

Assessments

Pre-primary Assessments:

Assessment is an on while doing specific activities. The aim is to enable each child to reach his/her full potential. Children are informally assessed on an ongoing basis. This can sometimes highlight some difficulties that the child may be experiencing within the classroom. These difficulties can usually be addressed within the normal working day. If it is felt that a child would benefit from a more focused input to develop a skill or skills, then there is an opportunity for the child to receive 'Learning Support'. Parents would be involved at all stages.

Primary Assessments (Continuous and Comprehensive Evaluation-CCE)

Continuous and Comprehensive Evaluation Policy as per the Central Board Guidelines is being implemented at the Primary .Children are evaluated in academics including assignments / project work, presentations, activities and personality development as also co-scholastic activities throughout the year. A comprehensive achievement report is given to the parents at calendared Open house/parent teacher meetings.

The Open houses are calendared as follows:

First Term –July/Aug & September/October 2015

Second Term – December/January 2015 & March 2015

Secondary Assessments

The entire Academic Session is divided into two major terms.

As per the guidelines of the Central Board , students are evaluated on their performance and proficiency in both scholastic & co-scholastic areas.

Scholastic assessment

1 . Comprises of Four Formative Assessments FA 1, FA 2, FA 3 & FA 4, each carrying a weightage of 10% each. (Total 40%) & Two term end examinations known as Summative Assessment 1 (SA - I) and Summative Assessment 2 (SA - 2) which are conducted at the end of each term each carrying a weightage of 30%.(Total 60%).

2 . Formative assessments are done using the following techniques: Assignments, Projects, Experiments, Research papers, Competitions , pen-paper tests,.group Discussions, pair activities, group activities, Seminars, Quiz, Observation and Oral presentations/recitations

(CLASS VI - X 'GRADING' AS PER CBSE GUIDELINES)

Grade system for Scholastic Performance

Marks	Grade	Grade Point	
91 - 100	A 1	10	A+
81 -90	A 2	9	A
71 - 80	B 1	8	B+
61 - 70	B2	7	B
51 - 60	C1	6	C
41 - 50	C 2	5	
33 - 40	D	4	
21 - 32	E 1 ---		
20 & below	E 2 ---		

ANTI – BULLYING POLICY

We aspire to be a school in which bullying of any kind or form is not accepted by any member of the entire school community, be it students, faculty, other staff and parents.

Bullying is the willful and obstinate intention to hurt, threaten or frighten someone.

The school recognizes that Bullying can be physical or verbal or both.

- Physical assault, beatings and violent attacks including gangs.
- Shoving, kicking, punching, arm twisting, pushing,

- Flicking, Policing
- Messing about with, hiding or taking other people's belongings.
- Pushing into queues.
- Threatening with older brothers/sisters/friends.
- Harassment and abuse of all objectionable nature.
- Leaving people out
- Name-calling eg: using inappropriate /language that puts people down.
- Referring to family/home/life/clothes/food/habits/culture.
- Teasing.
- Sarcasm/Saying, nasty & hurtful personal things.
- Instigation – encouraging others to fight.

Cyber-bullying:

Cyber bullying is defined as 'the use of technology to harm, hurt or threaten others. Regelford takes a very strong stance against this.

Cyber bullying refers to:

- Posting harmful messages
- Posting/sharing images/videos without prior consent
- Stealing others' passwords or information
- Threatening others via social media, email or text
- Creating fake usernames or e-mails

There could be other acts other than the above that may also be included under the purview of Cyber-bullying. Students found to be cyber bullying others will be dealt with very seriously and in accordance with the school's existing behavior policy. This may include suspension or expulsion.

The bully's greatest weapons are 'Silence' & 'Fear'. Students are advised to walk away from a dangerous situation and get help.

If a student is being bullied, he/she needs to tell someone say a parent, any adult (in school) they feel comfortable talking to

They need to understand that bullying will not be ignored and that they will find support from their facilitators, learning mentors and/or other adults in schools.

Bullies will be dealt with very seriously:

- They will have to explain their behavior to a member of staff.
- An account of what was done would be asked to be written down and he/she would have to sign it.

- Parents will be called in for a discussion on the matter
- A report on the matter will be placed in student file
- He/she may be suspended or detained according to the severity of the act.
- He/she could be barred from school for a specific length of time.
- If the bully is caught in the act again, he or she may be permanently expelled from school.

SAFETY GUIDELINES

- 1 . The school firmly believes that we all play a role in the school safety. Students are expected to be observant and let an adult know if you they see or hear something that makes them feel uncomfortable, nervous or frightened.
- 2 .They need to realize that they could provide important information that may prevent harm either directly or anonymously by telling a trusted adult what you know or hear. Therefore they are expected to report every matter however trivial.
- 3 . They are not to keep quiet about any discomfort or strange experiences that they may encounter. They need to discuss their feelings with a trusted adult.
- 4 . They must avoid indulging in violence of any nature. Senseless violence is hard for everyone to understand. Doing things that one enjoys, sticking to one's normal routine, and being with friends, family and trusted people helps make one feel better
5. One must learn to keep one's emotions under check. Violence or aggression is never a solution to personal problems.
- 6 . Lessons in anger management can be taken under the guidance of a school counselor

School discipline policy

The policy is to educate students on expected behavior and consequences with the aim to guide and help them in developing self-control and self-discipline in and out of school setting.

We realize the parent is the child's first teacher and will remain to be the most important and significant teacher during his formative years and while society can assume schools should accept their share of accountability for grooming students adequately, it must be recognized from the outset that schools cannot do the job alone. Therefore we consider ourselves as partners in education with parents and that it's only together that we can provide a safe learning and growing environment for students to experience success in future.

Aspects/Areas when the policy is invoked:

Small Acts of Indiscipline:

- Running in the building or corridors
- Aggressive play in classrooms
- Misuse of the washroom
- Misuse of Lab equipment
- Mishandling of Class room furniture
- Not following classroom rules
- Misuse of playground equipment
- Rude/Unsafe behavior to others in class, bus, corridors or school ground.

Consequences

The above lapses in behavior may be handled by the respective Grade teacher/Supervisor. Each classroom will have a classroom plan/set of classroom rules including rewards and consequences. Consequences may vary by grade level but will include a phone call to parents.

Very Serious acts of indiscipline

- Fighting
- Bullying
- Deliberate attempt to physically harm another
- Deliberate attempt to tamper class or lap equipment
- Frequent use of Foul & Abusive language
- Indulging in illegal/unlawful acts
- Disrespect to or defiance of staff
- Frequent Disrespect shown towards school rules, policies & programmes

Consequences:

- Visit to Principal or Vice Principal
- Citation from the Management
- Parent/Teacher/Principal conference
- After-school Detention
- Suspension

Attendance Policy:

In continuance with our safety and well-being policy, where 'ABSENTEEISM' is concerned, the school is bringing out a more stringent policy.

1. All parents are expected to notify school by phone the morning the child is absent by 9 a.m. Failure to do this will amount to the absence being classified as 'Unexcused Absence'. A student who has more than 10 days of 'Unexcused Absence' in a term will be subjected to 'Grade retention'
2. An absence due to illness, doctor's appointment, or serious illness or death of a family member will be treated as 'Excused Absence' provided the child reports to school after absence with a note. The first five absences will only require a phone call to be excused. However, any absence after five will require a call and a doctor's note upon the return of the student to be excused.
3. When a parent/guardian takes the student out of school with the principal's prior knowledge and approval to meet up with certain family obligation, this shall be considered as 'Explained Absence'. However students are expected to meet up with their respective subject teachers and collect the relevant assignment to be completed for the missed period. The assignments will be due on the day the student returns to school from absence. Failure to do this will amount to the absence treated as 'Unexcused Absence'.
4. Only the Principal has the ability to determine or change an absence from excused to unexcused, or from unexcused to excused. To make up for 1 day's of Unexcused absence the student may serve detention for 3 days.
5. A letter of notification will be sent to the parent/guardian after 5 unexcused absences occur in a semester and again after 10 unexcused absences. If a student or parent/guardian refuses to adhere to our attendance policy, the child will be struck off the Roll

call. To reinstate, the parent will have go through the Admission procedure again.

Keeping children safe in school

Reqelford International School is committed to safeguarding and promoting the welfare of every child in the school. We realize the significance of roles that each staff, faculty and other members of the Reqelford family have to play in protecting every child in the school.

At the time of Induction, each member of the Reqelford staff undergoes an orientation towards the school's Child protection policy as also the Staff Behavioural Policy to create an awareness of the Systems existing in school which support safeguarding of children at all times.

Periodic briefings and reminders during weekly staff meetings ensure all senior members treat student concerns and safety seriously and take necessary measures and steps to provide utmost care and a safe environment for learning.

Activity coaches hired to train children on various activities or events are aware of and understand the need for compliance with the school's child protection guidelines and procedures.

The school has hired the services of "Ajanta Security Services" to deploy Security personnel to man the school corridors, grounds and entry/exit points during School hours. CCTV cameras, add to the security measures round the clock.

Parental consent is a necessary mandate for taking students on regular field trips or Educational trips.

Plans are in place to initiate Statutory Safeguarding training to all members of the Staff every Two years.

The school's Anti-bullying policy is an extension of the measures taken for child protection to protect vulnerable children from other members of the student community.

First aid is an emergency aid or immediate treatment that the school gives to students suffering illness or injury following an accident and prior to obtaining professional medical services or advice if required. It includes emergency treatment, dressing of minor injuries, maintenance of records, recognition and reporting of health hazards and participation in safety programs.

Our education and care service is committed to providing a safe and healthy environment and we fully recognize our responsibility to provide first aid facilities that are adequate for the immediate treatment of injuries and illnesses. The educators and staff of our service are aware of their duty of care to children, families, staff and visitors in providing appropriate first aid treatment.

Inclusion Policy

There is a rise in the number of children with certain medical conditions attending mainstream school such as ours, particularly in the light of providing education to all irrespective of caste, creed, religion, physical condition or sex, therefore it is our profound duty to safeguard the health of such pupils as they may be prone to more risk than their peers due to their existing medical conditions. The school however mandates that, clear written instructions be provided by the parents requesting medication to be administered. All particular instructions pertaining to dosage and time need to be communicated clearly by the parent. In cases where the child's medical needs may be greater than the normal, Individual Health Plans will be brought in place with the consent of the parent to have better clarity on the extent of responsibility to be taken by the parent.