

ACADEMIC POLICY

ANKURAM (CLASSES IV&V)

1. ACADEMIC CODE OF CONDUCT

- a) **STUDENT PARTICIPATION** Students have the responsibility of participating fully in the learning process. Students must report to all scheduled classes on time, with appropriate supplies and come prepared to work. Students are expected to pay attention to instructions, complete assignments to the best of their ability and request help whenever the need arises.
- b) **STUDENT BEHAVIOUR** Students have the responsibility to reasonably avoid any behaviour that is detrimental to achieving their own or other students' educational goals. Students must cooperate in taking reasonable care of books, instructional materials, school property, and encourage a climate where learning is cherished. Most importantly, students must refrain from engaging in behaviour that violates the provisions of this Code. Continued Illegal activity conducted on school premises may result in suspension or expulsion from school.
- c) **RESPECT FOR STAFF** Students have the responsibility of showing respect for the knowledge and the authority of school staff. Students must obey the reasonable directions; use only acceptable and courteous language; and avoid actions that show contempt. Assault on school staff will not be tolerated. Bullying, harassment and/or cyber-bullying towards the school or its staff will be dealt with severely.
- d) **RESPECT FOR FELLOW STUDENTS** Students have the responsibility of showing respect for the rights and dignity of fellow students. Students must not engage in name calling, physical abuse, harassment, bullying, belittling or engaging in deliberate attempts to embarrass or harm another student.

2. ATTENDANCE

Attendance is compulsory for all students on all days. In case a student is unable to attend school for a particular reason, the procedure given below is to be followed:

- i. The student must obtain permission from the Director & Head of School or the Academic Head – Primary School, in writing, before leave is granted.
- ii. A student may take medical leave for a period determined only by the student's doctor, who must be a 'Registered Medical Practitioner'. It should be noted carefully that a certificate from a non-recognized medical person will not be accepted. If a parent finds the child unwell in the morning of a school day, the parent may refrain from sending the child to school. He/she must, however, inform the school authorities immediately, preferably through an e-mail to the academic office – academic@theoasisdoon.com
- iii. A student may take pre-sanctioned leave for family functions. This leave would be granted for three days which excludes the time taken in travelling outstation if necessary.
- iv. Repeated absence without sanction of leave or unexplained absence for more than

seven consecutive days renders the students liable to disciplinary action.

- v. It is compulsory for the students to complete 75% attendance in the year to make them eligible for the final examination or assessment.
- vi. No leave will be granted during the examination days.

3. SYLLABUS

The Cambridge Assessment International Education (Primary) syllabus/curriculum is followed in Ankuram.

Yearly syllabus of all the subjects is posted on the school's website for your reference. You may login through login password (syllabus is subject to change)

4. ASSIGNMENTS

Assignment/homework is a way of checking the understanding of the student and to make the student do the work independently. Each working day, from Monday to Saturday, the students will be given assignments in two different subjects on roster basis. All the home assignments will be recorded by the student in the students' Hand Book.

The students will be taking books of two subjects' home, every day. This is done with the intention that the parent is aware of how the syllabus is progressing and also to allow the parent to assist in the revision of what has been taught through the week, if required.

5. PREP

Post lunch, five days in a week, Ankuram students have guided prep which will be supervised by a teacher. The purpose of the 'prep' is for students to complete the assignments and ask for clarification, where required.

6. CORRECTION OF NOTEBOOKS

Student notebooks are marked by subject teachers and reviewed by students within a reasonable time after assignment has been turned in (within 2 days).

7. CLARIFICATION OF STUDENT ASSESSMENT

If an assessment or report needs clarification the parent will make an appointment through the academic office to see the teacher of the particular subject area or the Head Primary School. If the matter remains unresolved, the parent may approach the Director & Head of School for a joint meeting with the teacher concerned.

8. REPORTING FREQUENCY

Ankuram(**Classes IV&V**)follow bi-semester policy: Summer term and Winter term along with a Half Yearly Examination (August - September) and a Final Examination (February - March). Hence, the progress will be reported two times in an academic year.

- ***Half Yearly and Final Examination are full length exams where a major portion of the curriculum will be tested under actual examination conditions. A week to ten days before the examinations begin, the students will be permitted to carry their books and note books of all the subject's home. No home work will be assigned for the students a week before the examinations begin. This period of time will be utilised only for revision of the syllabus to be tested.***

Note: Use of unfair means, directly or indirectly, will result in strict action. Any child found using unfair means during the examination will be duly penalised and be marked/awarded with zero marks in that particular examination.

9. PARENT-TEACHER MEETINGS (TRANS-PARENT MEETING)

Each section will have 25 fee paying students. Their progress must be periodically discussed with the parents at the Parent-Teacher meetings. Parent-teacher meetings, to discuss student progress, will be held at least three times a year. These meetings are held to update parents of their child's progress and to discuss any

concerns. This is an opportunity for parents to discuss issues concerning their child. Expectations and goals for each student are discussed with the parents at this time. In case a parent wants to schedule a meeting with a class teacher it may be done with a prior appointment taken through the Academic Office.

10. HOLIDAY ASSIGNMENTS

Holidays are a good time to rejuvenate one-self but at the same time students are given holiday assignments so that the students remain in touch with their curriculum. The holiday assignments are based on the topics which they have covered during the course of the term or will be covered in the term ahead. The students must complete the holiday assignments and submit them to the respective subject teachers on the first week of the new term.

11. PROJECT WORK

Projects are part of the methodology established at THE OASIS and are an important part of the student assessment process.

This work is given to students to learn to:

- Work in pairs, groups or individually.
- Complete hands-on work in certain subject areas.
- Research and apply knowledge.
- Have fun while they learn.
- Initiate creative learning and critical thinking.
- Develop teamwork and leadership skills.
- Have tolerance and appreciation of others abilities.
- Develop their multiple intelligences.

12. LIBRARY

The school has a well-equipped library with books, magazines, journals, etc. A student is expected to read at least one book a week and make best use of this knowledge centre. Story telling sessions are organised by the Librarian.

13. RESOURCE CENTRE

The school has a fully equipped computer lab with 30 computer systems installed. The practical classes of ICT are taken in the Resource Centre. Each student, irrespective of the class in which the student is studying, is given the opportunity to work on a computer system and acquire necessary skills in this field.

14. ACTIVITIES

Students are offered Art, pottery, Theatre, Indian Music, Western Music, Dance and, Earth Care activities which will be graded by the teachers and the grades will be reflected in the assessment sheets.

15. SPORTS

Sports is compulsory for every student and is scheduled every day. Skating, Yoga, athletics, various ball games and martial art are offered to the students of this level.

16. COMMUNITY SERVICE

At THE OASIS, education is not only imparted in the classrooms but emphasis is also laid on the overall development of the student which will remain incomplete if the student does not learn to give back to the community, hence students are frequently involved in community service programmes planned and conducted by the teachers.

17. DISCLAIMER

The school reserves the right to update and make changes to the policies as and when necessary.