parent and at the discretion of the Principal, a boarder may be permitted to be a day scholar for some period of time. This period is to be no more than 14 days permitted for each term. There will be no reduction in boarding fees in such cases. It is to be understood that a boarder who for any reason chooses not to avail of boarding facility, may also lose out on the admission in school.

Before Your Arrival

Do not bring more than a single suitcase but decide carefully what you will put in it. Vadodara enjoys a warm dry climate most of the year though there is usually a pleasant breeze on campus.

It can be cold in December and January. The monsoon season from June to September is unpredictable with rains ranging from light to torrential. Most of the year we tend to wear lightweight cotton or natural fibre clothing but students will require a sweater or sweat shirt from time to time during the winter months. Most students when in casual clothing, wear jeans, shorts, tracksuits, pants, t-shirts and skirts. It is advisable to bring smart

clothes for special functions such as formal dinners, plays, or trips. Footwear can include training shoes, sneakers, floaters or open sandals. A suggested list of items to be brought to school is given in Appendix A, B & C.

House Parents & Residential Staff

The best infrastructure is meaningless, without a staff that is compassionate, caring and involved with the children under their care. The key personnel in this endeavour are the house parents who are the “primary care givers” and the residential staff. The personal involvement of each member of staff goes well beyond merely fulfilling one's duty. As “in loco parentis” they stand in for the parents, being role models, good listeners, always available and yet gently firm when needed.

In the regular day school as well, it is an expectation that the boarders are treated with that “extra special attention” by every single staff member. The grade tutor, in particular, takes a personal interest in the boarders who are in her/his grade, checking on them on a regular basis and keeping in touch with the respective house parent for routine as well as non-routine procedures. For instance, a link book note must bear immediate results regardless of whether it has been initiated by the grade tutor, the house parent or another member of the staff.

Apart from the responsibilities associated with the regular day school, the residential staff (Teaching & nonteaching) will also be caring for your child during activities through the day/week when the boarders need the active supervision of the resident staff.

Over weekends, different groups of residential staff members are assigned duties that they share with the house parents. On designated weekends (announced in advance) the boarders are treated to an outing that may include a movie, a visit to a museum, a picnic, a trek, an outstation trip, etc.

Vacations

All boarders are expected to vacate the boarding houses and return to their home/guardians' home for the three vacations, i.e. Summer (approx 33 days), Autumn/Diwali (~12 days) and Winter/Christmas (~12 days) (cf Year Planner for the respective year) and Exeat days. The boarding houses are closed during the school vacations and Exeat days and students will not be permitted to stay in the hostels during this period.

Parents/Guardians are expected to pick up their wards after school on the last working day prior to the exeat/vacation or in the morning of the following day. They are expected to return to the boarding houses between 2 to 5 p.m. of the last day of the exeat/vacation.

EXCEPTIONS: The IGCSE and IBDP Board examination students may be asked to stay on in the boarding houses during part of the Spring and Summer vacation in order to avail of additional academic support and to appear for their respective board examinations. These students will vacate the hostel on the day the examination ends. Special exception will be made for foreign students who will vacate the hostel on the following day.

Boarding Houses

The functioning of the boarding facility is under the overall direction of the Principal. Every boarding student is allocated a study-bedroom in a gender specific house supervised by house parents with the support of the residential staff as well as a team of housekeeping personnel. Study-bedrooms are shared between three students and may be personalised with suitable pictures, posters and photographs.

Normally children of the same age will share a room. In exceptional circumstances, a difference of two years may be permitted.

Enough storage space is provided for clothes, books, etc. While arrangement for locking the cupboard is provided, it is understood that the students are not expected to keep any money or expensive items with themselves. However, the room will have a lockable system, the key for which is in the custody of the house parent. Under no circumstances are the students allowed access to these keys.

Each boarding house has a recreational space with an in house television, stereo sound system, and DVD/VCD equipment. Computers with internet connection via the school server are also available for the students' use at designated times.

The school provides only a pillow with a mattress. Students are required to bring their bed linen, towels, blankets/comforters. A boarder is permitted to bring his/her personal pillow and linen.

Prep & Extra Classes

Supervised prep is mandatory for all boarding students, who are required to work quietly and diligently during these sessions.

Residential staff who supervise prep are available for support at these times apart from other special academic support classes that are organized for those who need the same after school on a payment basis.

Students must report for prep in the sports uniform.

Provision for extra classes is made in school by tutors

from outside on extra payment by the parents. However, if a boarder chooses to avail of extra classes outside the hostel, he/she may be permitted only after the approval of the Principal and a written declaration by the Parent regarding the safety of their ward while he/she is out of the hostel. Under no circumstances will the boarder be allowed to leave the hostel before 9.30 am and return after 8.00 pm.

Boarding Teams

Within a week of joining the boarding, the boarders are placed in a boarding team to enhance healthy competition and participation in various team activities. Various events and games are arranged during the week and holidays to facilitate team spirit and bonding. Each boarder is provided with (at additional cost) 2 sets of the team outfit and is to wear the same for these team events. Certificates for the winning teams/individuals will be given and an award for the BEST TEAM will be given at the end of all activities planned for the year.

Imprest Account

An imprest account is maintained for each student. The amount deposited by the parent/guardian will vary from year to year and between grades. It is the house parent's responsibility to maintain the account of each individual boarder in his/her care and to inform the accounts department of such expenditure.

Parents would be required to replenish the imprest account as and when required. Instructions for the same would be given by the house parent.

Pocket Money

Boarders are issued with a fixed amount of pocket money for personal expense as and when required. This will be deducted from the student's imprest account and disbursed by the house parent. Please note that boarders are not allowed to keep any money. All monies must be deposited by parents with the house parent for safekeeping.

Laundry

All laundry of boarders is taken care of under the direction of the house parent. Soiled laundry is placed by the student into laundry bags and collected. All clothing and articles sent for laundry are tagged for identification purpose at additional cost. While we ensure that great care is taken during the entire process of collection, recording of dispatch/return, re-issue so that no clothes go missing or are rendered unusable, the boarding management will not be accountable for a lapse in the same. Under garments are washed in-house at no cost while other clothing are washed at a nominal cost.

Electric Power & Gadgets

The school power supply is set at 230v AC. All electrical sockets are three pin. We have our own generating system, which supplies power to the boarding houses during power cuts. Please check with the school first, before providing any electrical equipment to your child. The school shall not be held responsible for the loss or theft of any electrical device or gadget. Students may want to leave the gadgets with the house parents for security purposes.

Health Services

Parents/ Guardians must provide a detailed history of the student's health at the time of admission. It is vital for us to know all details no matter how insignificant.

The School provides first aid facilities only. Emergency medical treatment (including general anesthetic) at a recognized hospital will be provided if a parent cannot be contacted in time as per the consent given in the medical form at the time of admission. Every effort would be made to contact a parent in such circumstances.

Parents must inform the house parent/resident nurse in writing if the student has any known medical condition/disability or health problem or is unable to take part in physical education or sports or has been in contact with infectious diseases.

The school has an infirmary attached to the boarding houses and there are qualified staff on duty at all times. Treatment for minor illnesses and first aid is given immediately at the infirmary. The doctor is available on campus thrice a week and is called at other times when required.

When special medical care is required or if a child is suffering from a contagious illness, arrangement will be made for the child to be placed in a room out of the hostel with the resident nurse attending to the child until arrangements are made by the parents for the child to be taken home.

A qualified and reputed pediatrician is appointed by the school as a regular consultant for the students in the boarding and is available on call. The school also has an arrangement with Bhailal Amin General Hospital and in cases of emergency, the patient can reach the hospital in a short while.

For other medical issues that crop up (colds, coughs, stomach upsets, skin allergies, etc.) the nurse fixes an appointment either with the pediatrician (or with another specialist, if the case requires such) and accompanies the student to the clinic. The consultation fees, transport and medication for such visits is billed to the student via the

imprest account.

No child is permitted to keep any medicine with him/her. All personal medicines are to be left with the resident nurse who shall administer the same to the child when required.

Catering and Dining Facility

The kitchens at NISV are of the highest standards and well equipped. We prepare three full meals a day as well as mid-morning and afternoon snacks. The menus are varied and offer a mix of several cultural styles.

Boarders must indicate any particular dietary needs to the admissions officer prior to coming to school. Requests for changes to meal times for religious festivals should be addressed to the Principal well in advance of the event. Vegetarian dishes are served at all meals. On request boarders will be provided Non-Vegetarian meals(prepared in a separate kitchen) at dinner on a chargeable basis. Any boarder availing of egg preparations for the breakfast or dinner will be charged extra.

All meals are supervised by the house parents. Students are expected to attend all meals. In the interest of health and safety, parents are requested not to send outside food & drinks to the school or hostel.

Mobile Phones

NISV students are not allowed to bring or use mobile phones on campus. However, boarders bringing cell phones onto campus must hand them over to their house parents on arrival. This may then be collected just prior to departure. Smart Phones are not required. Nonconformance will result in confiscation followed by appropriate disciplinary action if a student is found with a mobile phone. Confiscated mobile phones will not be returned.

Mobile phones may be used to make/receive calls on Tuesdays, Fridays, and Sundays from 8.30 p.m. to 9.30 p.m.(IST). This will be done at the discretion of the house parents.

Boarders are required to bring a power bank for charging purpose of their mobile.

Laptop / Tablets

Students wishing to use their laptops / tablets both at school and in their boarding house are to follow the guidelines below:

1. Laptops / tablets are to be used for academic purpose only and to be handed over to the IT department for local configuration.

2. A student is not permitted to lend/borrow his/her laptop / tablet to/from another student.
3. The playing of computer games, music and movies / film / .dat / .mov / .swf files is prohibited at all times.
4. The storage of .jpg, .tif, .bmp, .gif files on a laptop is prohibited except for academic purpose.
5. USB's are allowed and are to be deposited with the house parents, failing which the same may be confiscated.
6. Hard disk is not allowed.
7. CBSE / HSC students are not allowed to keep a laptop as it is not required.
8. All laptops will be configured by the IT department and the password to the laptop to be kept with the House Parent/IT Co-ordinator.
9. All laptops / tablets must be handed over to the house parents before bed time.

Please note that violation of the above guidelines will result in immediate withdrawal of the privilege to use a laptop at NISV.

Possessions

All clothing and personal possessions must be labelled with the boarding number. It is the student's responsibility to look after his/her possessions. Valuables including pocket money, laptops, tablets, pens, cellphones, calculators, school bags etc. must not be left unattended anywhere.

Students must look after their own belongings. The school will not be held responsible for any loss. Expensive items/gadgets are not to be brought to the boarding.

Exit Policy

No boarding student may leave the campus without the proper Campus Exit Slip duly completed and signed.

Under normal circumstances (apart from Vacations) boarders will only leave campus with his/her parents / guardians following a specific request in writing for the following reasons:

- Special family occasions (e.g. weddings, serious ill health of family member, etc)

It is recommended as far as possible that boarders remain on campus and participate in all programs offered by the school. Parents/guardians must apply in writing for leave

well in advance. (see also TRAVEL).

Special permissions for parties / academic work at a day scholar's house are not encouraged but may be given subject to the parent's permission through the registered mail id or an SMS from the registered mobile number. This permission is subject to the consent of the Principal only after proper verification with the concerned department/teacher in school. It is to be understood that in the best interest and safety of your ward, we do not encourage leaving the hostel unaccompanied, however if such permission is to be entertained it will be granted only after a mail or SMS from the parent/guardian.

Student Visas and Residency Permits

(1) Visas

A student visa is required for every person not holding Indian passport. A student visa may be obtained through the Indian Embassy in the country in which the student is currently residing. Once a student has been accepted for admission, the school will issue a letter of confirmation with the effective date of entry into the institution. This document may be used as part of the visa application. It is the responsibility of the parent/guardian to maintain a current visa and ensure that the student's passport is valid at all times.

(2) Residence Permits

All persons who do not hold an Indian passport intending to stay in Vadodara and the state of Gujarat for more than 6 months require a residency permit. It is the responsibility of the parents / guardians to obtain this permit. However, the school will assist in making all of the necessary arrangements (for boarders only) for the documentation and application of this process. Please note that a small fee will be charged in order to cover administrative costs.

(3) Policy for Foreign Nationals

It is required by the immigration bye-laws of the Govt of India that a foreign national staying in India for more than six months, register his name in the local immigration bureau within 14 days of his arrival to India and get a residency permit.

The school will assist the parent/local guardian by providing a bonafide certificate for day scholar. For the boarder, the school will also provide a letter signed by the Talati of Bhayali village. The local guardian/parents will follow the remaining process. In case of expatriates staying in the hostel, the house parent will be the local guardian.

The documents required for the process are as given below



1. The student should hold a student visa. On getting provisional admission in the school, the school will issue a bonafide letter for visa. The same can be collected from the office or a scanned copy will be mailed on request from the parent.
2. Passport size photograph (with white background) of the student - 15 copies.
3. Passport size photograph of both the parents - 2 copies each.
4. Photo copy of pass port of student and both the parents.
5. I D proof of the Local guardian of the student/Photo ID proof.
6. Authority letter from both the parents on stamp paper nominating the local guardian. In case of expatriate staying in the hostel, the house parent will be the local guardian and a separate authority letter for Liaison Officer is also required.
7. Addresses of concerned authorities
 - (a) Local Immigration Bureau (LIB) 2 Floor Collector's office Kothi Kacheri - Raopura- Vadodara
 - (b) Police Station- Taluka Police station, Bhadra Kacheri- Panigate- Vadodara

Note- Provisional admission granted to the student will not be confirmed without the residency permit. A copy of the permit is required to be submitted to the school in 15-days time.

Travel

On request with a prior written application the school arranges to transport all out-station boarding students to and from the nearest airport/railway stations according to the vacation schedule listed in the school calendar.

The school also arranges to pick up and drop off students at Vadodara Airport (national) or Ahmedabad Airport (international) at the time of session breaks.

Requirements for this service should be communicated to the school well in advance so that efficient arrangements can be made for vehicles and escorts to be sent. There will be designated times and days for picking up and dropping off. These will be communicated to parents well in advance. Parents are requested to book tickets taking the designated pick up and drop off times into consideration. There has to be proper communication regarding the same and the school shall not be held responsible for the safety of the child. There will be a charge made for this service. And if the arrangements require the school to send a vehicle other than the one sent at the school's

scheduled times, this charge will be increased in line with the extra expense incurred by the school.

Parents who do not wish to avail of this service can make their own travel arrangements.

The school will not take any responsibility for students sent unaccompanied by rail/bus/taxi. It is unsafe and the school requests parents not to do this.

Early leave is strictly prohibited, this is especially so, prior to a mid term break and the end of a school term.

Boarders who have made their own transport arrangements and who will be collected in person by their parent / guardian can leave after the last bell of school.

All boarders are expected to report to the campus the day prior to the beginning of term or after a mid term break. All students are expected to be present for the beginning of term and all school days.

All boarders are expected to report to their boarding house after a mid and long break the day before the commencement of school. A student should arrive no earlier than 1400 hours and no later than 1700 hours.

Extraordinary Requests for Leave

Parents are requested not to make requests for school leave during term time unless it is for emergencies like serious ill health or the death of a close family member or to attend a public exam i.e. SAT, TOEFL, interview/exam for university / college entry. In such events documentation must be provided from the examining board/university. Leave for the attendance of a marriage in the family is restricted to that of a direct sister or brother, and a direct aunt or uncle. In such cases the student will be permitted 3 days leave only which is to include travel. Leave to attend the marriage of a cousin is not permitted and leave will not be granted.

Should extraordinary leave be granted by the Principal for the above, the parent/guardian is responsible for all conveyance arrangements, to include collecting and chaperoning their charges.

Local Guardian (Responsibilities)

All parents must nominate 2 guardians living in Vadodara. The local guardian may be authorised by the parents to take decisions about their children residing in the boarding.

The details of the local guardian are to be filled in by the parents on the boarding form each year. The local guardian must also indicate by signing his/her acceptance of this responsibility. Photographs of the local guardian

must be submitted and the same filed in the respective personal file in the boarding house.

If these local guardians are temporarily out of station, the Principal must be informed in writing of the name, address & telephone numbers for 24 hours contact of a suitable legal guardian or other adult who can accept full responsibility for the boarding student.

All communication with the guardian is taken as communication with the parent. The guardian takes complete responsibility of informing the parents of any information he/she receives from the school about the status of the student (e.g. overdue fees, report cards, etc.) His/her signature is taken as acting on behalf of the parents. It is mandatory for the local guardian to attend all Teacher Parent Conferences scheduled during the year. The school also provides opportunity for the boarder's parent to meet with teachers in school whenever the parents are in Vadodara after scheduling an appointment through the House Parent.

Visitors

Visits are restricted to a parent/guardian or close family members. Visits are not permitted during the academic day or prep time. Relatives of students other than the parent/guardian will not be permitted to visit unless they have a letter of authorization from the students' parent/guardian, along with photo ID proof. Sanction for such visits are to be taken from the House Parent in advance.

Visiting Time

The time slot for visiting a boarder is from 4.20pm to 5.00pm in the respective common room, after prior permission from the house parent.

Note : No Boarders will be allowed to move out or in after 6pm. Parents to book train/bus/air tickets accordingly. If you are late, CBSE students to report next day morning at 6.00 am and IB students at 7.00am.

Discipline, Support Measures and Sanctions

The School / boarding aims to support parents in the task of inculcating sound values and self-discipline and of practicing acceptable norms of behaviour. The aim of pastoral care is to ensure that students are equipped with the values that enable them to deal with life after they leave the secure environs of the school and home. We therefore lay emphasis on good behaviour firmly and consistently. The school / boarding recognizes the importance of moral intelligence and strives constantly to educate its wards on the propriety of behaviour.

Regular formative guidance is given in class and assembly on such matters as tobacco, alcohol and drug abuse.

The essential rule for conduct at NISV is Behave Sensibly. Any matter not dealt within this list falls under this rule. If any student finds it difficult to judge what is sensible, any faculty member will be pleased to help.

Positive reinforcement forms the core of our discipline plan. The school commends scholastic ability as well as exemplary behaviour.

Grade tutors take due care to ensure that their wards understand, appreciate and develop a sense of responsibility to themselves, the school and finally to society.

Unsatisfactory Conduct

Chronic misconduct necessitates remedial action. A non satis (abbreviation for non-satisfactory) note is issued to a student by a staff member to record the instance. This may be academic in nature (e.g. Incomplete work, late handing in of assignments etc) or socially disruptive (e.g. bullying, using abusive language, non-adherence to the dress code, unexplained absence, poor attitude, etc).

The issue of an 'unsatisfactory' note may lead to disciplinary action such as additional subject related work, service-oriented tasks or detention. The gravity of the offence determines the nature of the remedial measures adopted. Punishment is not necessarily a first resort if the offence is of a less serious nature. Where it is used it should, if possible be constructive. If a student ends up enjoying a punishment such as community service this is not at all counter productive. Extra work or repetition of inadequate work may often be an appropriate corrective measure. Tutors will report unsatisfactory work or behaviour on "Non Satis" slips.

The Principal, after consultation with the Student Welfare Committee, Grade Tutors and subject tutors determines the corrective measures to be adopted. All records of student conduct are kept in the student files.

Detention may be arranged by departments or individual tutors. Students may do academic work towards improving their competence in the subject concerned and or Community Service.

Regular School Detention, supervised on a rota basis by tutors, could be instituted if a majority of faculty find them helpful.

It is part of the philosophy of NISV that anyone who is not prepared to behave reasonably must leave our community either permanently or until s/he decides to assume the responsibilities of studentship. Suspension and Expulsion may be levied at the discretion of the school Principal, post consultation with the student



welfare committee. However, behavior such as substance abuse and bullying/ragging invite immediate suspension/expulsion.

Corporal punishment, physical or verbal abuse, formal or informal, is not used under any circumstances.

Parents authorise the Principal and staff, to whom the supervision of pupils has been delegated, while in loco parentis, to take and/or authorise, in good faith, all decisions that safeguard and promote the welfare and proper education of the Student. Parents consent to such physical contact as may be lawful, appropriate and proper for teaching and appropriate to provide comfort to a pupil in distress or to maintain safety and good order.

Personal Hygiene / Appearance / Dress

(1) Dress Code: All students are to be neatly dressed in appropriate school uniform during school hours, school trips and official gatherings. Formal uniform shirts must be neatly tucked in and skirt lengths must be no higher than 2 inches from the center of the knee cap. No additional clothing other than the school uniform will be permitted. Propriety of dress is emphasized always. When not in uniform, variations in style are permissible such that the limits of good taste and reason are not surpassed. Thin Spaghetti straps and short revealing clothes are not permitted. Bangles, rings and make-up (lipsticks, nail polish) should not be worn during school hours.

(2) Students are expected to maintain proper hygiene i.e. have trimmed and clean nails, wear fresh clean clothes and carry a handkerchief at all times.

(3) Boys are required to have well trimmed hair, properly brushed and combed. Sporting long hair / hairstyles / Gel in hair is strictly forbidden. Those that require to shave must do so regularly.

Girls with long hair must have it tied up neatly in plaits. Hair colouring, styling, ornamental clips, hair bands and heavy jewellery are prohibited.

Boys and girls must groom their hair properly.

(4) Student Council members must wear their respective badges.

(5) Shoes must be well polished and uniforms well ironed to ensure a smart well-groomed turnout.

(6) Sports uniforms must be worn on the scheduled days.

(7) 'Body Piercing or Tattooing' is not allowed.

Sanction - Failure to comply with dress regulation, may result in the student being sent home after two warnings

(in terms of a remark given in the Link Book). He/she will then be marked absent.

Conduct / Deportment

(1) Good manners, courtesy and cordiality are the hallmark of a good student. Students are expected to greet all staff members, visitors and elders with due respect at all times. Visitors must be approached welcomed and assisted.

Sanction - Negligence/Disrespect will be reprimanded in person and in public.

(2) Physical & verbal abuse will be sanctioned severely, use of vulgar and objectionable language, display of violent behavior etc will not be allowed. Students must follow instructions of faculty members. Students must show due consideration to all members of society. His/her speech should not hurt or offend anyone. PDA (public display of affection or anger) is not permitted on campus. Students are required to be circumspect in their conduct. A public display of anger or any other inappropriate public behaviour that infringes the school's reputation will be severely dealt with.

Sanction

1. Acknowledgment of the offence in public and in writing.
2. Suspension
3. Termination

(3) The school and boarding premises must be kept neat and clean. Litter of any kind must be thrown in dustbins/waste paper baskets and picked up when requested by member of faculty or otherwise.

Sanction - Repeated negligence will lead to written apology / public apology / physical clearance of the place

(4) Misuse of school and boarding property, scribbling on walls, furniture, bulletin boards, toilet walls, etc. will be severely dealt with. Library books, laboratory and classroom equipment must be handled carefully.

Sanction

1. Written apology
2. Any loss or damage will have to be fully compensated.
3. If an individual is not identified, then the repair cost will be charged to the entire group of the pupils involved. The fine shall comprise replacement cost plus a fine of 50% of the replacement cost. However, in cases of accidental breakages, only the replacement cost of the article will be charged. The House Parents will arbitrate cases of breakage within the boarding / dining hall whereas the respective coordinators will be the arbiters in case of breakage in the academic blocks

Policy on Bullying / Ragging / Hazing

Policy statement

NISV is committed to providing a caring, friendly school and boarding environment for all its students, so that they can learn in a safe and secure atmosphere. All individuals, regardless of their age, culture, challenges, gender, racial/ethnic origin, religious belief and regions have the right to protection from abuse. Therefore, bullying of any kind is an unacceptable behavior at our school. Any form of bullying / ragging is expected to be reported to the staff for prompt and effective action to be taken against those involved.

Definition

Bullying / Ragging is the use of aggression with the intention of hurting another person and causing distress, either physical or psychological.

Bullying / Ragging may involve, but is not limited to:

1. Unwanted teasing
2. Threatening
3. Intimidating
4. Stalking
5. Cyberstalking
6. Cyber bullying
7. Physical violence
8. Theft
9. Sexual, religious, or racial harassment
10. Public humiliation
11. Destruction of school or personal property
12. Social exclusion, including incitement and coercion
13. Spreading false rumours

Disciplinary actions/consequences

Once the case has been investigated, the following disciplinary measures will be enforced depending on the severity of the offense:

1. Admonishment
2. Temporary removal from classroom / boarding
3. Loss of privileges
4. Classroom or administrative detention
5. Referral to the Student Welfare Committee
6. In-school suspension during the school week
7. Out-of-school suspension
8. Expulsion or termination

Attendance / Leave / Absence / Punctuality

- (1) Students must reach the school five minutes before the bell rings.

Sanction

1. **Recorded in Link Book**
2. **Late comers will be marked in Attendance Register PL (Present but Late)**
3. **On 3rd late coming in a month the child will be sent back home under the intimation to the parent.**

- (2) Attendance on the opening and the closing day of the school term is compulsory.

Sanction - If students do not attend school within three days of the school reopening, they are liable to face disciplinary action / suspension / termination.

- (3) It is mandatory to attend all classes and activities allotted in each student's daily timetable.

Sanction - Late coming to be dealt by the concerned subject tutor with a note to the co-ordinator. Students reporting late more than two times will be placed on detention through the co-ordinator. Regular offenders will be reported to the principal via the co-ordinator. All incidences will be recorded by the tutor, to be forwarded or discussed with the parents and may lead to expulsion.

- (4) Students are expected to be present in school on all working days as per the dates given in each calendar.

- (5) NISV calendar offers generous school holidays and parents are requested not to ask for additional leave for their children.

- (6) Leave may be taken only after obtaining the co-ordinator's / principal's sanction in writing.

- (7) Absence on medical grounds needs to be supported by a Medical Certificate from a Registered Medical Practitioner from Vadodara.

Sanction - Absence, without prior information and sanction from the Principal, for 30 days continuously will result in the name of the student being struck off the school register.

- (8) Students must not attend school in case they have any contagious disease.

- (9) Attendance in semester assessments (Grades 6-12) examinations and class assessments are compulsory. However, a student may be exempted on medical grounds on presentation of a registered physician's certificate.

Nevertheless, the school authorities reserve the right to have the medical certificate countersigned by a Civil Surgeon or a physician nominated by the school.

(10) Students are required to be present for at least 80 % of the working days in an academic year for the grant of terms and to be eligible to appear for the Annual Examination (even Board exams).

Sanction - In case the attendance is inadequate, the student's promotion to the next grade may be withheld.

Indemnity Bond to leave the campus for a regular activity

Date:

To,
The House Parent,
Navrachana International School,
Bhayli

Dear Sir / Madam,

This is to state that my ward _____ with the boarding number _____ will be leaving the campus as per the details given below. I understand that the welfare of my ward while out of the campus is my responsibility. I will also arrange for the mode of transportation and bear the cost for the same as well as for the activity that my ward is engaged in while out of the campus.

I will also ensure that my ward is in the campus at the stipulated time for meals. I also understand that my ward will be part of any important activity in the boarding that will require attendance.

In the event that parents decide to pursue educational assistance, they accept complete responsibility for their child's well-being from the point of departure from the boarding premises. It is expressly stated that any illicit actions or inappropriate conduct taking place outside the school's campus are the sole and exclusive responsibility of the parents. Consequently, the school and hostel authorities shall not be held accountable or liable for any consequences arising from such activities conducted off-campus. This makes it clear that parents are in charge of handling issues beyond the school's direct control.

Name of activity & address: _____

Days of the activity (Circle the day): Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday

Time slot of the activity: _____

Name & mobile number of person to be contacted in an emergency: _____

Name of Parent: _____

Signature of Parent: _____

Name of Student: _____

Signature of Student: _____

Person Responsible for Pick up and Drop : _____

Daily Schedule

Daily Schedule (Mon-Fri & Working Sat) - IB

0630	Rising
0645 – 0705	Yoga/Warm up exercises
0705 – 0800	Getting ready for school
0800 – 0825	Breakfast
0830 – 1510	Assembly & regular classes
1510 – 1610	Special Tutorials/IAYP/Math Buddy
1610 – 1630	Evening snacks
1630 – 1715	Games
1715 – 1800	Showers
1800 – 2000	Prep
2000 – 2030	Dinner
2030 – 2130	Recreation
2130 onwards	Quiet Time in the Hostel/Extra study for seniors
2230	LIGHTS OFF for Gr. 4 to 8
2330	LIGHTS OFF for Gr. 9 to 12

Daily Schedule (Mon-Fri & Working Sat) - CBSE

0600	Rising & getting ready for school
0645 – 0705	Yoga/Warm up exercises
0705 – 0725	Breakfast
0730 – 1410	Assembly & regular classes
1410 – 1610	Rest in hostels/Special Tutorials/IAYP/Math Buddy
1610 – 1630	Evening snacks
1630 – 1715	Games
1715 – 1800	Showers
1800 – 2000	Prep
2000 – 2030	Dinner
2030 – 2130	Recreation
2130 onwards	Quiet Time in the hostel/Extra study for seniors
2230	LIGHTS OFF for Gr. 4 to 8
2330	LIGHTS OFF for Gr. 9 to 12

**** The weekend schedule will be planned each week and will vary according to the circumstances and occasion.**

Boarder's Morning Activities/Evening Games

- All morning and evening activities are compulsory for all boarders.
- Only those who are admitted in the hospital or advised by the medical in charge can take rest in the boarding house / hospital with permission of the house parent.
- House Parents will ensure that the PE tutors are aware of such cases. Everybody else should be on the field for games and exercises.
- Principal should be informed in both the above cases.
- Selected students may be offered academic support instead of evening games.

Weekend Planner

April	7th	SUNDAY	Boarders return after Springbreak
April	8th	Monday	School Reopens for the year 24-25
April	11th	Thursday	Activities 8:30 pm to 9:30 pm
April	13th	Saturday - HOLIDAY	Ramatgamatma and In House Movie
April	14th	SUNDAY	MORNING SWIMMING
April	17th	Wednesday - HOLIDAY	Ram Navami
April	18th	Thursday	Activities 8:30 pm to 9:30 pm
April	20th	Saturday - School	Ramatgamatma and In House Movie
April	21st	SUNDAY	Movie and Lunch Outing
April	25th	Thursday	Activities 8:30 pm to 9:30 pm
April	27th	Saturday - School	Ramatgamatma and In House Movie
April	28th	SUNDAY	MORNING SWIMMING
May	2nd	Thursday	Activities 8:30 pm to 9:30 pm
May	3rd	SUNDAY	SUMMER VACATION BEGINS
May	4th to 17th afternoon		BOARDING SUMMER CAMP FOR THE NEW BOARDERS
June	17th	Monday	Boarders return after summer vacation
June	20th	Thursday	Activities 8:30 pm to 9:30 pm
June	22nd	Saturday - HOLIDAY	Ramatgamatma and In House Movie
June	23rd	SUNDAY	MORNING SWIMMING
June	27th	Thursday	Activities 8:30 pm to 9:30 pm
June	29th	Saturday - HOLIDAY	Ramatgamatma and In House Movie
June	30th	SUNDAY	MORNING SWIMMING
July	4th	Thursday	Activities 8:30 pm to 9:30 pm
July	6th	Saturday - School	Ramatgamatma and In House Movie
July	7th	SUNDAY	MORNING SWIMMING
July	11th	Thursday	Activities 8:30 pm to 9:30 pm
July	13th	Saturday - HOLIDAY	Ramatgamatma and In House Movie
July	14th	SUNDAY	MORNING SWIMMING
July	17th	Wednesday - Holiday	Muharram
July	18th	Thursday	Activities 8:30 pm to 9:30 pm
July	20th	Saturday - HOLIDAY	Ramatgamatma and In House Movie
July	21st	SUNDAY	ACTIVITY
July	25th	Thursday	Activities 8:30 pm to 9:30 pm
July	27th	Saturday - HOLIDAY	Movie and Lunch Outing
July	28th	SUNDAY	ACTIVITY
August	1st	Thursday	Activities 8:30 pm to 9:30 pm
August	3rd	Saturday - School	Ramatgamatma and In House Movie
August	4th	SUNDAY	ACTIVITY
August	8th	Thursday	Activities 8:30 pm to 9:30 pm
August	10th	Saturday - HOLIDAY	2 DAYS ADVENTURE CAMP
August	11th	SUNDAY	RETURN FROM CAMP
August	15th	Thursday - HOLIDAY	Independence Day and Activities 8:30 pm to 9:30 pm
August	17th	Saturday - School	Ramatgamatma and In House Movie
August	18th	SUNDAY	ACTIVITY
August	19th	Monday - HOLIDAY	Rakshabandhan
August	22nd	Thursday	Activities 8:30 pm to 9:30 pm
August	24th	Saturday - HOLIDAY	Ramatgamatma and In House Movie
August	25th	SUNDAY	ACTIVITY

Weekend Planner

August	26th	Monday - HOLIDAY	Janmashtami
August	29th	Monday	Activities 8:30 pm to 9:30 pm
August	31st	Thursday	Ramatgamatma and In House Movie
September	1st	Saturday	SELF STUDY (EXAMS)
September	5th	Thursday	Teachers' Day and Activities 8:30 pm to 9:30pm
September	7th	Saturday - HOLIDAY	Ganesh Chaturthi and Ramatgamatma and In House Movie
September	8th	SUNDAY	SELF STUDY (EXAMS)
September	12th	Thursday	Activities 8:30 pm to 9:30 pm
September	14th	Saturday - HOLIDAY	Ramatgamatma and In House Movie
September	15th	SUNDAY	SELF STUDY (EXAMS)
September	17th	Tuesday - Half Day	Ganesh Visarjan
September	21st	Saturday - School	SELF STUDY (EXAMS)
September	22nd	SUNDAY	SELF STUDY (EXAMS)
September	28th	Saturday - HOLIDAY	SELF STUDY (EXAMS)
September	29th	SUNDAY	SELF STUDY (EXAMS)
October	2nd	Wednesday - HOLIDAY	Gandhi Jyanti
October	5th	Saturday - HOLIDAY	
October	6th	SUNDAY	
October	10th	Thursday	Activities 8:30 pm to 9:30 pm
October	12th	Saturday - HOLIDAY	Dussehra and Ramatgamatma and In House Movie
October	13th	SUNDAY	ANNUAL CONCERT REHEARSAL
October	17th	Thursday	Activities 8:30 pm to 9:30 pm
October	19th	Saturday - School	ANNUAL CONCERT REHEARSAL
October	20th	SUNDAY	ANNUAL CONCERT REHEARSAL
October	26th	Saturday	ANNUAL CONCERT....DIWALI VACATION STARTS
November	10th	SUNDAY	Boarders return after Diwali Vacation
November	14th	Thursday	Children's Day and Activities 8:30 pm to 9:15 pm
November	16th	Saturday - School	Ramatgamatma and In House Movie
November	17th	SUNDAY	ACTIVITY
November	21st	Thursday	Activities 8:30 pm to 9:30 pm
November	23rd	Saturday - HOLIDAY	Ramatgamatma and In House Movie
November	24th	SUNDAY	ACTIVITY
November	30th	Saturday	Ramatgamatma and In House Movie
December	1st	SUNDAY	Activities 8:30 pm to 9:30 pm
December	12th	Thursday	Activities 8:30 pm to 9:30 pm
December	14th	Saturday - HOLIDAY	Ramatgamatma and In House Movie
December	20th	Thursday	Christmas Celebrations
December	21st	Saturday	WINTER VACATIONS
January	2nd	Thursday	Boarders return from Winter Vacation
January	4th	Saturday - HOLIDAY	Ramatgamatma and In House Movie
January	5th	SUNDAY	
January	11th to 15th	Saturday to Wednesday	Ramatgamatma & In House Movie and UTTRAYAN - KITE FLYING
January	16th	Thursday	Activities 8:30 pm to 9:30 pm
January	18th	Saturday	Ramatgamatma and In House Movie
January	19th	SUNDAY	DEAR
January	23rd to 8th March' 24	Thursday	Activities 8:30 pm to 9:30 pm



Weekend Planner

January	25th	Saturday - HOLIDAY	Movie and Lunch Outing
January	26th	SUNDAY	Republic Day
January	30th	Thursday	Activities 8:30 pm to 9:30 pm
February	1st	Saturday - School	PL - GRADE 10 & 12- SELF STUDY FOR ALL GARDES - FINAL EXAMS
February	2nd	SUNDAY	PL - GRADE 10 & 12- SELF STUDY FOR ALL GARDES - FINAL EXAMS
February	6th	Thursday	Activities 8:30 pm to 9:30 pm
February	8th	Saturday - HOLIDAY	Ramatgamatma and In House Movie
February	9th	SUNDAY	PL - GRADE 10 & 12- SELF STUDY FOR ALL GARDES - FINAL EXAMS
February	13th	Thursday	Activities 8:30 pm to 9:30 pm
February	15th	Saturday - School	PL - GRADE 10 & 12- SELF STUDY FOR ALL GARDES - FINAL EXAMS
February	16th	SUNDAY	PL - GRADE 10 & 12- SELF STUDY FOR ALL GARDES - FINAL EXAMS
February	24th onwards		REVISIONAL ASSESSMENT
February	26th	Wednesday - HOLIDAY	Mahashivratri
March	1st	Saturday - HOLIDAY	
March	2nd	SUNDAY	
March	9th	SUNDAY	
March	14th	Friday - HOLIDAY	Dhuleti
March	15th	Saturday - HOLIDAY	
March	16th	SUNDAY	
March	18th	Thursday	Exam Ends
March	20th	SUNDAY	OUTBOUND
March	27th	Thursday	Springbreak for Students
April	6th	SUNDAY	Boarders will return
April	7th	Monday	School Reopens for the year 25-26
* Tentative dates and to be finalised			

List of items to be brought to school

APPENDIX A

Uniform list for boarders

Grades 4-12

Formal Shirt / Blouse	(2)
Formal Trouser / Skirt	(2)
School Tie	(2)
School Belt	(2)
School Formal Shoes	(1 pair)
School Blazer(for Gr.6 to12)	(1)
School Sweater(for Gr.4 & 5)	(1)
House 'Tee' Shirt	(6)
House shorts	(6)
House track pants	(2)
House jacket	(1)
Sports socks	(8 pairs)
Black Sports shoes	(1 pair)
Black Sandals/floater	(1 pair)
Yoga Mat*	(1)
(*provided by school on chargeable basis)	

APPENDIX B

Casual clothing for boarders

Grades 4-12

Passport size photo	(5) (Mother, Father, Child)
Coloured Sports Shorts	(3)
Coloured Tee - shirts / Blouse	(3)
Casual Trousers / Jeans	(3)
Socks (any colour)	(4 pairs)
Handkerchiefs	(8)
Sweater / Jacket	(2)
Formal Shirts / Blouse	(3)
Formal Trousers / Skirts	(3)
Formal Dress (Girls)	(3)
Nightgown / Pyjamas (optional)	(2)
Bathrobe (optional)	(1)
Undergarments	(8)
Bath Towels	(4)
Blanket/Quilt	(1)
Swimming costume / trunks	(2)
Umbrella / Raincoat	(1)
Bathroom Slippers	(1 pair)
Coloured Track shoes	(1 pair)
Other footwear as per choice	(2 pairs)
Cap for sunny weather	(1)
Mosquito Racket	(1)

APPENDIX C

Other Useful Items

Grades 4-12

Torch with batteries
 Water bottle
 Shoe cleaning kit
 Sun screen(optional)
 Backpack for outings
 Clothes hangers(4)
 Sports equipment as per choice
 Musical instruments as per choice
 Board games / Playing cards(optional)
 Laptops are permitted only for Grades 11 & 12 IB
 Tablets are permitted for Grades 6-10 IB and 6-7 CBSE
 USB, IPOD, PSP(optional and to be deposited with the house parent)
 Mobile Phones (Smart phones not required)

Please ensure that all items are clearly marked. The school will not be held accountable for the loss, theft or breakage of personal belongings

Appendix D

This form is filled by Parents/Guardians when a student leaves the campus

Navrachana
INTERNATIONAL SCHOOL
BHAYALI, VADODARA

**HOSTEL STUDENT - GATE PASS**

To,
The Security
Navrachana International School,
Bhayali.

Date : _____

Name of student : _____

Reason for leaving : _____

Leaving on _____ Arriving back on _____

I am leaving with : parent / guardian

Name of person accompanying : _____

Relationship to student : _____

Contact No. : _____

Mode of transport : (Van/Auto-Rikshaw/Own Vehicle) _____

Vehicle No. : _____

Signature of Parent/Guardian : _____

Permission : Granted ☐

Not granted ☐

Signature of House Parent

Head of the Boarding

Signature Security Personal

Date / Time

Appendix E - The Indemnity Bond below is a sample of agreement signed by the House Parent on behalf of the parents/guardians when boarders participate in Excursions/Outbound Trips.



Navrachana International School Vadodara

Bhayali, Vadodara. Ph. : 2253851/2/3/4 Fax : 2253855



Indemnity Bond - Grade 6 IB & CBSE

This is to state that I, Mr./Ms./Dr. _____
Mother/Father/Guardian of _____ Grade _____ Section _____
am aware of the risks inherent in excursions/tours involving adventure sports / activities organized as part of itinerary and conducted by **"Tour Operator"** along with their agents in collaboration with Navrachana International School, Vadodara (NISV).

I hereby state that my ward is participating in these adventure sports / activities and understand and agree that **"Tour Operator"** and their agents in collaboration with Navrachana International School, Vadodara (NISV) take all necessary precautions to minimize the risk and avoid any accidents, to ensure safe participation in these adventure sports / sports activity / activities and are not responsible for any mishaps that may occur while participating in these adventure sports / sports activity / activities that might result in any injuries or fatality.

Terms and Conditions :

Trip to : _____, Date of Trip : _____

- I agree to pay the trip charges i.e. Rs. _____ by cheque issued in favour of **"Tour Operator"**.

Cheque No. : _____ Issued by (Name of the Bank) : _____

Cheque dated : _____ (mention following on the reverse of the cheque - Student's name, Grade, Name of Excursion/Trip)

- The price quoted is taking into consideration X students & Y teachers. Any drop in figure would attract increase in the overall price.

- I agree to the refund policy as mentioned below.
30-15 days of departure X% Refund
14-8 days of departure Y% Refund
Cancellation within 7 days of departure Z% Refund

Force Majeure : The tour organizer and the school reserve the right to determine the quantum of refund payable in case of cancellation or amendment of the proposed trip due to Force Majeure or Vis Majeure. Such refund would be based on various factors like the number of participants, the cancellation policies of suppliers like hoteliers, rail authority / coach operators, etc. and the decision of the tour organizer and the school on the quantum of refund shall be final.

- I fully understand that my child has to abide by all rules and regulations during the trip. Any violation of these rules and regulations may result in my child being sent home at our (parents) expense.
- In the event of emergency, I hereby authorize Navrachana International School and **"Tour Operator"** staff to use their judgment in obtaining emergency medical services.
- Students on the trip will be insured by the tour operator under the "Domestic Adventure Cover" by ICICI (Hospitalisation expenses for injuries - Rs. 2 Lakhs, Medical Evacuation Rs. 1.5 Lakh, Personal Accident - Rs. 1 Lakh, Repatriation of remains extension - Rs. 20,000, Extension 1: Outpatient expenses for injuries - Rs. 7,500, Extension 2: Daily Allowance in case of hospitalisation due to injury - Rs. 1500 per day for 7 days)
- I agree that NISV, NISV board and tour operator can not accept responsibility for accidents either at the place of activity or en route.
- I assume all liability for the conduct of my child.
- Any terms and conditions relating to the organising, managing, operating and logistics etc. of the said tour is the sole responsibility of the tour organizer and school is only the facilitator.
- I understand that any loss of valuables in cash or kind during the trip either in the custody of teacher or student will be sole responsibility of parents.

I have read the above statement and fully understand its contents. I realize and agree that the same serves as an agreement of release and assumption of risk on myself.

Parent/Guardian Name: _____

Address: _____

Phone No. (In case of Emergency) : (M) _____ (L) _____

Medical Insurance Policy Number & Company name : _____

Family Doctor's Name and Phone No. : _____

My child's Blood Group : _____

My child has the following special medical needs (child suffering from eosinophilia, acute asthma, arthritis, high/low blood pressure, any special attention child should be reported in advance to the organizer) : _____

My child is allergic to : _____

My child will need to take the following medications : _____

Parent/Guardian's Signature : _____

Date : _____

For Office Use

MY FAMILY & MYSELF

Affix
passport
size
photograph

Father's name

Qualification

Occupation

Designation

Phone no.

Mobile (Essential for communications)

Email (Essential for all School communications)

Office address

Signature

Affix
passport
size
photograph

Mother's name

Qualification

Occupation

Designation

Phone no.

Mobile (Essential for communications)

Email (Essential for all School communications)

Office address

Signature

Name : (in block letters)

Affix
passport
size
photograph

G.R. No.

Date of Admission

Grade

Roll no.

House

Mother tongue

Nationality

Aadhar No.

Caste

Date of birth

Place of birth

Zodiac sign

Height

Weight

Blood Group

Allergy (if any)

Room choice - AC / Non AC

Meal choice - Vegetarian / Non Vegetarian. / Eggetarian

Game Choice - 1st Term 2nd Term
(Basketball, Cricket, Football, Lawn Tennis, Skating,
Swimming and Table Tennis)

Performing Arts activity choice (Drama, Tabla, Vocal,
Keyboard, Guitar, Contemporary Dance, Drums, Congo,
Bongo, Duff, Harmonica, Dhol, Dholak)

Residential Address

Brother / sister studying in this school

Name

Grade

My signature

Affix
photograph
of
Guardian

MY GUARDIAN

(Optional)

Guardian's name

Qualification

Occupation

Designation

Phone no.

Mobile (*Essential for communications*)

Email (*Essential for all School communications*)

Office address

Residence address

Signature

EMERGENCY CONTACT

Person to call

Relationship

Tel. Nos.

FOR YOUR INFORMATION

Any medication to be administered at School requires a prescription from the medical practitioner treating your child. The prescription on the doctor's letter head, bearing the child's name and the medicines prescribed with the requisite dosage should also be submitted. The school Medical Center / Infirmary, is equipped to provide non-prescription medicines. These are administered by the school nurse on the advice of the school doctor / physician / pediatrician.

Please list any medications that you DO NOT want to be administered to your child and to be notified to the medical centre in writing if any changes are required to be made.

The School Infirmary generally keeps the following medicines :

Tablet: Crocin Advance; Pudinhara; Febrex Plus; Vomistop; Avomine; Sporlac; Rantac; Meftal Spas; Combiflam; Honitus; Levocad

Syrup: Combliflam; Domstal; Cyclopam; calpol; Chestan Cold; Pudinhara

Others: Neosporin Powder; Omnigel Spray; Betadine Ointment; Savlon; Eumosome Cream; Ora sore Cream; Band aid; Sanitary Napkins; Vicks Vaporub

Medical Form :

Student's Name : _____ Grade : _____

Father's Name : _____ Mother's Name : _____

This is to state that my Son/Daughter studying at NISV is not allergic/allergic to following-

a) _____ c) _____

b) _____ d) _____

Information regarding any special condition : _____

In case of medical emergency, please contact on mobile number : _____

For Office Use : (To be detached & filed in the student's file by the Grade Tutor)

TERMS AND CONDITIONS FOR ADMISSION AND STUDIES AT SCHOOLS OF NAVRACHANA EDUCATION SOCIETY

The School is " Navrachana International School, Vadodara (IB/CBSE) "School. (Hereafter referred to as the School)

1. PREAMBLE

- (a) **The School** is acting under the authority of the Executive Committee of Navrachana Education Society, owners of the School, as now or in the future constituted.
- (b) **The Principal** is the person appointed by the Executive Committee of The Navrachana Education Society to be the Principal of the School who is responsible for the day to day running of the School and for the student while in the care of the School and includes those to whom any of the duties of the Principal have been responsibly delegated by the Executive Committee
- (c) **Teacher/s** is/are those employed by the School to instruct in curricular and co curricular education at the School.
- (d) **Student/s** are those registered as a student/s at the School.
- (e) **Parent/s, Guardiansis** are those whose wards study at the School.
- (f) **School Structure:** The School comprises Pre Primary, Primary, Secondary and Higher Secondary sections. Formal education begins from Grade 1 of the Primary section. Promotion from one section to the other is automatic based on student's performance. Pedagogy, Class Strength, Study Time, Infrastructure, Technology integration and Teacher qualifications are variables from one section to another. Fee structure for each section is based on these variables.
- (g) **School Aims:** The School's aims to strike a balance between academic work, moral, spiritual and physical education and the pursuit of leisure activities. The School is committed to high standards of teaching and care. Parents are expected to give their support and encouragement to these aims and to uphold and promote the good name of the School; to continue the student's education at home and encourage the student to maintain appropriate standards of discipline, diligence, punctuality, behavior, tidiness and cleanliness; and to conduct themselves in relation to the School and its staff in such a manner that a relationship of trust and confidence between the School and the Parents is maintained at all times.
- (h) **Changes at the School:** A progressive and forward looking school must initiate and respond to change. It is likely that there will be certain changes at the School during the years when the student is a student. The grant of admission to the School is made on the basis that, in the interests of the School as a whole, changes may be made from time to time to these terms and conditions, to the size and location of the School, to its premises and facilities, to the academic and games curriculum and the structure and composition of classes and the way the School is run, to the length of school terms and the school day and to any other aspect of the School. Fee levels will be reviewed from time to time and there will be such reasonable increases as the Executive Committee of Navrachana Education Society may determine.
- (i) **Terms and Conditions:** Decisions taken about all aspects of the School affect the school community as a whole. The School believes that these terms and conditions reflect the traditions and customs which have existed at independent schools and at this School in particular, over the duration of its existence. The rules given about change, para 1.(h), are provided in good faith. They are intended to encourage stability, forward planning and the proper resourcing and development of the School for the benefit of all. Parents will be given reasonable notice, when practicable, of changes that may significantly affect the School Community. Any waiver of the Terms is effective only if stated in writing by the Principal or by a person to whom the duties of the Principal have been responsibly delegated by the Executive Committee. The ethos and principles on which the School is run are reflected in the policies concerning admission, equal opportunities, behavior and discipline, drugs and substances, expulsion and review.
- (j) **Adherence to the Students Code of Conduct** published in the Parent- Student Hand book and the boarding manual and uploaded on the school website, is obligatory.

2. CARE AND GOOD DISCIPLINE

- (a) **Parents' Authority:** Parents authorize the Principal and staff to whom the supervision of students has been delegated while in loco parentis to take and/or authorize in good faith all decisions that safeguard and promote the welfare and proper education of the Student. Parents consent to such physical contact as may be lawful, appropriate and proper for teaching and appropriate to provide comfort to a student in distress or to maintain safety and good order of their child/ward and other students. (Corporal punishment is not used). As the School provides first aid facilities only, parents consent also to emergency medical treatment (including general anesthetic) at a private hospital where certified by a doctor to be necessary for the safety of the student and if a parent cannot be contacted in time. Every effort would be made to contact a parent in such circumstances. Parents consent to the conduct of routine medical examinations by the school appointed medical authorities.
- (b) **Academics:** Teachers are the best judge to assess student's academic strengths and weaknesses. It is obligatory for the Student to obey advice, instructions and do all that is necessary to improve academic performance as required. Parents must also adhere to suggestions made by teachers to ensure their wards academic progress and regular attendance.
- (c) **Health:** Parents must inform the Principal, in writing if the student has any known medical condition/disability or health problem or is unable to take part in physical education or sporting activities or has been in contact with infectious diseases. The student must not be sent to School if unfit to attend or is suffering from a serious contagious



disease. The School will endeavor to look after the Student in the event of any emergency health problem during school hours, however, the School will not be responsible for any consequences.

- (d) **Meals:** Meals are an integral and important part of our school curriculum for reasons of nutrition and inculcating good food habits and etiquette.
- (e) **Attendance:** The Student is expected to take full part in the activities of the School, to attend on each school day, to work hard to the best of his ability and to be well-behaved. Parents agree to observe the term/vacation dates which will normally be published at the start of every academic year.
- (f) **The School Link Book:** Each student on admission to the School or at the start of every academic year is supplied with a copy of the School Link Book giving information about the staff and the student, student roll, scheduled events, and holidays. All students and parents are required to abide by the Code of Conduct as defined in the Parent Student Hand Book.
- (g) **Conduct of the Student:** Students are expected to behave with respect and good manners to those whom they meet both in School and in the community and to show a proper respect for the environment. The Principal and the School Staff are responsible for the care and good discipline of students while they are in the charge of the School, for the day to day running of the School and teaching of the curriculum. Students reprimanded for indiscipline are required to serve the sanctions listed in the Parent-Student Hand book.
- (h) **Campus:** The NISV campus is a large space with a number of shade-giving trees, and open playing fields. This was once agricultural land and so the natural habitat of snakes, bees, monkeys, stray dogs and so on. Despite the school's efforts and vigilance, pests randomly enter the campus, much more so during the monsoon season. Generally, these pests do not harm humans unless provoked, molested or attracted by food. In such a situation, while NISV will take every step to get the correct and the best medical attention to the victim/s, NISV cannot be held legally or morally responsible for the incident and the consequences of the same. Parents, students and employees are informed that snakes, monkeys, bees are protected by the Wildlife Protection Act and stray dogs by a Supreme Court order. Both these legal acts forbid anyone from harming them in any way and NISV would be liable for legal action if this can be proven in a court of law. The school is under 24/7 CCTV coverage for the safety of the children and staff.
- (i) **Safety Drills:** It is obligatory for all students to participate in Safety Drills which the School considers necessary or as required by law or as expedient to safety and well being of all students.
- (j) **Liability:** The Principal, Staff, and all engaged by the School to conduct various School activities, during and after school hours, including out of School activities will take all reasonable steps to provide a safe and a secure environment for all students who participate in its activities. However, the School shall not be responsible for loss, damages for personal injury, sickness, death, or property damage which the student may sustain or which may occur accidentally as a result of his/her participation in School activities or as a result of student behavior towards each other. The School is not responsible in any way for any mishaps or undesirable acts of the Student outside of the School campus. Parents acknowledge that the School and its Principal/Teachers/Staff shall not be held responsible for any event that may occur within the School campus which is beyond the reasonable control of the School.

3. ADMISSION TO THE SCHOOL

- (a) **Admissions:** Subject to vacancy, the School will give to a student as per its norms; a time bound Admission to its Pre Primary Section as also following verification of age and physical fitness as per the School's standards. In addition grant of Admission in classes I - XII will be, subject to an acceptable previous school report and other admission procedures. To avail of the admission granted after confirmation from the Principal, Parents must submit the School's Application Form for Admission, completed and signed, along with supporting documents and pay the fees /deposits on or before the date declared by the School. If the Application Form is incomplete or without the required documents or if the fees are not paid as per the due date, the admission shall be deemed as withdrawn. Admission is confirmed only when the School receives the duly completed and signed Admission Form, along with supporting documents and the fees/deposits have been paid.
- (b) **Admission:** A student granted admission will be registered on completion of the students Admission Form which entails payment of admission and other fees, verification of submitted documents, submission of photographs, certified physical fitness certificate, certified copy of the student's annual evaluation of the last class attended and examination passed and acceptance of these Terms. .
- (c) **Fees & Deposit:** Admission Fees are not refundable once paid. Refund of Tuition and Other Fees, as paid, on grant of Admission and/or Registration of the Student for studies at the School is subject to Schools Refund of Fees Policy. Deposits, if taken, are refunded by cheque without interest less any sundry outstanding charges or balances due to the School after the Student has left the School.
- (d) **Litigation:** The personal details and contact information of the student will remain the same as given by the Parent/Guardian at the time of admission to the School till the School is intimated in writing of any change therein after completion of all formalities as per law. The School shall not be made a party to any litigation including any litigation of personal nature pertaining to the family of the child. In the event of the School getting involved in any litigation, the costs of defending the same shall be deducted from the deposits of the Student or reimbursed by the Parent/Guardian.

In the event of any conflicting and / or contradictory claims made by / or between the parents and / or guardians of the child, the School shall follow only the instructions given by the Parent/Guardian at the time of admission, unless there is an order from a court of competent jurisdiction."

4. FEES

(a) Fees are charged on the following heads:

- (i) Admission (One time for new admissions and Grades 1, 9, 11)
- (ii) Tuition
- (iii) Term
- (iv) PTA (Parent Teacher's Association subscription fees)
- (v) Imprest (balance refundable)
- (vi) Meals

The above does not include additional academic and co-curricular activities, value added programmes, stationery, text books, e-books, journals, external exam fees, outings, field trips and outbound programmes. Damages or loss of school property shall be paid as extra.

- (b) **Payment:** School Fees for the academic year are paid by signing an Auto debit/ECS mandate and are payable on or before the dates specified as announced from time to time. A student may be excluded from School or from public examinations at any time when fees are unpaid/part paid and will be deemed withdrawn without notice 30 days after exclusion. If a Student is excluded, thereafter should the Student reapply to join the School, he/she will be considered as a new admission and all formalities of admission will have to be completed. Fees will not be refunded or waived for absence through sickness; nor if a term is shortened or a vacation extended; nor if a student is released home before the normal end of term; nor if food has not been consumed; nor for any other cause.
- (c) **Responsibility for payment:** Fees are the joint and several responsibility of each person who has signed the Admission Form. The School may withhold information; property or examination certificates while fees are unpaid/part paid.
- (d) **Late fees:** Fees paid after the Fee collection period will be considered as late fee payments and a penalty will be charged as per the prevailing rules as mentioned in the Parent Student Handbook uploaded on the website.

5. NOTICE OF CANCELLATION OR WITHDRAWAL; REMOVAL; FEES IN LIEU OF NOTICE

- (a) **Notice** means (unless the contrary is stated in these terms and conditions or the Fees Sheet) a calendar month's written notice delivered by hand to the Principal or sent by recorded delivery to the postal address of the School or through registered email id of the parents and sent to the principal at nis@navrachana.ac.in. No other notice will suffice. Notice given by one Parent will be deemed to be given on behalf of both Parents. Provisional Notice for any purpose is valid only for the term in which it is given and only when written and accepted in writing by the Principal. Term means the period between and including the first and last day of each School term. Fees in lieu means fees in full for the term of notice at the rate that would have applied had the student attended and not limited to any contribution in the case of a scholarship, free-ship.
- (b) **Withdrawal:** In all cases, except at the end of the 10th & 12th Std., a calendar month's notice in case of a day scholar and three months notice in case of a boarder must be given before a student is withdrawn. Failure to provide the requisite notice will result in payment (or become adjustable against any balance with the School) of fees for the full succeeding Quarter in lieu becoming due and payable as a debt and may be charged at any time after withdrawal, whether or not the place can be filled.
- (c) **Cancellation:** If the student is withdrawn before the commencement of the academic year Rs. 5000 would be deducted as administration fee and the rest will be refunded.
- (d) **Removal:** Parents shall be required to remove a student permanently, if the Principal is of the opinion that the student is not making sufficient progress to warrant his remaining at the School or his conduct is unsatisfactory or the conduct of the Parents is or has been such that the relationship of trust and confidence which should exist between the School and the Parents has broken down. Under these circumstances all outstanding fees and charges must be paid. Refund of fees if any, will be as per prevailing rules for "Refund of Fees". The School will not be liable to refund any fees to the Parents unless all outstanding dues have been paid in full.
- (e) **Expulsion:** The student shall be expelled at any time if, because of the conduct of a parent or the student (whether on or off school premises or in or out of term time), the Principal is reasonably satisfied that such conduct has been prejudicial to good order or school discipline or to the reputation of the School or if for some other reason the continued presence of the student is incompatible with the interests of the School. The Principal will act fairly in accordance with the procedures of natural justice and would not expel a student other than in grave circumstances. There would be no refund of fees in these circumstances and all outstanding fees and charges for the Quarter must be paid but fees in lieu of notice would not be charged.
- (f) **Other Events Requiring Notice.** To discontinue any extra activity, if any, a calendar month's written notice is required: failure to give such advance warning will result in payment of full charges becoming payable in lieu. The School may terminate this agreement on one term's written notice and otherwise under clauses 5 (d) and 5 (e) above.
- (g) **Withdrawal** from an educational outstation tour arranged by the school will require a minimum notice period of 7 days and will entail a forfeiture of 75% of the amount payable for the tour or as per the prevailing policy at that time.



6. GENERAL CONDITIONS

- (a) **Special Precautions:** The Principal must be notified in writing immediately of any court orders or situations of risk in relation to a student for whom any special safety precautions may be needed. A parent may be excluded from school premises if the Principal, considers such exclusion to be in the best interests of the students or of the School.
- (b) **Absence of Parents:** (Applicable to Local Students only) When both parents will be temporarily away from their home overnight during term time, half-term or occasional holidays, the Principal, must be informed in writing of the name, address and telephone number/s for 24-hour contact of a suitable legal guardian or other adult with whom the student will reside when not at School and who is willing and authorized by the parents to accept full responsibility for the student in all circumstances. These matters are the responsibility of the parents.
- (c) **Insurances:** The School has insured all students under a 'Students Safety Insurance Policy. The School's liability is restricted to the limit and the interpretation of coverage by the Insurers. All other insurances are the responsibility of parents. The School is not the agent of the parents for any purpose related to insurance.
- (d) **Concerns/Complaints:** Parents who have cause for concern as to any matter including matters of safety, care or quality of education must inform the Principal in writing without delay. The Parents and the School will be expected to resolve any dispute between them in co-operation with each other and in good faith.
- (e) **Special Learning Difficulties:** The School shall notify parents if it is felt by the school that a student may need extra support or should be referred to an educational psychologist for a formal diagnosis. The School has Counselors and is able to advise parents as to how they may, at their own expense, obtain specialist advice or specialist support; but the School staff are not qualified to make a medical diagnosis of conditions such as those commonly referred to as dyslexia or other learning difficulties. Parents will be asked to withdraw a student if, in the opinion of the Principal, the School cannot provide adequately for a student's special educational needs. Parents / guardians are made aware that the School imparts the highest level of education and co curricular activities to children from diverse backgrounds. Consequently, a Parent/Guardian shall hold the teachers and the School totally harmless for any difference in the method of teaching adopted in the best interest of their child / ward. Parents are also informed that children have different learning abilities, Dyslexia, ADHD and other developmental and behavioral challenges and hence agree to have utmost trust and faith in the methodology adopted by the School to impart education as per the individual needs of the child / ward. This may involve, the child undergoing various levels of counseling, additional coaching, external aids and resources and abide by the provisions and concessions (Accommodations) as per Governmental Guidelines for Inclusive Practices (Person's Disability Act). Parents further confirm that in the event of the School wanting to teach a child / ward at a different pace and method as mentioned above, the said decision shall be always in the best interest of the child and hence they will have no objection to the same, at any point of time. The Parents shall support the school in helping the child / ward attain a level of proficiency that the child / ward should attain, in whatsoever means as suggested by the School.
- (f) **Medical Supervision:** Before joining the School the student must be immunized against DPT (Diphtheria, Pertusis (Whooping Cough), Tetanus) Poliomyelitis, Hepatitis A & B, TB, and MMR (Mumps, Measles, Rubella), or any other immunization as required at that time. Information about any allergies or ongoing medical treatment details must be provided to the school at the time of admission and updated in the school records on occurrences. The School requires a medical certificate of a certified Allopathic doctor having a recognized degree in Medicine, as to the general health of the student or (where grounds for suspicion exist) make arrangements to test for illegal substances; parents would always be informed. The School Counselor, member of the staff or a medical practitioner acting conscientiously and in accordance with their code of professional ethics, may inform the Principal or a parent in confidence of any matter which in their opinion is material to the safety and well-being of the student and/or others.
- (g) **Sexual Abuse, Harassment & Ragging:** The School takes every issue of sexual abuse, harassment and ragging with complete seriousness. Sexual Abuse, Harassment and Ragging are offences under the Indian Penal Code, POCSO Act 2012 and under specific laws passed by the Central and State Governments. The School shall, on being notified of any instance/allegation of such activity, take strict action including but not limited to criminal proceedings and/or cancellation of admission against those found guilty of sexual abuse, harassment and /or ragging. Parents/Guardians are informed that the POCSO Act has been uploaded on the school website and the Anti Ragging Policy is published in the parent-student handbook and uploaded on the website. It is obligatory for them to ensure compliance of the applicable rules by their wards.
- (h) **Confidentiality:** The School will take care to preserve the confidentiality of information concerning the student and parents. The parents, however, consent on behalf of themselves and the student to the School (through The Principal as the person responsible), obtaining, holding, using and communicating on a "need-to-know" basis, confidential information which, in the opinion of the Principal is material to the safety and welfare of the student and others, The parents consent to the School's communicating with any other school or college which the student attends or which a parent proposes the student should attend about any matter concerning the student or payment of fees, whether or not the information passing is also held in machine-readable form.
- (i) **Examinations, Reports and References:** The School will enter a student for an examination only if the Principal is satisfied that such is in the best interests of the student. Information supplied to parents and others concerning the progress of a student and the character, examination, further education and career prospects of the student and any

references will be given conscientiously and with all due care but otherwise without liability on the part of the School.

- (j) **Intellectual Property:** The School reserves all rights and interests in any intellectual property rights arising as a result of the actions of a student in conjunction with any member of staff of the School and/or other students at the School for a purpose associated with the School. Any use of such intellectual property rights by a student is subject to the terms of a license to be agreed prior to the use between the student, the student's parents and the School. The School will allow the student's role in creation/development of intellectual property to be acknowledged.
- (k) **Photographs, Video Clips:** Photographs of student/s will be used in maintaining School records, and/or in the promotion of the School programs in newspapers, slide shows, or other media.
- (l) **Website:** The school website gives a broad understanding and information of the school, its ethos, programmes, infrastructure and other relevant details. The information on the website although believed to be correct at the time of uploading may be out of date from time to time. Parents wishing to place specific reliance on the information in the website should seek written confirmation before accepting admission to the school.
- (m) **Prospectus:** The prospectus describes the broad principles on which the School is currently run and gives some details of its history and ethos. The prospectus is not part of any agreement between the parents and the School and documents supplied in the pocket inside the back cover are not part of the prospectus. Although believed correct at the time of publishing, certain statements may be out of date from time to time. Parents wishing to place specific reliance on a statement in the prospectus should seek written confirmation of that statement before accepting Admission to the School.
- (n) **Interpretation:** These terms and conditions supersede those in the prospectus and elsewhere and will be construed as a whole. Headings are for ease of reading only and are not otherwise part of the terms and conditions. Any waiver is effective only if given in writing by the Principal personally.
- (o) **Jurisdiction:** These terms and conditions are executed at the School and is governed exclusively by the laws of India and jurisdiction of Courts in Vadodara, Gujarat, to the exclusion of all others.
- (p) These terms and conditions are subject to change from time to time. Such changes would be announced on the school website.



I agree -

- (a) To having read, understood and to abide and support the school policies, procedures and code of conduct as stated in the Terms and Conditions for Admission and Studies at NISV(IB/CBSE) and in the PSHB uploaded on the school website.
- (b) To having understood that students participate in all activities in-house & out bound field trips for educational purposes, as a part of the regular school program. All activities in-house & out bound (trips etc.) would be supervised by staff or responsible adults who will exercise all reasonable caution. However, parents and guardians agree that the school or school board cannot accept responsibility for accidents either at the place of activity or en route.
- (c) To meeting all financial responsibilities with respect to education of the child in the school.
- (d) To meeting eligibility requirements for admission to the grade applied for, as stated in the application pack of NISV.
- (e) That I have read the Protection of Children from Sexual Offences (POCSO) Act 2012(uploaded on the school website) and understand and accept the said Act in totality.
- (f) To giving their consent to Principal or Tutor in charge to act on their behalf, should the need arise for their signature during a medical emergency. That in an emergency, authorize the school to provide consent for medical attention for my child and agree to my child receiving such medical or surgical treatment as deemed necessary and understand that critical health information which will impact my child's education or wellbeing will be given to the school.
- (g) I agree that in all force majeure situations, safety and security protocols and SOPs prescribed by the school and GOI/GOG will be strictly adhered to.
- (h) I have read and accepted the fee schedule of the school up to Grade 12(for the academic year 2024-25).
- (i) To accepting and agreeing that school reserves the right to revoke the admission / strike the name off the register of a student, on the grounds of a questionable sense of propriety and decorum on the parent's part or the conduct of the parent is or has been such that the relationship of trust and confidence which should exist between the school and parents has broken down.
- (j) That the information given/filled in the application form is true to the best of our knowledge. In case of any change in the information provided, the application will be supported with the required legal document.
- (k) That the school reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect information.
- (l) That we have no objection to our child's/ parents' photograph being displayed in school hoardings and publications.
- (m) That the child can visit or be sent to the school counselor as and when required.
- (n) To having read the school policy & the circulars as and when given and abide by them and follow the communication channel laid down by the school.
- (o) To accepting that the decision of the school management shall be final and irrevocable.

Father's Name

Mother's Name

Signature (for school records)

Signature (for school records)

Date - _____

Date - _____

Guardian's Name

Student's Name

Signature (for school records)

Signature (for school records)

Date - _____

Date - _____

(Revised - 8/4/2024)

I agree -

7. (a) To having read, understood and to abide and support the school policies, procedures and code of conduct as stated herein in the Terms and Conditions For Admission and Studies at NISV and in the PSHB uploaded on the school website.
- (b) To having understood that students participate in all activities in-house & out bound field trips for educational purposes, as a part of the regular school programme. All activities in-house & out bound (trips etc) would be supervised by staff or responsible adults who will exercise all reasonable caution. However, parents and guardians agree that the school or school board cannot accept responsibility for accidents either at the place of activity or en route.
- (c) To meeting all financial responsibilities with respect to education of the child in the school.
- (d) To meeting eligibility requirements for admission to the grade applied for, as stated in the application pack of NISV.
- (e) That I have read the Protection of Children from Sexual Offences(POCSO) Act 2012(uploaded on the school website) and understand and accept the said Act in totality.
- (f) To giving their consent to Principal or Tutor in charge to act on their behalf, should the need arise for their signature during a medical emergency. That in an emergency, authorize the school to provide consent for medical attention for my child and agree to my child receiving such medical or surgical treatment as deemed necessary and understand that critical health information which will impact my child's education or well being will be given to the school.
- (g) To adhering to changes, if any, in the standard terms and conditions of the school from time to time, as circumstances may require.
- (h) To having read and accepted the fee schedule of the school up to Grade 12(for the academic year 2024-25).
- (i) To accepting and agreeing that school reserves the right to revoke the admission / strike the name off the register of a student, on the grounds of a questionable sense of propriety and decorum on the parent's part or the conduct of the parent is or has been such that the relationship of trust and confidence which should exist between the school and parents has broken down.
- (j) That the information given/filled in the application form is true to the best of our knowledge. In case of any change in the information provided, the application will be supported with the required legal document.
- (k) That the school reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect information.
- (l) That we have no objection to our child's/ parents' photograph being displayed in school hoardings and publications.
- (m) That the child can visit or be sent to the school counselor as and when required.
- (n) To having read the school policy & the circulars as and when given and abide by them and follow the communication channel laid down by the school.
- (o) To accepting that the decision of the school management shall be final and irrevocable.

Father's Name

Mother's Name

Signature (for school records)

Signature (for school records)

Date - _____

Date - _____

Guardian's Name

Student's Name

Signature (for school records)

Signature (for school records)

Date - _____

Date - _____

(Revised - 8/4/2024)



Medical History of the Child

SCHOOL CALENDAR 2024-25

APRIL '24

1 M

2 T

3 W

4 T PD/Collaborative planning for Teachers.
New A.Y. 24-25 Begins
IBPYP Gr 1 Orientation

5 F PD/Collaborative planning for Teachers.
Orientation Gr 1

6 S Holiday

7 S Holiday

8 M School Reopens AY 24-25 for Prep Jr to 10,12 IB-CBSE

Snack : Poha, Fresh Juice, Fruit
Lunch : Chole Chana, Aloo Bhaji, Jeera Rice, Palak Puri, Shrikhand

9 T Exploring the School Prep.Sr Orientation 6 CBSE Orientation IBMYP Gr-9

Snack : Veg Upama, Chocolate Milk, Fruit
Lunch : Paneer Bhurji, Varan Dal, Steam Rice, Chapati, Salad

10 W Exploring the School Prep Sr Orientation Gr II & VII CBSE IBPYP Grd 1 Orientation IHA CBSE Gr 1-2 Poem Recitation (S) IHA CBSE Gr 9-12 Band Competition (S) IHA IB Gr 1-2 Poem Recitation (S)

Snack : Khaman with Chutney, Nimbu Pani, Fruit
Lunch : Steam Idli, Medu Vada, Lemon Rice, Sambhar, Coconut Chutney

11 T Ramzan Id/Eid-ul-Fitar Holiday

12 F Parent Orientation Prep Jr Parent Orientation Prep Sr IB MYP SLC 1 IHA PYP Gr 1-2 Poem Recitation (S), PYP Gr 3-5 Quiz (S), MYP DP Gr 9-12 Band Competition (S)

Snack : Poha, Fresh Juice, Fruit
Lunch : Aloo Mutter, Sweet Curd, Masur Dal Pulav, Mix Veg Paratha, Fryums, Pickle

13 S Holiday

14 S Ambedkar Jayanti-Holiday

15 M Inter-house Soccer for Gr

2&3 and 6 to 8(Boys), Cricket for Gr 4 & 5 and 9 to 12 (Boys), Basketball for 4&5 and 6 - 8(Girls) Exploring the School Prep Jr., Orientation Gr III & VIII CBSE - IBPYP Gr 2 & 3

Snack : Sabudana Khichdi, Chocolate Milk, Fruit
Lunch : Bhindi Masala, Gujarati Dal, Steam Rice, Chapati, Sheera

16 T 1st Navkreedha Fiesta Exploring the School Prep Jr., Orientation Gr 12 CBSE, IBPYP Gr 4&5

Snack : Sprout Bhel, Fresh Juice, Fruit
Lunch : Mix Veg Kofta, Masala Dahi, Jeera Rice, Chapati, Salad

17 W Ram Navami- Holiday

18 T 1st Navkreedha Fiesta Orientation Gr V & X CBSE

Snack : Dry Bhel, Butter Milk, Fruit
Lunch : Cabbage - Aloo, Moong, Steam Rice, Chapati, Seviyan Kheer

19 F 1st Navkreedha Fiesta PYP Gr 1-5 HA/MT, MYP DP Gr 9-12 Band Competition (P) CBSE Gr 9-12 Band Competition (P)

Snack : Poha, Nimbu Pani, Fruit
Lunch : Chana Chatpata, Tomato Chutney, Masala Khichdi, Dudhi Thepla, Jeera Chaas, Rice Papad

20 S Orientation Gr IV & IX CBSE Gr 12 IB TPC

Snack : Dabli, Lemon Juice, Fruit.

21 S Holiday

22 M Inter house Tennis for Gr 2 to 5(G) and 6 to 12 (G), Soccer for 4&5 and 9 to 12 (B)

Snack : Dry Chevda, Lemon Juice, Fruit
Lunch : Tindola Aloo, Gujarati Kadhi, Masala Bhaat, Chapati, Sukhadi

23 T Snack : Sev Khamani, Butter Milk, Fruit
Lunch : Pav, Bhaji, Veg Biryani, Chopped Onion, Garlic Chutney, Sweet

24 W IHA CBSE Gr 1-2 Poem Recitation (F), CBSE Gr 3-5 Salad Making (F), CBSE Gr 9-12 Band Competition (P)

Snack : Sprout, Fresh Juice, Fruit
Lunch : Kadai Paneer, Moong Dal Tadka, Jeera Rice, Chapati, Salad

25 T IBDP May 2024 Exams Begin

Snack : Poha, Chocolate Milk, Fruit
Lunch : Mix Veg Dry, Masoor, Steam Rice, Chapati, Salad

26 F PYP Grds 1-5 HA/MT IHA PYP Gr 1-2 Poem Recitation (F), PYP Gr 3-5 QUIZ (F)

Snack : Veg Muthiya, Fresh Juice, Fruit
Lunch : Aloo Bhaji, Boondi Raita, Veg Pulav, Methi Puri, Fryums

27 S TPC Prep Jr & Sr, Gr 6 & 10 IBMYP, Gr I & II CBSE, IHA MYPDP Gr 9-12 Band Competition (P)

Snack : Chutney Bhel, Nimbu Pani, Fruit

28 S Holiday

29 M PPYP World Dance Day celebration PYP Gr 1-5 SLC

Snack : Sabudana Khichdi, Butter Milk, Fruit
Lunch : Gobhi Aloo, Rajma, Jeera Rice, Chapati, Fruit Custard

30 T PYP Gr 1-5 SLC

Snack : Upma, Chocolate Milk, Fruit
Lunch : Dudhi Chana Dal, Sweet Curd, Green Veg Pulav, Chapati, Salad

MAY '24

1 W Parent Orientation Nursery IHA CBSE Gr 9-12 Band Competition (F)

Snack : White Dhokla with Chutney, Butter Milk
Lunch : Sweet Corn Veg Soup, Veg Noodles, Veg Crispy, Manchurian with Fried Rice

2 T PYP Gr 1-5 SLC

Snack : Poha, Fresh Juice, Fruit
Lunch : Malai Kofta, Moong Dal with Palak, Steam Rice, Chapati, Sweet Boondi

3 F Anti Bullying Day PYP Gr 1-5 HA & SLC IHA MYP DP Gr 9-12 Band Competition (F)

Snacks : Dry Bhel, Chocolate Milk, Fruit
Lunch : Chana Chatpata, Tomato Chutney, Masala Chaas, Plain Khichdi, Methi Thepla, Rice Papad

4 S SAT Holiday

5 S Holiday

6 M PD/Collaborative planning for Teachers Summer Vacation for Student begins NSA Summer Camp

7 T PD/Collaborative planning for Teachers

8 W PD/Collaborative planning for Teachers

9 T Summer Vacation for Teachers begins

17 F IBDP May 2024 Exams End

25 S Holiday

NURTURERS

INQUIRERS

SEEKERS

VENTURERS



Navrachana International School, Vadodara

Vasna-Bhayali Road, Bhayali, Vadodara -391410, Gujarat, India.

Mob.: 9737196245, 9427506581, 9228230770

Email : info@nisvib.in, nis@navrachana.ac.in, info@nisvcbose.in,

Web : www.nisvib.in, www.nisvcbose.in

