Let's nurture together.
FOREWORD
FROM THE MANAGEMENT

We, at EuroSchool, are aware that parents naturally want the very best for their children. While questions such as "What exactly is the best of courses?" or "Which is a better school?", differ greatly from one parent to another, the primary concern behind these questions remains the same - all parents want their children to be successful, happy and to feel secure in all aspects of their lives. It is needless to state that during the child’s school years, the home and school occupy the greatest part of their time and have the greatest influence on their development into adulthood. Better the harmony between home and school, the greater will be the chances of achievement and fulfilment. While appreciating the contribution that parents have traditionally made in schools, a stronger and active partnership between parents and school has become even more important, with the complex and rapidly changing nature of our society.

EuroSchool believes that parent participation in the school extends beyond the primary gains in terms of the child’s personal, social and academic performance. EuroSchool pillars parent support because:

- Parents have a unique knowledge and understanding of their own children, being their first and most influential educators.
- Parents have the right, through their responsibility to and for their children, to be informed about their children’s learning and to participate in reaching decisions which affect them.
- Parents have talents, interests, energies and skills which enrich the life and programme of the school.

This manual is our sincere attempt to reach out to parents to encourage involvement and participation in decision-making affecting the education of their children, while appreciating the rights of parents and integrating them into the school’s vision.

Our Vision
To impart education and values through a voyage of self-discovery and learning.

Our Anthem
Let our hearts unite, Let our minds be free
To discover ourselves, And what we wish to be
With our own hands, We shape our destiny
We salut our roots, As we turn a new page
To become the angels, Of this great new age
Future is wonderful, We shall rise and see
With our own hands , We shape our destiny
With caring and sharing, We respond to human need
For a world without borders, We vow to plant a seed
To nurture it with love and, Watch it become a tree
With our own hands, We shape our destiny

With lessons of life, We fill our daily cup
Let tough times teach us, Not ever to give up
Let wisdom be the wings, That will set us free
Together at EUROSCCHOOL, We shape our destiny
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A. About EuroSchool

Education is more than just learning facts and figures. It is a preparation for life itself. Similarly, EuroSchool is about more than just books and time-tables. Rather, it is a place where children learn the all-important lessons that stay with them throughout their lives. At EuroSchool, quality education blends with real-life learning experiences to create a unique philosophy of ‘Balanced Schooling’. In this journey, EuroSchool strives to provide an optimum balance between academics and co-curricular activities, between theory and practice, between traditional teaching methods and new-generation teaching aids.

EuroSchool’s “Learn... Explore... Discover Yourself” motto provides students with a solid foundation to excel academically and to develop themselves mentally, physically, emotionally, spiritually, cognitively and socially; thus taking them towards the ultimate aim of education: self-discovery.

With several strategically located schools across the country, EuroSchool offers a learning environment that is quiet, involving, well-planned, open and accessible to one and all.

Welcome to a revolution in education. Welcome to EuroSchool.

B. Background and Genesis

EuroSchool, managed by the EuroSchool Education Trust/Foundation, is a venture of EuroKids International Ltd., the promoters of EuroKids, India’s largest Pre-School chain. The foundation for EuroSchool was laid way back in 2001, when the first EuroKids Pre-School was established by a young, energetic and innovative team of professionals, who now constitute the core management of the EuroSchool Education Trust. EuroKids Pre-School was the result of a revolutionary and dynamic approach to education in a highly unorganized segment. As pioneers of change, EuroKids focused on addressing the changing needs of the Pre-School child, thereby raising the aspirations and expectations of parents in terms of what they can expect from a professional provider of Pre-School education. From such modest beginnings, EuroKids is now recognized as the ‘market leader’ in this sector, with over 810 Pre-Schools spread all over India in less than a decade. A natural corollary to this new approach was the birth of EuroSchool, a school with a difference, born out of the expectations of parents who had experienced the EuroKids methodology and felt that EuroKids should continue further in its journey to develop into a higher institution providing continuity to the new skills acquired by their children. This was just the impetus and encouragement needed by the core team to accelerate their vision of inclusive education in the country, thus heralding the birth of EuroSchool.

EuroKids International has used their expertise to expand both vertically as well as laterally and some of these successful ventures are:

- EuroKids Saplings: Over the years, EuroKids has gained experience and success in the pre-primary segment. This has enabled it to share its vast resources in this segment with other schools, through EuroKids Saplings, its franchise arm. Till date, Saplings has guided more than 100 schools towards expertise in curriculum, training and operations.
- EuroBooks: EuroBooks is the publishing division of EuroKids International. As exclusive distributors of Egmont UK, EuroBooks brings popular characters like Disney, Barbie, TinTin, Noddy and Bob The Builder to young Indian readers.
• EuroKids Teachers' Training Institute (ETTI): ETTI provides specialized skills to teaching staff and promotes Pre-School teaching as a career. It offers Diploma, Certificate and Advanced Programmes in specialized modules. Many ETTI students have become teachers with EuroKids and other Pre-Schools, making it a successful business model.

• Parent & Child: Parent & Child is a monthly magazine published and circulated by EuroKids International for parents of Pre-School children. It uses knowledge gained from parents' experiences to focus on the child’s health, nutrition, education, leisure and much more.

C. Philosophy, Aims and Aspirations

• To provide each child with a school life full of positive experiences to remember

• To empower each child through the development of their cognitive, emotional, physical and social skills

• To provide to parents a friendly, transparent and professional experience across the range of their interactions with us

• To provide activities, facilities and resources, encompassing the traditional and modern, which will hold and develop the interest of the contemporary child and promote all-round development

• To create young men and women with a well developed personality, prepared to confidently engage with and contribute to their communities at local, regional and global levels.

D. Accreditation and Affiliation

All EuroSchools across the country have been recognized by the respective State Governments where they are located. In addition to this, they are affiliated to one of the two Indian Education Boards [CBSE or ICSE]. In the near future, EuroSchool also plans to launch programmes affiliated to International Baccalaureate [IB] Board and and IGCSE [International General Certificate of Secondary Education].
Children learn and flourish when they have a caring and nurturing school environment. EuroSchool offers every child the perfect mix of ambience and amenities, transforming them into complete, full-fledged personalities and making them responsible citizens of tomorrow.

A. **Classrooms that inspire**
EuroSchool offers spacious, airy, well-ventilated and air-conditioned classrooms (PG & Nursery) for a pleasant learning environment. The classrooms are powered by broadband connectivity and are supplemented by various laboratories like the Science Lab, Language Lab and Math Lab. Moreover, every classroom is powered by the revolutionary Smart Class™ system, and teachers can navigate between the traditional blackboard method and the digital screen.

B. **Smart classrooms for smart children**
A modern, technology-enabled campus, powered by high-speed broadband and internet connectivity, is where we groom our students. Smart Class™, as the name suggests, is a smart, innovative technology integration solution powered by the world’s largest repository of curriculum-based digital content. Designed by Educomp Solutions, it enables teachers to use age-appropriate multimedia content including diagrams, videos, animated experiments and demos, right inside the classroom. Interactive Touch Screens and Electronic Pens provide students interesting avenues to participate in the class.

C. **Ample opportunities for those inclined towards sports**
EuroSchool believes in creating champions in every sphere, including sports. But champions are created only through proper guidance. EuroSchool provides all the support and professional help required to help a child hone his skills and excel. EuroSchool, in due course of time, intends to tie up with renowned professional coaches to groom the students. EuroSchool has provided the students with a spacious Cricket and Football Field, Basketball Court and a dedicated Outdoor Play Area for Pre-Primary students, with facilities for Water Play & Sand Play. There are also a variety of indoor sports on offer, like Floor Ball, Swimming and Carrom.

The Outdoor Play Equipment is a good way to develop your child’s fitness and hone their special talents. EuroGym, a special gym for children at every EuroSchool, encourages a child to actively engage in age-specific physical exercises and workouts. The mantra is ‘fitness through fun’ and stems from the school’s belief in introducing children to the virtues of fitness, proper nutrition and a healthy life, right from childhood.

D. **A treasure trove of knowledge and entertainment**
Our spacious library is well-stocked with an eclectic collection of Indian and International storybooks, novels, activity books, picture books, educational and reference books; suitable for children of all ages. Moreover, the exhaustive range also includes interactive digital books, films and audio books, which make learning interesting and engaging. The library also has a recording studio, wherein children can record plays and songs in their own voice.
E. A stage for showcasing talent
Children should be given a chance to develop their areas of interest and harness their hidden potential. They should also be given adequate opportunities to present their skills before an audience, without fear of the stage. The huge multi-purpose auditorium at EuroSchool, equipped with state-of-the-art lighting and sound systems, will provide them a place to showcase their talent on a regular basis. Whether it is a dance recital, a drama performance or a presentation, every child will be encouraged to enjoy the limelight.

F. Honing the fine arts
The Arts Studio provides every child an opportunity to explore his artistic side and nurture his creativity, whether it is painting, origami, oil on canvas or even something as different as metal craft!

G. Computer Centre
No education is complete without computer skills, and at EuroSchool, computers form the core of education. No wonder, a well-equipped computer centre is at the disposal of students to explore the virtual world.

H. Laboratories
No learning is fun without practical demonstration. Thus, we have endowed every EuroSchool with state-of-the-art laboratories for Mathematics, Physics, Chemistry, Biology and Social Sciences.

I. Clubs
Every child has a special area of interest, which, if nurtured, helps him become a leader in the field. Currently, we have special clubs for Performing Arts, Theatre, Astronomy, Robotics, Aeromodelling and Nature to quench the child’s natural thirst for these subjects.

J. Explore and Discover Court
Learning does not necessarily have to be restricted to a classroom. At EuroSchool, children are allowed to learn by way of exploration and discovery. Children are encouraged to make use of the amphitheatre and outdoor classrooms to go beyond textbook and rote learning. Engaging collectively in these activities will encourage them to learn to do things together and keep an open mind.
There is also an advanced Observatory to lead students into the celestial world of galaxies, planets and outer space objects. This is in keeping with our motto of ‘Learn... Explore... Discover Yourself’.
School years are the most important part of a child’s life, during which children discover themselves as well as the world around them. Therefore, it is important to give them a curriculum that encourages lifelong learning.

A. Cerebrum

EuroSchool prides itself at the in-depth research that it conducts on an ongoing basis. 'Cerebrum', the Research and Development Division of EuroKids International is at the center of these research activities and is constantly studying leading innovations in curriculum, delivery methodologies, success metrics, academic and child psychology breakthroughs worldwide.

B. Balanced Schooling

The concept of 'Balanced Schooling', which is aimed at all-round development of our students, forms the foundation of EuroSchool. We strive to achieve a balance between academic work and co-curricular activities, between theoretical and practical learning, between traditional methods and new-generation teaching aids such as ‘Smart Class™’ and between growing up as responsible global citizens, retaining our rich Indian ethos, while enjoying the once-only sunshine of a happy school.

C. LRPA - A truly practical approach to learning

The EuroSchool learning methodology discourages rote learning completely. Instead, students are encouraged to take active part in the learning process through a unique LRPA model that makes learning stress-free, enjoyable and above all, meaningful. This 4-pronged approach denotes how each concept, be it mathematical, scientific or linguistic, gets ingrained into the students through:

- Learning of the concept in the classroom, followed by
- Reinforcement of the concept through Audio-Visual media, followed by
- Practice through projects & experiments, and most importantly, followed by
- Application of the given concept in real life
D. The academic curriculum

The EuroSchool academic curriculum has been uniquely designed for use in our schools by some of the most experienced academicians in the country. Led by Mr. Andy Gray, the Head of the Governing Council, and drawing on his rich experience of teaching in Indian and overseas schools, he, along with his team, have developed a classroom programme which fulfills the educational needs of our pupils specifically, in terms of the requirements of the CBSE and ICSE Boards and is unique within India, drawing as it does on educational practices from across the globe.

The backbone of our system is a structure of ‘Pupil Performance Standards’. These are simple statements of competencies arranged in groups, which your child will be taught to fulfill and which are laid out subject-wise.

The Pupil Performance Standards comprise of a total of approximately 70 skills and/or techniques laid down for English, Mathematics, Environmental Science and Social Science and around 20 skills in Information & Communications Technology (ICT). Taken together, they form the syllabus in these subjects. Your child’s EuroSchool teacher will be pleased to show you the Handbook she or he has, outlining all the Pupil Performance Standards for the class your child is in. All EuroSchool teachers receive training about how to use our curriculum, from our central training team based in Mumbai on an ongoing basis. EuroSchools are amongst the first to adopt the NCERT (National Council for Educational Research & Training) recommendations for new teaching methodologies. Every EuroSchool teacher has detailed Weekly Lesson Plans, outlining the teaching methodology for each class. These plans have been written by our central academic team based in Mumbai, and reflect the teaching methodologies favoured in many countries across the world, which have recently been embraced by NCERT (National Council for Educational Research & Training) for use in schools in India.

E. Pupil appraisal and evaluation

The approach to pupil evaluation is a prime differentiator between EuroSchool and other traditional schools. Traditional school systems depend on annual, year-end examinations to assess pupil proficiency at a specific grade. We, at EuroSchool, follow the system of continuous assessment, a unique methodology for evaluating pupil performance, and use those findings to improve the performance of the pupils.

Traditional evaluation systems are directed largely at assessing teacher performance on the basis of pupil performance in exams, while, at the same time, being unfair to pupils by evaluating them on the basis of a single examination on specified topics. On the other hand, EuroSchool believes that the single examination system for evaluation is unfair to children, since it is widely accepted that no two children are the same physically and mentally. For example, a child who is average in academics could excel in co-curricular activities or a child may be slow in gaining numerical skills but may excel in languages.
F. Continuous assessment system

The continuous assessment system followed at EuroSchool is a classroom strategy implemented by teachers to ascertain the knowledge, understanding and skills attained by pupils. It comprises of one or all of the following:

- Observation: using specific criteria to record the presence or absence of knowledge, co-operative learning skills, extent of participation, interest in the topic and material, psychomotor skills and levels of motivation
- Assessment: based on work produced in class on a day-to-day basis
- Assessment of a task that involves the manipulation of words, materials, ideas or concepts as appropriate
- Written assignments
- Assessment through oral and written tests
- Anecdotal records on the development of specific skills related to instructional objectives or the attitude expressed or demonstrated by a pupil towards learning

G. Pupil-directed benefits

- The continuous assessment process is much more than an examination of pupil achievement. Continuous assessment is a powerful diagnostic tool that enables pupils to understand the areas in which they are having difficulty and to concentrate their efforts in those areas
- Continuous assessment allows teachers to monitor the impact of their lessons on pupil understanding
- Teachers can modify their pedagogical strategies to include the construction of remediation activities for pupils who are not working at the expected grade level and the creation of enrichment activities for pupils who are working at or above the expected grade level
- The continuous assessment process supports a cycle of self-evaluation and pupil-specific activities by both pupils and teacher.
- Frequent interactions between pupils and teachers enable teachers to identify the strengths and weaknesses of their learners
- Pupils, on the other hand, learn that the teacher values their achievements and are motivated to work harder to achieve higher levels of mastery
- Continuous assessments provide information on achievement of particular levels of skills, understanding, and knowledge rather than achievement of certain marks or scores

In short, continuous assessment enables pupils to monitor their achievement of grade level goals and to visualize their progress towards those goals before it is too late to achieve them.
H. Parents - As valuable contributors

Teachers can share assessment results with the most important education stakeholders, namely, the parents. Since parents especially want to know how their children are doing in school, regular reports from the teacher based on continuous assessments allow the parents to be aware of their children’s progress. Parents are given monthly progress cards to enlighten them on their ward’s progress.

The grades outline:

- The child’s classroom attainment
- Indication of the child’s preparedness to learn
- A final grade achieved in the written monthly assessment

With this knowledge in hand, parents can assist and support children with their studies during the school year before opportunities for grade level achievement have passed.

I. Co-curricular activities

As it is rightly said, “All work and no play, makes Jack a dull boy”. Similarly, all children need a healthy dose of co-curricular activities as a part of their education. EuroSchool offers unique, comprehensive and formally coached co-curricular programmes, through which its students can expand their skill sets, explore their talents, and enjoy the gift of learning. These are:

- Music - Indian and Western Dance Clubs to introduce every child to the beauty and grace of the performing arts
- Theatre, Dramatics and Debating Clubs to enable children to participate with their peers and display their talent
- A fully-equipped gymnasium to make the child physically fit and strong
- Martial arts like Taekwondo, Judo and Karate to help the child become healthy and agile and develop concentration and mind control skills
- An Astronomy Club with an Observatory Room to fuel the endless curiosity that every child has about the universe
- A Robotics Club to help children discover the delights of mechanics and science
- An Aeromodelling Club to nurture the child’s dream of building and flying his very own plane
- Nature Clubs to help the child fall in love with Nature and develop eco-friendly habits
- Regular cultural integration programmes by encouraging children to celebrate festivals with their classmates at school
A. Teachers - Our Valuable Partners

EuroSchool believes that teachers are the caretakers of the school’s vision and philosophy. Thus said, the school considers its teachers as one of its most valuable investments. We have ingested into the Euro Philosophy, the meaning of the proverb: “Give me a fish and I will eat for a day but teach me to fish and I will eat for a lifetime”. EuroSchool teachers inspire and encourage students to develop their innate abilities, to support their creativity and to guide them in the process of their holistic growth. They are both the guides and the facilitators of the child. As change leaders, we have introduced a new pedagogy, one which differs not just with the curriculum content, but also with how such content is delivered to the students. We have a team of teachers who understand and wholeheartedly pursue our vision as their own.

B. Profile Of Teachers

“When love and skill work together, expect a masterpiece”. While EuroSchool complies with regulatory norms by ensuring that all its teachers are formally trained in the field of education, the Governing Board places special emphasis on the overall personality of the teacher:

- Our teachers are young and exuberant and open to change. They are passionately receptive to new ideas, new systems and new approaches
- Our teachers are highly empathetic, thereby bonding with their students and helping them understand or resonate the students’ feelings and emotions. They are compassionate on occasions where a student feels low and celebrate with the student during better times
- Our teachers are always in a positive frame of mind, with a smile on their faces. These qualities in our teachers enable them to help students to find something positive in every negative situation by seeing the bright side of things
- Our teachers are fine role models, in whom the young minds will see their future. Our teachers are creative with a fine sense of humour. These qualities enable them to use inspirational teaching methods, which lend uniqueness to their approach. When such methods are coupled with their ability to make students laugh, children idolize the teacher and enjoy these classes
- Our teachers are excellent presenters who use positive body language with passionate oratory skills to address all three senses of learning in students i.e. visual, auditory and kinesthetic
- Our teachers are balanced personalities, devoid of aggression and negative attitudes which enable them to de-stress children
- Above all, our teachers are academically competent and highly proficient in their areas of study
C. Our Recruitment Procedure

Our recruitment process is as innovative as our curriculum. The procedure of selecting faculty members is based on the principle of Acquisition and Retention. We have structured our recruitment process to filter the best. Our process ensures that selected teachers comply with the qualities and attributes that we seek in EuroSchool teachers. Applicants are scientifically evaluated on all parameters at different levels of the institution. The selection process involves live demonstrations of conducting a classroom session, in addition to modules for evaluating specific skill sets. We care to assure our beneficiaries (parents and pupils) that applicants who qualify at the end of this process will rate amongst the best to guide our students in all aspects of our curriculum. Prior to final selection, EuroSchool enforces a system of Background Screening / Reference Checking, which is an integral part of our recruitment process to verify the credentials of an applicant. This is done to qualify the selection and thus secure the safety and interest of the students.

D. Induction and In-house Training

Upon joining, teachers undergo a detailed training session to get formally inducted into the EuroSchool fraternity. The induction programme helps them to get acquainted with our Aims and Aspirations through a variety of workshops conducted to address unique areas, such as Project-based learning, Smart Class™, Concept of Bloom’s Taxonomy and Multiple Intelligence. In addition to these, teachers also participate in workshops on First Aid Techniques and Managing Children with Special Needs.

We, at EuroSchool, are constantly introducing new concepts and technologies in our endeavour to cope with the requirements of a dynamic education system. Hence, apart from induction training, EuroSchool conducts programmes for teachers to further their skills on specific subjects in line with new developments. Such programmes happen throughout the academic session and benefit the teachers in accessing new technologies, which in turn enhance the teaching quality. At the end of every training session, teachers are asked to give their suggestions and feedback to address concerns and improve the quality of subsequent programmes.

Our vision envisages growth for one and all, teachers included. Hence, teachers who wish to pursue higher education are adequately supported within the scope of the School’s policy on such matters.
A. Open Door Policy

EuroSchool professes and practices an “Open Door Policy” for parents of all its students. The School’s vision and philosophy believes in breaking down the traditional walls separating parents from the activities of a school. EuroSchool philosophy emphasizes on the importance of parents as the school’s partner in the child’s learning process. It is this that makes parent involvement an indispensable feature of the child’s education. Since we expect such participation to be active and not just passive, parents are free to visit the school and meet the principal / school administration or respective class / subject teachers in charge of their wards throughout the school session. They can discuss and ascertain their ward’s progress, express specific concerns and draw out possible solutions. However, while doing so, parents must appreciate that prior appointments should be obtained with the school authorities. This is because the focus of this policy is the intrinsic benefit to the child, and hence, the same policy should not obstruct the school authorities’ obligations towards its students.

B. Parent Involvement

A child spends a considerable amount of time at home with his parents, which precedes and succeeds the learning a child acquires in school. A parent can provide valuable inputs to the school, which, in turn, can then address these inputs and help in a child’s learning process to the child’s advantage.

Here are a few tips on how parents can guide children at home:
- Discussing what happened at school
- Talking to them on the importance of schooling, how they can apply what they have learnt in school
- Helping the child to think and solve problems, while at the same time, discussing options and examining alternatives with the child
- Encouraging the child to participate in extra-curricular activities such as games, debates, etc.
- Reading and discussing books with the child and thereby instilling reading qualities in the child

C. Parent-Teacher Meetings

While parents are free to visit the school and meet the teachers throughout the school session, the school also conducts formal parent-teacher meeting sessions. The school calendar provides for such meetings at the end of each academic term. The primary objectives of these meetings are no different from the informal ones i.e. the development of the child. But during these formal meetings, the flow of information is more from the teachers to the parents. Since these formal meetings also referred to as Open Houses, are conducted at the end of each term, teachers appraise parents on the child’s progress across both academic and extracurricular activities. They request parents to attend to certain specific deficiencies in the child’s educational progress and enlighten parents on a child’s special strengths or interests, which may need further encouragement from parents for the child to exploit such potential. The school does not follow a system of marking students numerically since
- It is the school’s firm faith that no two children are the same physically or mentally and that each child has his / her own areas of excellence
- The school does not intend to build undue pressure on a child arising out of unhealthy competition, and
- The school aims to wean parents away from assessing a child purely by academic skills
During these meetings, parents are also invited to comment on their own assessment of the child’s progress and issues which they feel need to be addressed by the school.

D. Parental Workshops

Every parent encounters a variety of situations in the process of bringing up a child. Some of these could be specific to the child, while others could be the effect of pressure exerted on a child due to external factors. Examples of child-specific problems are bedwetting, temper tantrums, rude behaviour, and so on and so forth, whereas emotional pressure on account of comparison with peers on academic proficiency is a classic example of an external factor.

Our parental workshops are conducted to address such concerns of parents. Reputed psychologists and paediatricians are invited to exchange valuable information with parents with regard to child behaviour and parent-child interaction.

The parental workshops will be customized according to the age of the children. All of them will cover core-effective parenting techniques including:

- Teaching mutual respect
- Effective, non-violent discipline techniques
- The power of encouragement
- Successful communication skills
- Creating a stress-free environment for the child
- Enhancing holistic skills

With these tips in effective parenting, every parent will be confident with every parenting decision when confronted with difficult situations in the future. The result will be happier children and happier parents.

E. Formalizing Requests

During the course of the academic year, parents may need to notify certain changes or requests to the school authorities. Since some of these requests involve formal updating of the official records, parents are advised to submit such requests by filling up the relevant forms available at the reception. Some of the requests that have to be submitted in the pre-printed format are:

- Change of contact details i.e. address and or phone numbers
- Change of transport pick-up or drop point
- Request withdrawal of transport facility
- Request for a protracted leave
- Requisition for transfer or leaving certificate and the proceeding will happen from 1st February 2014 to 28th February 2014. Parents should respond by - Feb 28th 2014

In addition to the above, it would be advisable for parents to submit written requests even for specific purposes, other than those mentioned above, in order to ensure that such requests are officially documented and timely action is taken on the same. The school will also obtain the formal consent of parents to permit their wards to participate in field trips and excursions whenever conducted by the school.
F. EuroSchool Web Genie:
We at EuroSchool have developed a new friendly web portal - Web Genie, to keep the students and the parents updated with all the happenings in school. Web Genie is a unique and comprehensive web based school management software. Using Web Genie is simple and easy, and it helps to achieve better communication between, students, teachers and the school administration. We will communicate for assignments, notices, circulars, reports and feedback mostly through the Web Genie.

G. Addressing Grievances
We, at EuroSchool, believe that the relationship between the home and the school is very important for ensuring that children are happy, secure and open to learning. EuroSchool recognizes that parents and teachers need to work closely together to provide the best opportunities for their children. Hence, EuroSchool encourages parents to discuss their child’s progress with the teacher, inform the school about concerns that they may have and collectively find ways to mitigate the same.

In any event, if a parent wishes to address a concern, it is suggested that he / she may follow a simple procedure to address the same before the school:
• Try to identify the problem clearly before contacting the school. If there is more than one problem, list them to ensure that the extent of the problem is clear to the school.
• Decide whether the problem is a concern, enquiry or complaint. This will help in finding a solution.
• Make an appointment to meet with the child’s class teacher. The best way to do this is to contact the school office to arrange a mutually convenient time for a telephone call or meeting.
• Try to stay calm when discussing your concern. Being calm will help you get your concerns across more clearly than if you are upset or angry. It may help to take someone with you.
• Please remember that the school staff are committed to resolving any issues that parents might have regarding their children, and will discuss with you the actions that might be taken in regard to your concern.
• If you still do not feel that the matter has been resolved, or if your complaint is about a very serious matter involving a teacher in question, kindly send your complaint in writing to the Principal.
In all situations where parents are unable to get his concern resolved at the School, they may send a written complaint to the Governing Council, seeking their intervention, with reasons for the same.

H. Parent Rights and Obligations
Our policy is aimed at encouraging parental participation by keeping them informed about their rights, while simultaneously outlining their obligations to ensure an overall benefit to the child.
Parents have an unquestioned right:
• To be kept informed about their child’s progress, including issues relating to their behaviour.
• To expect their children to be safe, secure and respected in school.
• To have any complaint they make taken seriously by the school and duly investigated / resolved as necessary.
• To appeal to the teacher, and beyond that to the Principal, if they believe the school has exercised its disciplinary...
The House system at EuroSchool aims to break the large community of students in a particular school into smaller more personal units thereby building a sense of unity and competition amongst the house members.

At EuroSchool, we follow a house system based on Greek gods with specific mottos. We have EuroSchool students representing:

- **House Apollo**: [God of Music, Healing & Poetry]
  
  **House Colour**: Yellow
  **Motto**: Never Give Up

- **House Mercury**:
  
  **House Colour**: Red
  **Motto**: With Great Success

- **House Poseidon**:
  
  **House Colour**: Navy Blue
  **Motto**: Seize the Day

- **House Name**: Zeus (King of the Gods & God of the Sky)
  
  **House Colour**: Green
A. Guidance and Discipline Policy

EuroSchool emphasizes on a positive school climate where everyone - parents, students and staff members - feel that they are welcome and respected. Such a positive climate is created by:

- Promoting positive student behaviour and preventing inappropriate behaviour
- Providing early and on-going intervention
- Practicing discipline by addressing inappropriate behaviour with appropriate consequences

Since the child is at the centre of the EuroSchool philosophy, students are encouraged to make appropriate choices and teachers are expected to guide them in solving their problems. However, effective classroom management involves guiding children to develop self-control, so that they are able to tackle problems, and, in the process, help themselves and their peers. Needless to say, this would not be possible if students are not given clearly defined limits. EuroSchool bases its discipline policy for children on anticipation and prevention, rather than on post-occurrence reprisal. Early and ongoing intervention can also help prevent inappropriate behaviour from escalating.

Whenever negative situations arise, teachers will take the time to intervene and remind the student on what is correct, and, if necessary, redirect him/her. Guidance measures may vary as under:

- Redirecting the student to choose an appropriate activity such as volunteering to encourage positive behaviour
- Reviewing the ways to keep a student, his peers and the school property safe
- Softly but firmly reminding the student of his/her limits
- Removing a student from the situation to defuse the problem
- Anger and Stress Management Counselling

However, there could be situations where the school thinks it necessary to enlist the support of parents to correct a behaviour variance. In such situations, the school may contact the parent, requesting them to meet the teacher or the principal concerned, to discuss the problem and implement techniques, which work best for the student in question. This is more often done to ensure consistency in guidance both at home as well as at school.

In any case, harsh techniques such as shaming, belittling, threatening or verbally accusing are strictly kept out of our disciplinary policy. Teachers have been instructed not to use physical punishment of any kind, yelling, withholding food or toilet use or isolating students to enforce discipline.

B. Non-Discrimination Policy

EuroSchool is an open institution in the true sense, welcoming people of every race, culture, age, gender, ability, economic status and tradition into the academic, business and community life of the school. We do not discriminate on these factors in the administration of our admissions or educational policies, scholarship and loan programmes, or in our recruitment process. As laid down in our policy, we apply equitable and consistent standards of conduct and performance in all our actions.

With regard to our pupils, our policy on non-discrimination is defined as under:

- We admit pupils to the school in accordance with the Admissions Policy
- All our pupils are valued members of the school community, regardless of race, gender, age, tradition or ability
• We provide equal access and opportunity for all pupils to benefit from the school’s educational programme and participate in extra-curricular activities
• We promote understanding of the principles and practices of equality and justice and commit ourselves to them
• We counteract negative influences, conditioning or stereotyping of any kind which underpin prejudicial discrimination
• We respond promptly and sympathetically to reports of discrimination or alleged discrimination.

Our policy of non-discrimination extends to all our staff members as well. Our job specifications reaffirm our status as an Equal Opportunities Employer. Candidates for vacant posts will be assessed against relevant, defined criteria only, i.e. skills, qualifications, experience and suitability. All employees have equal chances of training, career development and promotion within their job profile at the school.

C. Inclusion Policy

Our policy on inclusion advocates educating children with special needs in normal, mixed-ability classes and with children of the same chronological age. This enables such children to stay with their family, just like other children. We, at EuroSchool, believe that interrupting a differently-abled child’s normal development may have far more severe consequences than the disability itself. Hence, we have a good inclusion policy in place where the child who needs the inclusion does not stand out.

The following principles underpin our policy:
• We respect and value all pupils equally, and view the diversity of cultures and needs within the school as a rich resource
• We regularly review the environment, buildings, rooms and resources and adapt to ensure inclusion for all pupils. Thus, we allocate resources in a way that makes the commitment to inclusion explicit and transparent
• We aim to overcome physical and developmental barriers and offer all pupils access to an appropriate curriculum and social activities
• We promote, strengthen and sustain parents’, teachers’ and pupils’ involvement in the activities of the school, especially in decisions that affect learning and future placement of the child
• We offer requisite training and support to the teachers to manage children with special needs
• Last but not the least, we believe in inclusion as a continuing process, extending through the life of both the child and the school.

D. Healthcare Policy

We believe that schools are powerful places to shape the health, education and well-being of children. EuroSchool focuses on efforts to create environments where physical activity and healthy eating are accessible and encouraged. Healthy students are better able to concentrate on their work, attend school on a regular basis and perform better in class. Scientifically, it has been concluded that physical activity results in stronger academic achievement and increased concentration, while poor nutrition in formative years can have lasting effects and impair cognitive development and, in turn, school performance. EuroSchool lists both positive and preventive measures under this policy.
1. Managing Infectious Diseases
   - If a child exhibits symptoms of communicable diseases or if a child falls ill, the school may request the parent to take the child back home.
   - Until arrival of the parent, the school will render necessary first aid assistance and/or isolate the student to the special facility reserved in the premise.
   - Parents are requested to obtain a clearance from the child’s physician before he returns to the school after recovery from any communicable disease.

2. Medical Emergency
   When a child falls ill or meets with an accident, the school, after assessing the severity of the situation, may resort to one of the following:
   - Contact the parent and retain one staff member with the student until the parent arrives
   - If necessary, transport the child to the nearest hospital or seek the services of a medical practitioner at the school
   - In event where both parents cannot be reached, the school may contact the designated person mentioned on the admission form

3. First Aid Measures
   First aid boxes are available in all classrooms and teachers have been given basic training to render first aid at the time of their induction into the school. The facilities staff conduct routine checks to replenish contents or to remove expired medication from the boxes.

4. Injury and Illness Prevention
   - Regular safety checks are conducted by facilities staff to ensure that all equipments used by students are safe and repairs, if any, will be carried out promptly. Outdoor play activities will change according to the climatic conditions outside, so that accidents/health hazards are avoided.
   - Janitorial staff will ensure that all washrooms are regularly disinfected and kept clean for use at all times
   - Students will be trained in personal hygiene procedures as part of their curriculum
   - Classrooms and equipments will be sanitised periodically
   - In order to protect healthy students from getting infected, parents of the infected child are requested to keep their child at home, in event of the child falling ill due to an infectious ailment
   - Lastly, the school may, with the concurrence of the parent, participate in medical campaigns to vaccinate students against communicable diseases
E. Nutrition Policy

“Prevention is better than cure.”

EuroSchool instills in its students a healthy attitude towards food and enlightens them about good food choices. Here, parents play a major role as our partners, by promoting good eating habits in the child by persuading them to consume a balanced diet. On the curriculum front, the school will conduct proactive sessions where, children will be involved in preparation of food items and exploring new tastes.

F. Attendance and Punctuality Policy

Good attendance and punctuality are essential for all pupils if they are to achieve their full potential, both academically and socially from the excellent quality of teaching and learning experiences that the school provides. Regular attendance is of paramount importance in ensuring that all children have full access to the curriculum. Valuable learning time is lost when children are absent or late, which, in turn, leads to educational disadvantage and puts young people at risk of limited life chances.

The school considers parents as vital partners in enforcing this policy for the benefit of the child. Some of the areas where parents can support this policy are:

- Motivate and ensure the child to attend school regularly
- Discourage the child to stay away from school for unwarranted reasons
- Instil in the child the importance of time and punctuality and ensure that the child is at the school or at the transport point on time
- Avoid holiday breaks during the academic term or extend holidays beyond the vacations
- Apply in the required format and obtain the permission of the Principal when an unavoidable situation results in the child’s protracted absence from school
- Admire and reward a child for being regular and punctual to school

Parents are also the natural leaders to whom children look up to, and hence it is essential that parents display the value of punctuality by setting appropriate examples. Punctual parents will not only lead their children, but will also support the school in enhancing the scope and quality of various activities and services.

Parents are therefore requested to:

- Ensure that they participate in all parent-teacher meetings related to their child
- Be punctual for all their appointments with the school authorities
- Be present and active in all parental workshops conducted by the school
- Be proactive participants and volunteers of all parent associations where they are members
- Respect and observe the school hours in all their communication with the school
A. Transport

- The school provides a transport facility for students who wish to avail it. This is an optional facility extended by the school.
- EuroSchool does not provide a door-to-door facility. Instead, children are picked up from pre-defined locations most proximal to their residence. Such pick-up or drop points may have to be revised at times, due to unforeseen compulsions.
- In order to ensure the highest levels of safety and comfort, the school operates a state-of-the-art fleet of buses. Route maps have been designed taking into account minimum waiting period and journey time for the students.
- Specially trained maids have been placed in each bus to accompany and facilitate safe handover of the children.
- Navigation Systems have been provided in each bus which, in turn, are configured with the main server portal at the school to provide parents with an accurate update on the position of the bus during the journey.
- A specially-constituted Transport Cell at the school will ensure reliable service and attend to enquiries from parents throughout the school working hours.
- Parents are requested to accompany their wards at the time of pick-up and drop. With a view to ensuring safety of the child, parents are requested to note that in event of their absence at the drop point, the child will be brought back to the school and parents will have to arrange to pick up the child from the school premises.
- Children are required to display their Transport Card at all times.
- Transport Charges for an academic year are payable in three equal installments.
- Parents, who wish to withdraw the transport facility for their wards with effect from a particular calendar month, should apply in the required format available at the reception. Withdrawal is permitted only at the commencement of a new cuatrimestre (4 month period) when transport charges are payable. Formal requests must be submitted at least two weeks prior to the start of a new cuatrimestre. Kindly indicate whether you would like to withdraw the facility permanently or temporarily and, in either case, kindly specify the dates accordingly. Parents are free to opt for a single-journey transport facility for their wards, but since the facility is blocked for a child in both directions, the transport charges will remain unchanged. Kindly note that all requests will be effective only from the 1st of a calendar month. Further, as a matter of procedure, the Transport Cell will re-confirm the change at least 2 days prior to the effective date. In case the parent does not receive the reconfirmation as mentioned, they are requested to contact the Transport Help Desk for assistance.
- Parents who wish to change the pick-up point, drop point or both, are requested to submit an application in the required form available at the reception at least one week in advance from the effective date of change, in order to facilitate a smooth and hassle-free transition, both for the Transport Cell as well as for the student. Further, as a matter of procedure, the Transport Cell will re-confirm the change at least 2 days prior to the effective date. In case the parent does not receive the reconfirmation as mentioned, they are requested to contact the Transport Help Desk for assistance. Parents are requested to note that changes in pick-up/drop points may entail change in the bus routes and corresponding tariffs. The school will process such requests, subject to availability of seats in the required bus route.

In case of any query / assistance with regard to the transport facility, kindly call our Transport Help Desk during school hours.
B. Cafeteria

We firmly advocate our schools as healthier places to learn. Our infrastructure houses a cafeteria, where a team of trained chefs prepare food with the highest levels of hygiene, in compliance with our Health and Nutrition Policy. The menu has been designed in consultation with a panel of nutritionists, to ensure that children are provided with balanced and nourishing food. Our cafeteria keeps junk food and beverages out, while keeping nutritious items at affordable prices to encourage healthy eating amongst students. Our menu also addresses the diverse student community by offering wide variety in content.

Note: The cafeteria facility will be extended to all EuroSchools as and when the appropriate logistical infrastructure comes into place.

C. Sick Bay

Every EuroSchool has a sick bay to handle medical emergencies, where the hurt child is given individual attention and care by the nurse on duty. The sick bay also prevents the spread of infection by isolating injured children from the others until they are completely cured.

D. Doctor on Call

EuroSchool has tied up with well-trained doctors and world-class hospitals, which conduct regular health check-ups and attend to emergencies. Children are either attended to on campus, or taken to the hospital, depending upon the severity of their condition.

E. Stores

EuroSchools have well-stocked bookstores to provide students with essential items (such as stationery, books etc.) as and when needed. It is a convenient, time-saving option for children, who can avail these facilities on the school campus itself.
A. Books and Stationery
The school prescribes the set of books for students of each class in accordance with their respective curriculum. The Governing Council of the school has analyzed and identified books that adhere to the structured curriculum content. In addition to prescribed books, certain subject-specific booklets and worksheets have been created by our own academic team, and these volumes are available only at EuroSchool.
Lastly, our pedagogy is dynamic and is constantly undergoing change to meet ever-changing academic and educational requirements. This implies that books referred for a specific curriculum may also have to be altered accordingly. EuroSchool has decided to provide books and stationery under school essentials, thereby ensuring that each and every student not only has access to these books, but obtains the same at a reasonable price. The books provided also cover journals, art books, notebooks and specific books for project-based learning.
The list of books required for each class will be provided to parents prior to the start of the new academic session and the same can be collected from the school bookstore on scheduled dates, which will be intimated in advance to each parent.
Parents of students in the pre-primary section are requested to note that books for these programs are a part of the Welcome Kit.

B. Uniforms
Uniforms instill in children a sense of discipline and collective identity. They also motivate children to function in groups and establish a sense of belonging to a branded group.
Uniforms are an important component of school essentials at EuroSchool and are provided directly by the school at the start of each academic session. If and where required, parents can also purchase only specific contents from a set, prices for which will be available upon enquiry. Our uniforms have been designed by reputed designers. The uniform keeps in mind the comfort of the child and durability of the clothing, with adequate emphasis on an unerring and unique style.
Replenishment of most components of uniforms will be available at the store throughout the year. However, prior to commencement of each academic year, the school will communicate to the parents, the specific dates when the entire set of uniforms will be supplied.
Parents of students in PlayGroup and Nursery are requested to note that there are no prescribed uniforms for children in these programmes.

C. Welcome Kit
At EuroSchool, every child in the pre-primary section i.e. PlayGroup, Nursery, EuroJunior and EuroSenior programme, will be given a Welcome Kit, also called as the Registration Kit. However, while some components from the Registration Kit will be handed to the child at a Parent Orientation Programme or on the first working day, certain components will be retained in the school and given to the child or the parent at an appropriate time. Workbooks used by the child as part of curriculum-based activity is a typical example of a component retained at the school. The standard Registration Kit will include some or all of the following:
* Parent Manual Bag  * Cap  * T-Shirt  * Parent I-Card  * Child I-Card  * Buddy Car Stickers  * Rhymes VCD  * School Organizer  * Workbooks  * Name Tag Sticker Sheet

*Applicable to PlayGroup/ Nursery Programme if offered by a given school.*
A. Fee Structure

EuroSchool has an organized and composite fee structure comprising of categories, some payable in lumpsum, while others with the facility to pay in installments. Fee categories can be broadly classified into one-time payments such as admission fee and library deposit, and annualized recurrent fees such as term fees, tuition fees, library fees and school essentials. The details of amounts payable for a specific class with relevant details will be available at the Collection Counter or Reception at the school. The school may, from time to time, revise the fee structure, and such changes will be intimated to parents.

In addition to the standard categories listed above, the school may request payments for certain additional facilities or programmes, such as:
- For taking students on field trips and excursions
- For membership into one of the many clubs in the school
- For specialized coaching in games & extra-curricular activities
- For vocational training programmes conducted by the school

B. Mode of Payment

In order to facilitate parents in the payment of fees, the school provides them a number of different options for this purpose:
- Payment may be made in cash at the collection counter located in the school
- Payment may be made by crossed account payee Cheques / Bank Pay Orders / Demand Drafts drawn in favour of EuroSchool Education Trust / EuroSchool Foundation at the collection counter at the school
- Cheques may be deposited in the cheque boxes located in the reception

Note: Parents are requested to ensure that payments are made on or before the due dates in order to avoid late charges as may be applicable. The schedule for payments will be available at the Collection Counter at the school.

C. Refund Policy

This section answers issues related to parents’ queries on refund of payments. The school policy on refund of student fees is as under:
- Admission fees once paid will not be refunded under any circumstances
- Tuition and Term Fees collected for an academic term will not be refunded if a student opts out in the middle of the current term. However, if the fees have been paid for the whole academic year, then a student who opts out of the school will be refunded the term fee and tuition fee for the following term, provided the request to withdraw from the school is given at least two weeks prior to the start of the next academic term
- Library deposit collected at the time of admission is refundable after deducting arrears, if any, towards the library facility
E. Transfer of Admission

EuroSchool formally appeals to all parents who wish to transfer their children to another school to do so at the end of an academic year, unless circumstances compel otherwise. The reason for our request stems from our concern for the student, since EuroSchool believes that every child has to be prepared emotionally and socially for this major change. We have trained our teachers to address such issues both empathetically and proactively. This ensures that the child goes through the whole process of change with little or no stress and, at the same time, enters the new institution enriched with the experiences that he has obtained from EuroSchool.

Once a parent has confirmed his intention to transfer the child, the school outlines the following procedure for easy transition:

- Requisition for transfer or leaving certificate and the proceeding will happen from 1st February 2014 to 28th February 2014. Parents should respond by - Feb 28th 2014
- The parent supports such request with a formal application available at the school reception for a Transfer Certificate along with the relevant charges for the same. (Kindly note that the school may require at least two weeks to issue the Transfer Certificate)
- The parent confirms with the Collection Centre that all dues pertaining to the child have been settled in full prior to applying for the Transfer Certificate
- On acceptance of the formal request and upon clearance of all dues, the school will process the application and will inform the parent to collect the Transfer Certificate when ready
- In addition to collecting the Transfer Certificate, parents are requested to also collect from the school any applicable refunds, the child’s appraisal report for the last completed session and the child’s medical records.
'While we try to teach our children all about life,
our children teach us what life is all about.'

Let's come together to make this learning experience an enjoyable and an enriching one.