

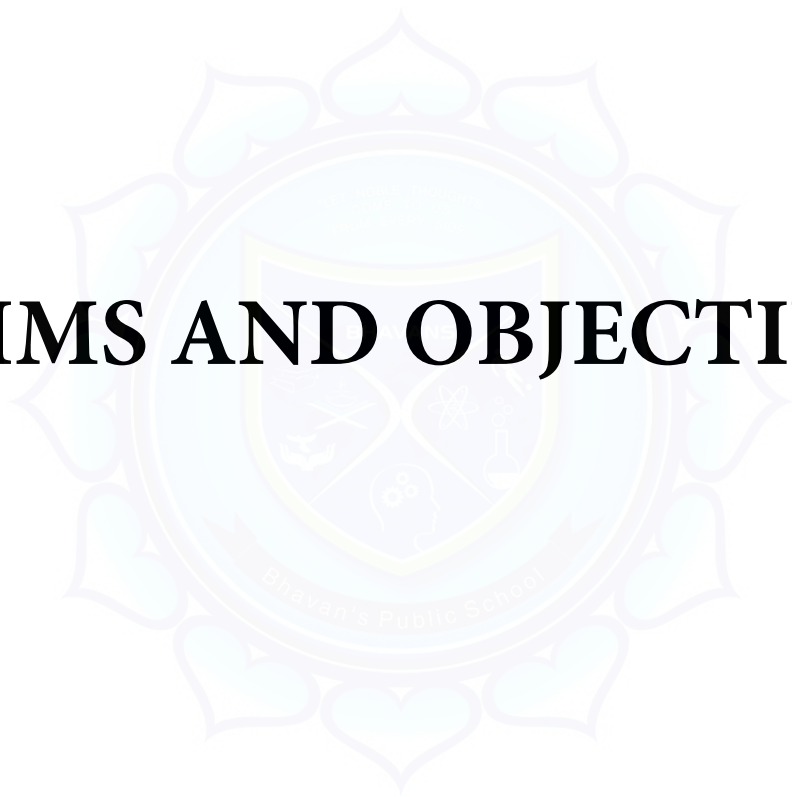


BHAVANS PUBLIC SCHOOL

Doha, Qatar

SCHOOL POLICIES

AIMS AND OBJECTIVES



THE AIMS AND OBJECTIVES OF THE SCHOOL

This school aims to provide quality and effective education for overall personality development along with intellectual, physical and emotional development of the student and the emphasis is on inculcating moral values and scientific knowledge among them.

The aims are:

1. To impart knowledge
2. To develop self-awareness, a positive self image and confidence to take advantage of the dynamic opportunities.
3. To develop their talents and personality.
4. To comprehend information and communicate effectively.
5. To promote good health and physical development of the students.
6. To increase awareness and understanding of the environmental issues and to encourage a sense of personal responsibility on a local and global scale.
7. To develop logical thinking and scientific aptitude.
8. To facilitate creativity and excellence.

The Objectives are:

1. To cope with dynamic development of science and technology.
2. To develop, nurture and appreciate aesthetic abilities.
3. To maintain hygiene and health.
4. To strengthen a value based approach in life.
5. To meet emerging global challenges and nurture talents in sports.
6. To discover and develop talents in students through interactive and participatory learning process.

TRANSPORT



BHAVAN'S PUBLIC SCHOOL, DOHA, QATAR

TRANSPORT POLICY

1. Fully Air-conditioned 66 / 30 seater buses will be provided.
2. Experienced Driver and Conductor always there to monitor the safety of students.
3. Transport facility to be provided on request. School will extend this facility only to the areas where the buses of the school ply. It shall be the responsibility of the parents to drop or pick up the child from the specified points
4. Once request received from the parents, transportation will be provided within 3 working days depends on the availability.
5. Child must be ready on time and outside at the designated area for pick-up.
6. Young children must be accompanied by an adult who waits until the bus arrives and picks up the child from the bus stop drop-off location.
7. Bus drivers and conductors have been instructed to wait no longer than two (2) minutes for a house/designated area pick up.
8. Should the child be late, the bus will move to the next stop.
9. If a child misses the bus, the parents must provide transportation to school.
10. Once enter the bus sit in assigned seat and wear the seat belt immediately.
11. Keep the bus always neat and clean, hygiene.
12. While exit from the bus ensure that all the things was taken back and if found that anyone sleeping, inform the conductor.
13. While dropping, Drivers and conductors have been instructed to NOT drop off any young child unless there is an adult present to meet and pick the child up. Should the bus arrive at the stop and no adult is present to meet the bus on arrival, parents will be contacted on the mobile and parents will pick up the student on an agreed point after finishing all the student drop or they can pick up the Student in between the route
14. No parents or adults other than the School staff, bus conductor and the driver are allowed to use the bus service under any circumstances.
15. Once the transportation facility is availed by the parent, whether they use or do not use school bus in particular month when classes are going on, bus fees for the month will be charged irrespective of number of days, the student traveled in the bus.
16. 24x7 on call (Transport In charges) service will be Available.

Student's safety & security is our first priority, Comfortable seats enable a pleasant journey.

Transport Coordinator

Signature of Parent.

The logo of Bravan's Public School is a circular emblem with a scalloped border. Inside the circle is a shield divided into four quadrants, each containing a different symbol: a book, a flower, a lightbulb, and a gear. Below the shield is a banner with the text "Bravan's Public School".

FIRE & SAFETY

FIRE AND SAFETY POLICY

AIM

Our priority is to minimize the risk to life and to reduce injury by maintaining the physical fire safety integrity of the school in ensuring that staff, pupils and visitors do not add to the fire risk and through safe evacuation of our building if a fire breaks out. The fire safety policy, procedures and risk assessments at The Bhavan's Public School are designed to help our community to respond calmly and effectively in the event that a fire breaks out in our building. All staff have a duty of care in ensuring that the fire safety policy is embedded in the entire school community.

A Health & Safety Committee meets once a term in order to discuss all matters of health, safety & welfare. Part of their duties include:

- Ensuring The Fire Safety Policy and associated procedures are kept under regular review by the AMC team.
- Ensuring everyone in the school (including visitors and contractors) are given clear instructions on where they should go in the event of fire.
- Ensuring fire safety announcements are said at the start of special school functions & events.
- Ensuring appropriate records are kept of fire drills, fire-fighting equipment & escape route checks.
- Ensuring appropriate fire awareness training is given to staff.
- Ensuring procedures for emergency evacuation are regularly tested.
- Ensuring The Fire Risk Assessment is regularly reviewed and updated.
- Ensuring Fire prevention measures are meticulously followed.
- Ensuring fire procedures and risk assessments are reviewed if the building is altered, extended or rebuilt, or when new buildings are acquired.

Briefing of staff and pupils

All our new staff (teaching and non-teaching alike) and pupils are given a briefing on the school's emergency evacuation procedures within their first few days at The Bhavan's.

We offer fire awareness training, including the basic use of fire extinguishers, on at least one INSET day per year and adhoc if required (including refresher training). Designated Fire Wardens attend additional professional training in order to fulfil their roles.

MAINTENANCE



BHAVAN'S PUBLIC SCHOOL

MAINTENANCE POLICY

PURPOSE:

The purpose of this policy is for maintenance and upgrading Bhavan's Public Schools buildings, ground and property.

The maintenance of facilities is about:

- Recourse management.
- Providing a safe environment for students and staff.
- Creating a physical environment that is conducive to learning.

ACCOUNTABILITIES:

1. The HRD reports to the Chief Operating Officer for the upkeep of grounds, buildings and other school assets.
2. The HRD is responsible for the development of the Annual maintenance plan and the Accounts department will record the purchase or disposal of plant and equipment.
3. Recommendations for major upgrade expenditure are to be included in the formulation of the school annual budget for the management approval.
4. HRD delegates responsibility for all maintenance activities to the school's maintenance staff.

ROUTINE MAINTENANCE:

The school cleaning staff are responsible for the day to day cleaning of school buildings.

Also the cleaning staff are deployed to remove rubbish, cut grass, trim trees overhanging buildings tent garden and assist with constant upgrading of school grounds, including landscaping.

Maintenance staff are responsible for the following, such as:

- Supply and light and fittings.
- Replacement of Casters on chairs.
- Regular inspections of drainages and downpipes - removal of waste matter.
- Cleaning of drains, silts and other waste traps.
- Monitoring of septic system.
- Checks of boundary walls and minor repairs as required.
- Soft fall areas in playgrounds to be maintained at a safe depth.
- Repair, replacement/repainting of signs,
- Movement of Furniture, White boards and notice boards,
- Minor repairs / maintenance of classroom air conditioners.
- Regular emptying of waste bins and cleaning out.
- Repair potholes in bus parks and other paths as they appear.
- Minor repairs to furniture and equipment.
- Minor wall, ceiling and door repairs.
- Cleaning of minor graffiti immediately it appears.
- Re-screwing of internal door hinges.
- Replacement of clock batteries.

- Minor landscaping maintenance.
- Replacing tap washers.
- Weekly replacement of filters of water coolers.
- Replacement of toilet seat covers and shattaf.
- Periodical maintenance of school buses and other vehicles.

PREVENTIVE MAINTENANCE:

Maintenance staff are responsible for arranging the following, such as:

- Regular checking of electrical equipment by professional tradespeople.
- Checking of all safety signage.
- Monthly checking, coordination of fire equipment safety check (done by AMC Team).
- Annual pest control treatment and internal pest checks and management.
- Monthly check of smoke detectors (done by AMC Team).
- Monthly filter checks and cleaning for air-conditioning units.
- Regular checking of air-conditioning via maintenance contract with professional maintenance team.
- Monthly inspection of ceiling, floors, paving, plumbing, paint work, door hinges, hooks, locks.
- Annual checks of trees for felling/pruning. Trees with history of dropping limbs are removed.
- Termly checking of playgrounds and outdoor areas. Appropriate maintenance to take place based upon this review.
- Quarterly maintenance of computers and other electronic equipment's by the IT maintenance team.
- Disinfection/Sanitization every day after the school/office hours to get rid of the contagious virus and other infectious diseases spread out.

RESPONSIVE MAINTENANCE:

There will always be maintenance emergencies that need to be attended to. A maintenance register is kept within the school reception. School staff must make requests for maintenance through the aforesaid register. Any maintenance related purchase should be requested to the HRD through requisition form. After getting final approval from concerned authorities the HRD will immediately dispose the requested items. A direct approach to the maintenance team will be ignored except on contingency.

LONG TERM MAINTENANCE:

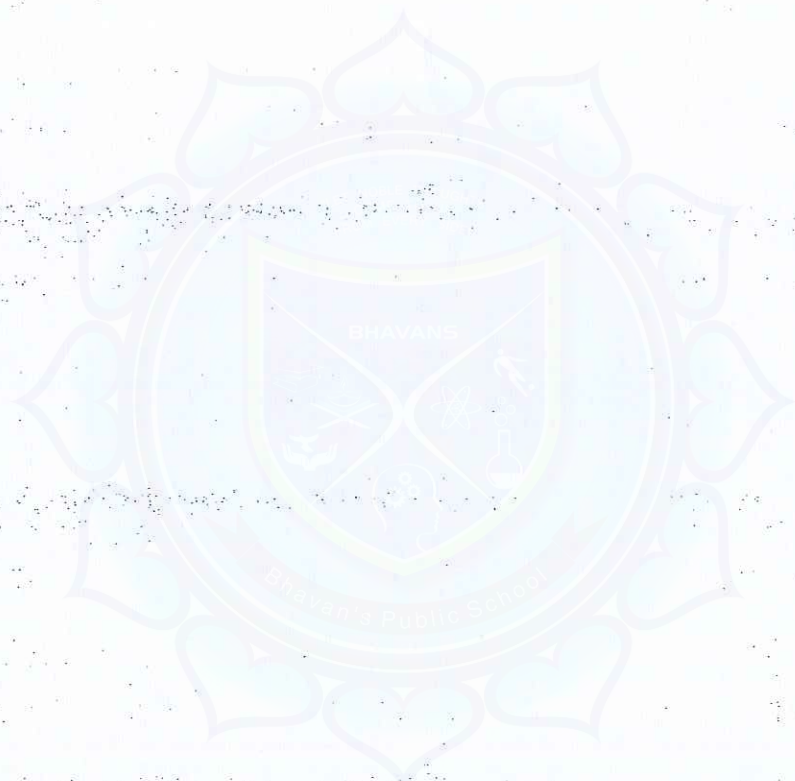
Protection of the school's assets and safety of school staff and students requires a regular cycle of upkeep of school buildings, ground, plant and equipment. As a guide this includes:

- Annual Maintenance of Fire and Safety equipment (done by AMC Team).
- Replacement of glass where necessary.
- Furniture replacement as necessary.
- Garden rehabilitation and re-vegetation.
- Internal painting.
- Repairing of undercover area concrete floor.
- Replacement and maintain walls, pathways, driveways, bus parks.
- Playground maintenance and equipment replacement.
- Empty septic tanks when necessary.
- External painting.

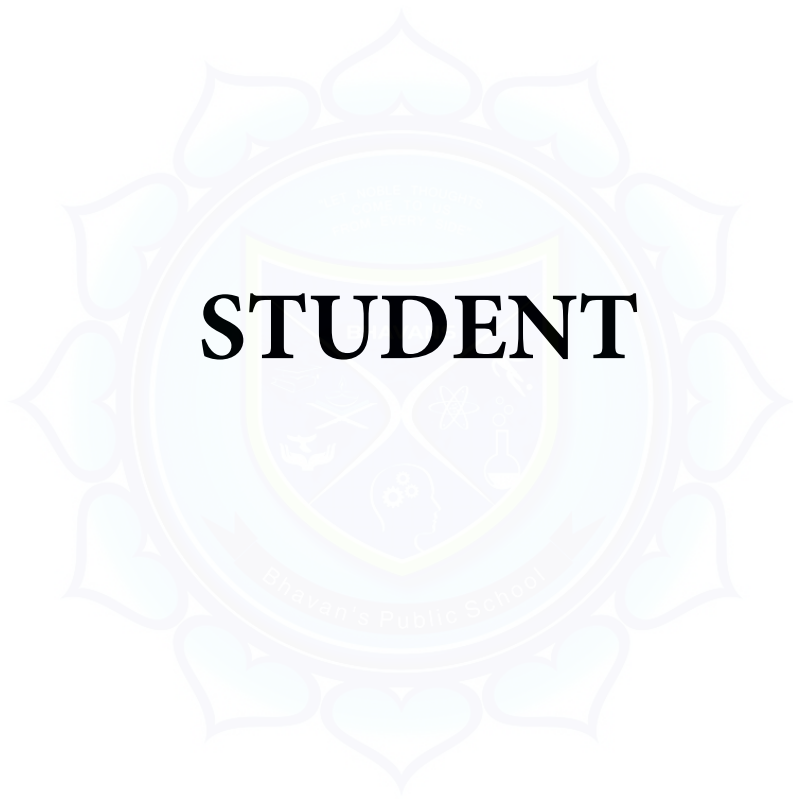
- Review and replacement of floor tiles and carpets.
- Review and replacement of notice boards and white boards.
- Review and replacement of guttering.
- Check of electrical wiring.
- Roof refurbishment /replacement.

CLASS ROOM FURNITURE AND FITTINGS:

The school seeks feedbacks from staff regarding their requirements to ensure that we maintain contemporary engaging class rooms. As part of this items such as rugs, fittings and furniture may be identified and replaced.



STUDENT

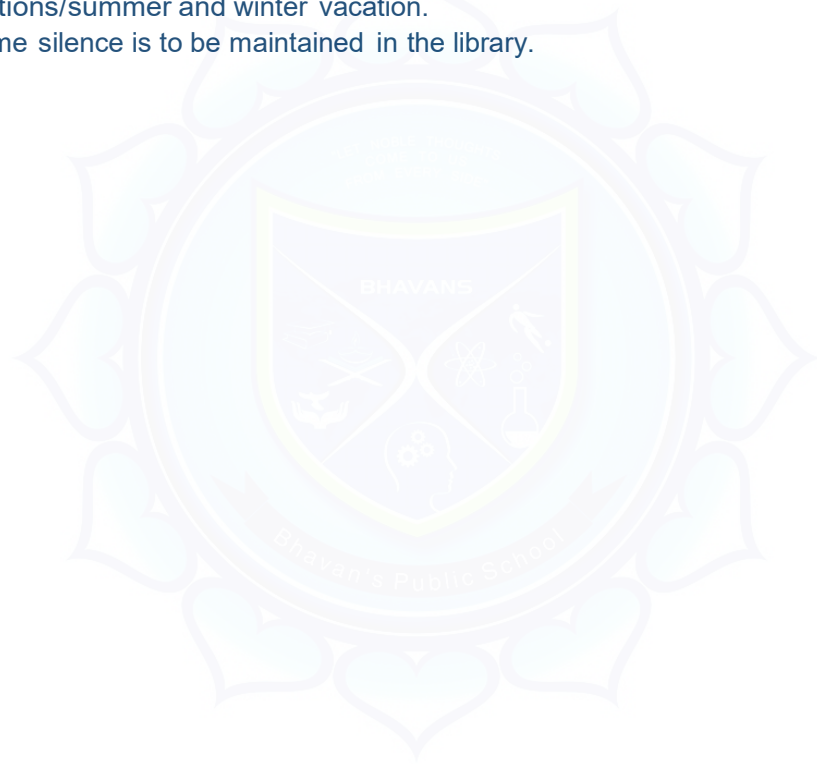


RULES AND REGULATIONS AND GENERAL CAMPUS DISCIPLINE

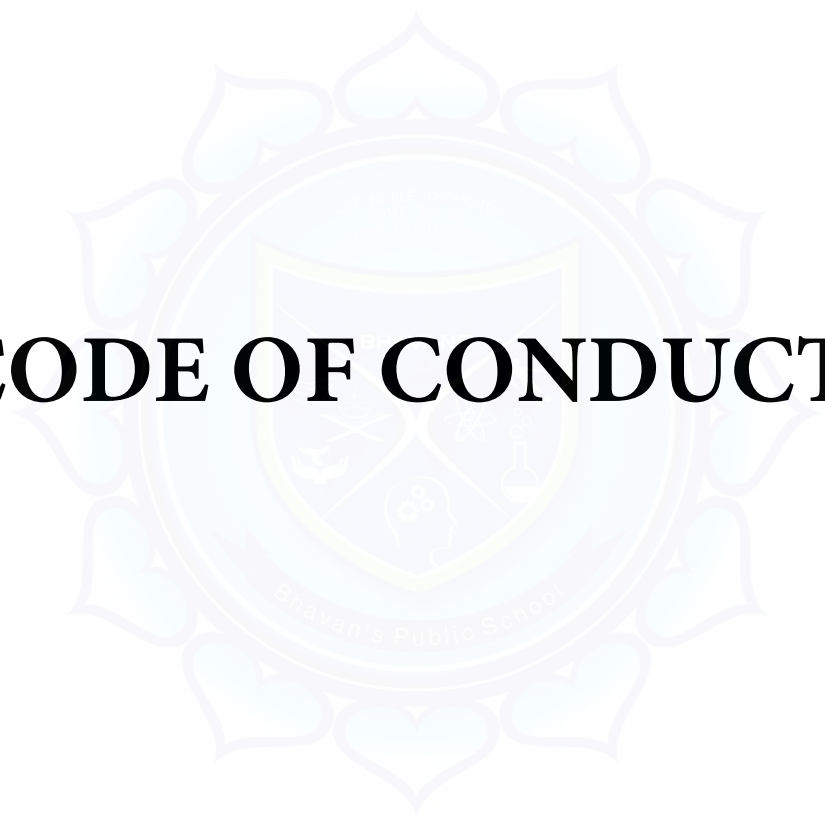
1. Students must come to school on time. Regular late coming will be taken seriously
2. Regular attendance is a must
3. Being an English medium school, it is mandatory to speak in English within the school premises and in the school bus. Vernacular languages will not be entertained within the school campus.
4. Students should speak softly and politely with elders and peer group.
5. Students should not hurt others by word or deed.
6. Breach of school rules/norms or misbehavior will be seriously viewed and recorded. Recurrence of such acts of indiscipline will lead to disciplinary action by the school authorities.
7. Prior permission is needed along with the leave letter for students going on long leave. In case of absence on a particular day, reason for the same may be written in the school diary in the page "Absence Record"
8. Students are allowed to bring only text books to school. They should not bring comics, story books, CDs or DVDs or any other electronic equipment to the school without the consent of the school authorities. Mobile phones and cameras are strictly prohibited. Students are not permitted to bring electronic gadgets to the school.
9. Students have to bring their books according to the daily time table.
10. Students who are recommended for remedial classes should not restrain from the same with out genuine reason, with prior permission
11. Personal cleanliness and hygiene are expected from all students.
12. Student's participation is compulsory in all the school's curricular and co-curricular activities for the all-round personality development of the student.
13. Students should not tamper the school properties and should take care while handling them. All the students should be very careful and should make use of dust bins provided in class rooms.
14. Every student should endeavor to keep up the high traditions and good name of school by excelling in good manners and behavior.
15. Bullying is strictly prohibited in school premises as per MOE/HE and CBSE rules and regulations
16. Students should not wear valuable ornaments or costly watches in the school. The school will not be responsible for the loss of such items.

LIBRARY RULES

1. Library books will be provided to the students from class three onwards during the library period only. Library books will be issued by the librarian only.
2. Books can be kept for 1 week and must be returned on or before the due date.
3. Fine of QR. 1- per day will be charged for retaining the book beyond the time permitted.
4. Books meant for reference are not allowed to be taken out of the library.
5. A fine will be charged in case of loss and damage to the borrowed book. The librarian should be notified about the same.
6. All borrowed books from the library should be returned one week before examinations/summer and winter vacation.
7. At any time silence is to be maintained in the library.



CODE OF CONDUCT



Code of Conduct

With reference to the Ethical Code of Conduct issued by the MOE&HE, conduct of all the stakeholders of the Schools will be guided by the Ethical Code of MOE&HE.

Please find the relevant points with regard to the students and Parents incorporated in the Code of Conduct for your information and necessary action.

The Ethical Code of Conducts of Student:

Article (16) - Student's code of conducts towards the school and its associates:

- 1- Commitment with positive behaviors, deal with others in an elegant respectful way.
- 2- Abide by school laws, conduct policy relevant to school.
- 3- Interaction and participation with colleagues positively during activities of the school.
- 4- Maintaining the properties of the school, being keen to keep its facilities, utilities and supplies.

The ethical conduct of parents

Article (17) - Parent's code of conduct towards the school and its associates:

- 1- Making both girls and boys students aware of the importance of education, the necessity of respecting those who are responsible for the academic process.
- 2- Showing the positive conducts and dealing with associates of the school in respect.
- 3- Well dressing during any visit to the school.
- 4- Not exploiting his/ her position nor the social status in order to suppress or affect the resolutions of the school.

الميثاق الأخلاقي للطالب

الهادة السادسة عشرة - أخلاقيات الطالب تجاه المدرسة والمنتسبين إليها:

١. التقيد بالسلوكيات الإيجابية، والتعامل مع الجميع بأسلوب يسوده اللطف والاحترام.
٢. الالتزام بالقوانين المدرسية وسياسية التقويم السلوكي الخاصة بالمدرسة.
٣. التفاعل والمشاركة مع الزملاء بإيجابية خلال أنشطة المدرسة.
٤. المحافظة على ممتلكات المدرسة، والحرص على سلامة منشأتها ومرافقها وتجهيزاتها.

الميثاق الأخلاقي لولي الأمر

المادة السابعة عشرة - أخلاقيات ولي الأمر تجاه المدرسة والمنتسبين إليها:

١. توعية الأبناء والبنات بأهمية التعليم، وضرورة احترام القائمين على العملية التعليمية.
٢. إظهار السلوكيات الإيجابية والتعامل باحترام مع المنتسبين بالمدرسة.
٣. التقيد بالهندام المناسب أثناء زيارة المدرسة.
٤. عدم استغلال المنصب الوظيفي أو المكانة الاجتماعية للضغط أو التأثير على قرارات المدرسة.





EVALUATION POLICY

EVALUATION OF SCHOLASTIC ASPECTS STD-III-VIII						
TYPE OF ASSESSMENT	MARKS					
	CLASS III-V			CLASS VI-VIII		
	WRIT TEN	INTERNAL		WRIT TEN	INTERNAL	
		SUB- ENRICH MENT	NOTE BOOK		SUB- ENRICH MENT	NOTE BOOK
PRE MID TERM EXAM	30			40		
TEST IS TAKEN OUT OF	20			10		
MID TERM EXAM	60	10	10	80	5	5
TERM-I (100)	20+60+20=100			10+80+10=100		
POST MID TERM EXAM	30			40		
TEST IS TAKEN OUT OF	20			10		
ANNUAL EXAM	60	10	10	80	5	5
TERM- (100)	20+60+20=100			10+80+10=100		

EVALUATION OF SCHOLASTIC ASPECTS CLASS IX & X						
MARKS						
TYPE OF ASSESSMENT	WRITTEN	TEST TAKEN OUT OF	INTERNAL		AVERAGE OF BEST 2 OF THE 3 INTERNAL IS TAKEN OUT OF 10	MONTH
			SUB- ENRICHMENT	PORT FOLIO		
	PRE MID TERM EXAM	40	10	5		5
MID TERM EXAM	80	10	5	5	SEPTEMBER- OCTOBER	
POST MID TERM EXAM	80	10	5	5	NOVEMBER- JANUARY	
BEST TWO OF THE ABOVE THREE EXAM'S AVERAGE IS TAKEN OUT OF 10						
ANNUAL EXAM	80					FEBRUARY- MARCH
TOTAL	80	10	5	5		
TOTAL (100)	ANNUAL + AVERAGE OF TEST + AVERAGE OF INTERNALS				80+10+5+5	

INTERNAL ASSESSMENT

SUBJECT ENRICHMENT	NOTE BOOK SUBMISSION
THIS WILL COVER	
Speaking and listening skills(language)	Regularity
Practical lab work(Science & Math)	Assignment completion
Map work and project work (Social Science)	Neatness and upkeep of notebook

Note: Term 1 - All portions covered in term 1 for grade VI, VII & VIII

Term II - All portions covered in term II for grade VI, VII & VIII +10% of portions from Term I for grade VI, 20% of portions of term I for grade VII & 30% of portions from term I for grade VIII

Co Scholastic Activities –

We promote co-curricular activities for the holistic development of the student. These activities will be graded on a -5 point grading scale (A to E) for grade IX & X and on a three point grading scale (A to C) for grade III to VIII and will have no descriptive indicators. Co-scholastic activities for assessment are the following: Work Education or Pre Vocational Education, Art Education, Health and Physical Education.

Activity	To Be graded on a-5 point scale (A-E for Grade IX & X and on a 3 point scale A-C for Grades III-VIII)	Areas and Objectives
Work Education	By the concerned Teacher	Work Education is a distinct curricular area for students for participation in social, economic and welfare activities. Students get a sense of community service and develops self – reliance.
Art Education	By the concerned Art/ performing art Teacher	Students will select one or more forms of creative Arts. To develop wholesome personality of the students.
Health & Physical Education	By the concerned PE Teacher	Health & Physical activities create a sense of physical Fitness, Discipline, Sportsmanship, patriotism, self-sacrifice and health care.

Discipline (Attendance, Sincerity, Behaviour, Values)-

Discipline significantly impacts career shaping and it helps build character. Sincerity, good behaviour and values develop strength and foster unity and cooperation. Therefore, the element of discipline has been introduced by the CBSE. Class teacher will be responsible for grading the students on a Five-point scale (A to E) for Grade IX & X and on a Three-point scale (A to C) for Grade III to VIII.

Grading System

Scholastic Areas (Grading on 8 point Scale)

Mark Range	Grade
91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C1
41-50	C2
33-40	D
32 and Below	E (Needs Improvement)
	E(Failed for Grade IX & X)

Co- Scholastic Activities

(Grading on 5 Point Scale for grade IX)

Grade	Grade Point Range	Grade Point
A	4.1-5.0	5
B	3.1-4.0	4
C	2.1-3.0	3
D	1.1-2.0	2
E	0.1-1.0	1

Co- Scholastic Activities

(Grading on 3 Point Scale for grade III-VIII)

Grade	Grade achievements	Grade points
A	OUTSTANDING	3
B	VERY GOOD	2
C	FAIR	1

CLASS XI & XII

STRUCTURE OF ASSESSMENT SCHEME

The Assessment scheme will have theory, internal assessment, or practical components as per syllabus given for each subject. Board shall conduct Annual examinations for class XII

As the Board is progressively allowing more space to 'learning outcome based' assessment in place of textbook driven assessment, question papers of Board examinations will have more questions based on real-life situations requiring students to apply, analyse, evaluate and synthesize information as per the stipulated outcomes. The core-competencies to be assessed in all questions, however, will be from the prescribed syllabus and textbooks recommended therein. This will eliminate predictability and rote learning to a large extent.

Annual Examination:

For Class XII

The Board Examination will cover the entire syllabus of Class-XII as per syllabus for each subject. Grades shall be awarded on the basis of 9-point grading system in each elective subject. For awarding the grades, the Board will put all the passed students in a rank order and will award the grades as follows:

A-1	Top 1/8th of the passed candidates
A-2	Next 1/8th of the passed candidates
B-1	Next 1/8th of the passed candidates
B-2	Next 1/8th of the passed candidates
C-1	Next 1/8th of the passed candidates
C-2	Next 1/8th of the passed candidates
D-1	Next 1/8th of the passed candidates
D-2	Next 1/8th of the passed candidates
E*	*Essential Repeat

Notes: -

- i. Minor variations in proportion of candidates to adjust ties will be made.
- ii. In case of a tie, all the students getting the same score will get the same grade. If the number of students at a score point needs to be divided into two segments, the smaller segment will go with the larger.
- iii. Method of grading will be used in subjects where the number of candidates who have passed is more than 500.
- iv. In respect of subjects where the total number of candidates passing as subject is less than 500, the grading would be adopted on the pattern of grading and distribution in other similar subjects.

For Class XI:

The assessment scheme will be similar to class XII Board examination and shall be carried out at school level. However, the grading in class XI will be as follows:

Grading Scale for Elective Areas (Class-XI) (School will award grades as per the following grading scale)	
MARK RANGE	GRADE
91-100	A1
81-90	A2
71-80	B1
61-70	B2
51-60	C1
41-50	C2
33-40	D
32 and below	*Essential Repeat

Absolute grading is suggested for class XI keeping in view the number of students appearing from any particular school as against positional grading used for class XII.

Internal Assessment:

Internal Assessment in different subjects will be as per details given in the syllabus for each subject.

Assessment of Compulsory Areas may be continuously done by collecting information, reflecting on and using that information to review children's progress and to plan future learning experiences. The

documented data, after interpretation, should be reflected in the Report Card of the children in the form of grades.

In the existing scheme of assessment, these activities will be graded on a 8-point grading scale (A1 to E) for classes XI –XII and will have no descriptive indicators. The students shall be assessed on three areas i.e., Health and Physical Education with Work Experience and General Studies. Work Experience is subsumed in the Health and Physical Education. No up scaling of grades will be done.

The concerned teacher would make an objective assessment of the level of performance/ participation demonstrated by a student throughout the academic year and finally assign grades.

Parameters of Assessment -

Marks and grades on the basis of 9-point grading system may be awarded in each compulsory area (General Studies, Health and Physical Education) for classes XI and XII as detailed below:

Grading for General Studies:

Grade	Octile
A1	Top 1/8th of the passed candidates
A2	Next 1/8th of the passed candidates
B1	Next 1/8th of the passed candidates
B2	Next 1/8th of the passed candidates
C1	Next 1/8th of the passed candidates
C2	Next 1/8th of the passed candidates
D1	Next 1/8th of the passed candidates
D2	Next 1/8th of the passed candidates
E	

Distribution of Periods/ Grades for Internal Assessment in Health and Physical Education (with Work Experience subsumed in it)

Stand	Period (Approx.)	Grades*
1. GAMES a) Athletics/ Swimming b) Team Games c) Individual Games/ Activity d) d) Adventure Sports	90 Periods	While filling online data, following grades may be filled against HPE Class XI-XII: Grade (A-E) on 9-point scale