Global Indian International School

Student Handbook

Academic Year: 2013-2014

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1. Principal’s Message

Welcome to the academic year 2013-2014 at Global Indian International School. This Handbook has been written for all parents / guardians and students from Kindergarten to Class 12.

The school provides a holistic learning environment and facilitates communication and interaction between teachers, students and parents. This manual offers a guideline and a time-specific framework for students. The school aims to focus on preparing the students to best meet the challenges in a proactive manner.

This handbook is intended to provide a brief, concise and understandable overview of some of the most important opportunities and expectations that anchor our program. It thus serves as a guide for parents and students to the policies and procedures to be followed during the school year. As with any guide, it only serves as a frame work for activities planned.

Campus specific details will be available from the respective campus office.

Please review this handbook with your child and feel free to contact the Principal, Vice-Principal, Coordinators, Teachers or staff, through telephone, e-mail or student school diary, if you have any questions about our programs, rules, or policies. We will do our best to address your concerns.

Regards,

Principal
2. Vision, Mission and Core Values

Vision
To become a Global Role Model for Teaching and Learning

Mission
We nurture our global students into men and women, who will be leaders of distinction, committed to spirit of excellence, through high quality education imparted by globally experienced and caring teachers building strong virtues and values while focusing on all round development, creativity and entrepreneurship.

Core Values
- Manage with Information and Metrics
- Agility & Adaptability
- Honesty, Integrity and Ethical Practices
- Attitude before Knowledge
- Team work
- Mentor, Coach and make a difference
- Ambience for Learning
3. Culture Statement

GIIS - SCHOOLS THAT LEARN

Our schools have become Safety Centered, Vision Directed, Values Driven, Student Focused, Analysis Based, Learning Enabled, Team Facilitated, Process Managed, Quality Managed and Result Oriented.

Quality Policy

We shall strive to enhance Learning through:

1. Adherence to our Quality Management System
2. Sharing of Best Practices
3. Actionable feedback based on Stakeholder Satisfaction Survey

Quality Objectives

Based on our Quality Management System, Quality Policy and Vision, Mission & Core Values, we will continuously strive to ensure:

1. Compliance to our Quality Management System
2. Learning at all Levels
3. Stakeholder Satisfaction
4. Adherence to our Values
4. Map and Location

GIIS Queenstown Campus, Singapore

GIIS East Coast Campus, Singapore

GIIS Balestier Campus, Singapore

For more details please visit: www.streetdirectory.com
## 5. Contact Details – GIIS Queenstown Campus, Singapore

<table>
<thead>
<tr>
<th>Activity</th>
<th>Name of concerned Person</th>
<th>Phone No.</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transport Queries</td>
<td>Cynthia</td>
<td>6508 3731</td>
<td><a href="mailto:transport.qt@globalindianschool.org">transport.qt@globalindianschool.org</a></td>
</tr>
<tr>
<td>Transport Queries - Escalation</td>
<td>Rathna Kumar</td>
<td>6508 3726</td>
<td><a href="mailto:transport.cord@globalindianschool.org">transport.cord@globalindianschool.org</a></td>
</tr>
<tr>
<td>ECA /CCA / SUPW</td>
<td>Latha Pradeep</td>
<td>6508 3717</td>
<td><a href="mailto:coordinator@globalindianschool.org">coordinator@globalindianschool.org</a></td>
</tr>
<tr>
<td>Book Shop &amp; Student ID Card</td>
<td>Debadrita Ray</td>
<td>6508 3743</td>
<td><a href="mailto:bookshop@globalindianschool.org">bookshop@globalindianschool.org</a></td>
</tr>
<tr>
<td>Field Trips</td>
<td>Rachna Sharma</td>
<td>6508 3770</td>
<td><a href="mailto:rachna.sharma@globalindianschool.org">rachna.sharma@globalindianschool.org</a></td>
</tr>
<tr>
<td>School Fees / Withdrawal from School</td>
<td>Amudha R.</td>
<td>6508 3723</td>
<td><a href="mailto:billing@globalindianschool.org">billing@globalindianschool.org</a></td>
</tr>
<tr>
<td></td>
<td>Priya Malshe</td>
<td>6508 3724</td>
<td><a href="mailto:priya.malshe@globalindianschool.org">priya.malshe@globalindianschool.org</a></td>
</tr>
<tr>
<td>Academic related matters</td>
<td>Principal’s Office</td>
<td>6508 3737</td>
<td><a href="mailto:ea.queenstown@globalindianschool.org">ea.queenstown@globalindianschool.org</a></td>
</tr>
<tr>
<td></td>
<td>Vice-Principal (Primary)</td>
<td>6508 3741</td>
<td><a href="mailto:sheela@globalindianschool.org">sheela@globalindianschool.org</a> (Primary)</td>
</tr>
<tr>
<td></td>
<td>Principal</td>
<td>6508 3736</td>
<td><a href="mailto:principal.queenstown@globalindianschool.org">principal.queenstown@globalindianschool.org</a></td>
</tr>
<tr>
<td>Academic related matters – escalation</td>
<td>Meenakshi Mehta, Principal</td>
<td>6508 3737</td>
<td><a href="mailto:principal.queenstown@globalindianschool.org">principal.queenstown@globalindianschool.org</a></td>
</tr>
<tr>
<td>Academic related matters – escalation</td>
<td>Deepa C. IB Diploma Coordinator</td>
<td>6508 3740</td>
<td><a href="mailto:deepa.chandrashekharan@globalindianschool.org">deepa.chandrashekharan@globalindianschool.org</a></td>
</tr>
<tr>
<td>Academic related matters – escalation</td>
<td>Sheeja K P (CBSE Classes 11-12)</td>
<td>6508 3738</td>
<td><a href="mailto:sheeja@globalindianschool.org">sheeja@globalindianschool.org</a></td>
</tr>
<tr>
<td></td>
<td>Deepika Sodhi (IGCSE Classes 8-10)</td>
<td>6508 3764</td>
<td><a href="mailto:deepika.sodhi@globalindianschool.org">deepika.sodhi@globalindianschool.org</a></td>
</tr>
<tr>
<td></td>
<td>Vinola Williams (CBSE Classes 9-10)</td>
<td>6508 3748</td>
<td><a href="mailto:vinola.williams@globalindianschool.org">vinola.williams@globalindianschool.org</a></td>
</tr>
<tr>
<td>Activity</td>
<td>Name of concerned Person</td>
<td>Phone No.</td>
<td>Email Address</td>
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<td>-------------------------------</td>
<td>----------------------------------------------------</td>
<td>--------------------</td>
<td>----------------------------------------------------</td>
</tr>
<tr>
<td>Appointment with teachers</td>
<td>Rajni Parashar (CBSE Classes 7-8)</td>
<td>6508 3739</td>
<td><a href="mailto:rajni.parasher@globalindianschool.org">rajni.parasher@globalindianschool.org</a></td>
</tr>
<tr>
<td></td>
<td>Latha Pradeep Activity / ECA / CCA</td>
<td>6508 3717</td>
<td><a href="mailto:coordinator@globalindianschool.org">coordinator@globalindianschool.org</a></td>
</tr>
<tr>
<td></td>
<td>Though <a href="http://www.mygiis.org">www.mygiis.org</a> (Intranet portal)</td>
<td></td>
<td>Mail directly in MYGIIS / Outlook Exchange to the teacher concerned / Note in School Diary</td>
</tr>
<tr>
<td></td>
<td>Reception (Primary)</td>
<td>6508 3733</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reception (Secondary)</td>
<td>6508 3700</td>
<td></td>
</tr>
<tr>
<td>Appointment with Principal and Vice-Principal</td>
<td>Meenakshi Mehta, Principal</td>
<td>6508 3737</td>
<td><a href="mailto:ea.queenstown@sg.globalindianschool.org">ea.queenstown@sg.globalindianschool.org</a></td>
</tr>
<tr>
<td></td>
<td>Vice-Principal (Primary)</td>
<td>6508 3733</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vice Principal (Secondary)</td>
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<tr>
<td>House Activities</td>
<td>Level Coordinators</td>
<td>As mentioned above</td>
<td>As mentioned above</td>
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<td>Inter-school Competitions</td>
<td>Coordinators and HOD</td>
<td>Coordinators as above</td>
<td>Coordinators e-mail as above</td>
</tr>
<tr>
<td></td>
<td>Physical Education</td>
<td>6508 3775</td>
<td><a href="mailto:kuldeep.singh@globalindianschool.org">kuldeep.singh@globalindianschool.org</a></td>
</tr>
<tr>
<td>Newsletters / School Magazines / Photography</td>
<td>Rasheeda Pagadiwala</td>
<td>6508 3773</td>
<td><a href="mailto:rashida.pagadiwala@globalindianschool.org">rashida.pagadiwala@globalindianschool.org</a></td>
</tr>
<tr>
<td>Lost and Found</td>
<td>Operations</td>
<td>6508 3749 / 716</td>
<td><a href="mailto:operations@globalindianschool.org">operations@globalindianschool.org</a></td>
</tr>
<tr>
<td>School Nurse</td>
<td>Operations</td>
<td>6508 3700 Ext (782)</td>
<td></td>
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<tr>
<td>Activity</td>
<td>Name of concerned Person</td>
<td>Phone No.</td>
<td>Email Address</td>
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<tr>
<td>Global Indian Cultural Centre</td>
<td>Latha Pradeep</td>
<td>6508 3717</td>
<td><a href="mailto:coordinator@globalindianschool.org">coordinator@globalindianschool.org</a></td>
</tr>
<tr>
<td>Letters for school students for visa purposes, conduct certificate, etc</td>
<td>Arpita Saha</td>
<td>6508 3737</td>
<td><a href="mailto:ea.queenstown@globalindianschool.org">ea.queenstown@globalindianschool.org</a></td>
</tr>
<tr>
<td>Parent Login ID on mygiis</td>
<td>Suresh D.</td>
<td>6508 3729</td>
<td><a href="mailto:suresh@globalindianschool.org">suresh@globalindianschool.org</a></td>
</tr>
<tr>
<td>Medical Insurance Policy</td>
<td>Shruti Thakur</td>
<td>6508 3705</td>
<td><a href="mailto:admissions3@sg.globalindianschool.org">admissions3@sg.globalindianschool.org</a></td>
</tr>
<tr>
<td>Student Pass</td>
<td>Ashwini Parab</td>
<td>6508 3714</td>
<td><a href="mailto:admissions2@sg.globalindianschool.org">admissions2@sg.globalindianschool.org</a></td>
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<tr>
<td>Updating Student Records</td>
<td>Class Teacher</td>
<td>6508 3700</td>
<td><a href="mailto:studentrecords@sg.globalindianschool.org">studentrecords@sg.globalindianschool.org</a></td>
</tr>
<tr>
<td>Finance-related matters</td>
<td></td>
<td>6508 3700</td>
<td><a href="mailto:finance.qt@globalindianschool.org">finance.qt@globalindianschool.org</a></td>
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</table>
### 6. Classroom Allocation Details – GIIS Queenstown Campus, Singapore

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Class</th>
<th>Room No</th>
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<tbody>
<tr>
<td>1</td>
<td>Library (Primary)</td>
<td>A #01-01</td>
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<tr>
<td>2</td>
<td>Nursery</td>
<td>A #01-02</td>
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<tr>
<td>3</td>
<td>Toy Room</td>
<td>A #01-03</td>
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<tr>
<td>4</td>
<td>K2 B</td>
<td>A #01-04</td>
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<tr>
<td>5</td>
<td>K2 A</td>
<td>A #01-05</td>
</tr>
<tr>
<td>6</td>
<td>K1 B</td>
<td>A #01-06</td>
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<tr>
<td>7</td>
<td>K1 A</td>
<td>A #01-07</td>
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<tr>
<td>8</td>
<td>Music Room</td>
<td>A #01-11</td>
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<tr>
<td>9</td>
<td>IT Lab A</td>
<td>A #02-01</td>
</tr>
<tr>
<td>10</td>
<td>Class 1A</td>
<td>A #02-02</td>
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<td>11</td>
<td>Class 1B</td>
<td>A #02-03</td>
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<tr>
<td>12</td>
<td>Class 2A</td>
<td>A #02-04</td>
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<td>Class 2B</td>
<td>A #02-05</td>
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<td>A #02-06</td>
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<td>24</td>
<td>Speech &amp; Drama Room</td>
<td>A #03-07A</td>
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<td>Music Room</td>
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<td>Store</td>
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<td>Dance Room</td>
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<td>Class 11A</td>
<td>B #01-10</td>
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<td>50</td>
<td>Dance Room</td>
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<td>Sports Room</td>
<td>B #01-13</td>
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<td>New Physics Lab</td>
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<td>Class 11C</td>
<td>B #01-16</td>
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<td>Art Room</td>
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<td>Keyboard Room</td>
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<td>61</td>
<td>EA to Principal's Office</td>
<td>B #02-02B</td>
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<tr>
<td>62</td>
<td>Photocopy / Server Room</td>
<td>B #02-02C</td>
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<td>63</td>
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<td>B #02-03</td>
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<td>Class 12C</td>
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<td>Class 11B</td>
<td>B #02-07</td>
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<td>68</td>
<td>AV Room</td>
<td>B #02-08</td>
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<tr>
<td>69</td>
<td>GICC / Counsellor Room</td>
<td>B #02-09</td>
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<tr>
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<td>Telephone Switchboard Room</td>
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<td>B #02-13</td>
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<td>B #02-15</td>
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<td>89</td>
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<td>IGCSE 8C</td>
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<td>95</td>
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<td>Faculty Room C</td>
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<td>97</td>
<td>Academic Centre</td>
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<td>98</td>
<td>Music Room</td>
<td>Detached Small House building</td>
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<td>99</td>
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<td>C #02-02</td>
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<td>IB YR 1B</td>
<td>C #02-03</td>
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<td>Operations/Transport Office</td>
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<td>C #03-01</td>
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<td>106</td>
<td>IB YR 2A</td>
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<td>107</td>
<td>IB YR 2B</td>
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<td>110</td>
<td>IGCSE 10 CR</td>
<td>C #03-06</td>
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## 7. Contact Details – GIIS East Coast Campus, Singapore

<table>
<thead>
<tr>
<th>Activity</th>
<th>Name of concerned Person</th>
<th>Phone No.</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transport Queries</td>
<td>Mr Michael (City Line)</td>
<td>Will be updated by July 1</td>
<td>‘Bus Coordinator’ on mygiis.org</td>
</tr>
<tr>
<td>Transport Queries</td>
<td>Ms Seema Rasal</td>
<td>6442 6670</td>
<td><a href="mailto:transport.eastcoast@globalindianschool.org">transport.eastcoast@globalindianschool.org</a></td>
</tr>
<tr>
<td>ECA / CCA / SUPW</td>
<td>Ms Ramyalakshmi</td>
<td>6442 6670</td>
<td><a href="mailto:ramyalakshmi@globalindianschool.org">ramyalakshmi@globalindianschool.org</a></td>
</tr>
<tr>
<td>Book Shop and Student ID Card</td>
<td>Mr Zulcanain</td>
<td>6442 6670</td>
<td><a href="mailto:bookshop.eastcoast@globalindianschool.org">bookshop.eastcoast@globalindianschool.org</a></td>
</tr>
<tr>
<td>Field Trips</td>
<td>Ms Ramyalakshmi</td>
<td>6442 6670</td>
<td><a href="mailto:ramyalakshmi@globalindianschool.org">ramyalakshmi@globalindianschool.org</a></td>
</tr>
<tr>
<td>School Fees / Withdrawal from School</td>
<td>To be updated</td>
<td>6508 3725</td>
<td>To be updated</td>
</tr>
<tr>
<td>Academic related matters</td>
<td>Respective Class teacher</td>
<td></td>
<td>Mail on MyGIIS.org / Note in School Diary</td>
</tr>
<tr>
<td>Academic related matters – escalation to Level Coordinators</td>
<td>Ms Rema Rajiv (Kindergarten)</td>
<td>6442 6670</td>
<td><a href="mailto:rema.rajiv@globalindianschool.org">rema.rajiv@globalindianschool.org</a></td>
</tr>
<tr>
<td></td>
<td>Ms Ruchi Mathur (Classes 1, 2 and 3)</td>
<td>6442 6670</td>
<td><a href="mailto:ruchi.mathur@globalindianschool.org">ruchi.mathur@globalindianschool.org</a></td>
</tr>
<tr>
<td></td>
<td>Ms Kiran Garga (Classes 4 to 8)</td>
<td>6442 6670</td>
<td><a href="mailto:kiran.garg@globalindianschool.org">kiran.garg@globalindianschool.org</a></td>
</tr>
<tr>
<td></td>
<td>Ms Shyla Menon (Classes 9 and 10)</td>
<td>6442 6670</td>
<td><a href="mailto:shyla.menon@globalindianschool.org">shyla.menon@globalindianschool.org</a></td>
</tr>
<tr>
<td></td>
<td>Principal</td>
<td>6442 6670</td>
<td><a href="mailto:principal.eastcoast@globalindianschool.org">principal.eastcoast@globalindianschool.org</a></td>
</tr>
<tr>
<td>Academic related matters - escalation</td>
<td>Teachers</td>
<td></td>
<td>Mail on mygiis.org / Note in School Diary</td>
</tr>
<tr>
<td>Appointment with teachers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appointment with Principal</td>
<td>Ms Swati Verma</td>
<td>6442 5783</td>
<td><a href="mailto:swati.verma@globalindianschool.org">swati.verma@globalindianschool.org</a></td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------------</td>
<td>-----------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>House Activities</td>
<td>Ms Ratna Punjabi</td>
<td>6442 6670</td>
<td><a href="mailto:ratna.punjabi@globalindianschool.org">ratna.punjabi@globalindianschool.org</a></td>
</tr>
<tr>
<td>Inter-school competitions</td>
<td>Ms Ramyalakshmi</td>
<td>6442 6670</td>
<td><a href="mailto:ramyalakshmi@globalindianschool.org">ramyalakshmi@globalindianschool.org</a></td>
</tr>
<tr>
<td>Newsletters / School Magazines / Photography</td>
<td>Ms Ramyalakshmi, Mr Subrahmanyam</td>
<td>6442 6670</td>
<td><a href="mailto:ramyalakshmi@globalindianschool.org">ramyalakshmi@globalindianschool.org</a>, <a href="mailto:atchula.s@globalindianschool.org">atchula.s@globalindianschool.org</a></td>
</tr>
<tr>
<td>Lost and Found, School Nurse</td>
<td>Ms Vanita Kapoor</td>
<td>6442 6670</td>
<td><a href="mailto:reception.eastcoast@globalindianschool.org">reception.eastcoast@globalindianschool.org</a></td>
</tr>
<tr>
<td>Global Indian Cultural Centre (GICC)</td>
<td>Ms Seema Rasal</td>
<td>6442 6670</td>
<td><a href="mailto:transport.eastcoast@globalindianschool.org">transport.eastcoast@globalindianschool.org</a></td>
</tr>
<tr>
<td>Letters for school students for visa purposes, conduct certificate, etc</td>
<td>Principal for Approval- Ms Ramyalakshmi</td>
<td>6442 6670</td>
<td>Mail on MyGIIS.org, or <a href="mailto:principal.eastcoast@globalindianschool.org">principal.eastcoast@globalindianschool.org</a>, <a href="mailto:ramyalakshmi@globalindianschool.org">ramyalakshmi@globalindianschool.org</a></td>
</tr>
<tr>
<td>Parent Login ID on MyGIIS.org</td>
<td>Ms Swati Verma</td>
<td>6442 5783</td>
<td><a href="mailto:swati.verma@globalindianschool.org">swati.verma@globalindianschool.org</a></td>
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<tr>
<td>Medical Insurance Policy</td>
<td>Ms Shruti Thakur</td>
<td>6508 3705</td>
<td><a href="mailto:admissions3@sg.globalindianschool.org">admissions3@sg.globalindianschool.org</a></td>
</tr>
<tr>
<td>Student Pass</td>
<td>Ms Ashwini Parab</td>
<td>6508 3714</td>
<td><a href="mailto:admissions2@sg.globalindianschool.org">admissions2@sg.globalindianschool.org</a></td>
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<tr>
<td>Updating Student Records</td>
<td>Class Teacher</td>
<td>6508 3700</td>
<td><a href="mailto:studentrecords@sg.globalindianschool.org">studentrecords@sg.globalindianschool.org</a></td>
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<td>6508 3700</td>
<td><a href="mailto:finance.ec@globalindianschool.org">finance.ec@globalindianschool.org</a></td>
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## 8. Classroom Allocation Details – GIIS East Coast Campus, Singapore

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<td>K1 B</td>
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<tr>
<td>4</td>
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<td>5</td>
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<td>7</td>
<td>K2 A / PM A</td>
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### 9. Contact Details – GIIS Balestier Campus, Singapore

<table>
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<tr>
<th>Activity</th>
<th>Name of concerned Person</th>
<th>Phone No.</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transport Queries</td>
<td>Reena Gupta, Transport executive from School</td>
<td>6254 3258</td>
<td><a href="mailto:transport.balestier@globalindianschool.org">transport.balestier@globalindianschool.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Ext 305)</td>
<td></td>
</tr>
<tr>
<td>Transport Queries</td>
<td>Gilbert / Jess from Dike Logistic</td>
<td>6254 3258</td>
<td><a href="mailto:info@advan.sg">info@advan.sg</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Ext 322)</td>
<td><a href="mailto:giis@dikelogistic.com">giis@dikelogistic.com</a></td>
</tr>
<tr>
<td>ECA / CCA / SUPW</td>
<td>Thelma Murzello</td>
<td>6254 3258</td>
<td><a href="mailto:thelma.murzello@globalindianschool.org">thelma.murzello@globalindianschool.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Ext. 304)</td>
<td></td>
</tr>
<tr>
<td>Book Shop and Student ID Card</td>
<td>Saniah Ismail (Bookshop)</td>
<td>6254 3258</td>
<td><a href="mailto:saniah.ismail@globalindianschool.org">saniah.ismail@globalindianschool.org</a></td>
</tr>
<tr>
<td></td>
<td>Masitah Osman (ID cards)</td>
<td></td>
<td><a href="mailto:masitah.binte@globalindianschool.org">masitah.binte@globalindianschool.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Ext 306)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field Trips</td>
<td>Class Teacher</td>
<td>6254 3258</td>
<td>Mail on mygiis.org or note in school diary.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Fees / Withdrawal from</td>
<td>Amita Parashurami</td>
<td>6254 3258</td>
<td><a href="mailto:reception.balestier@globalindianschool.org">reception.balestier@globalindianschool.org</a></td>
</tr>
<tr>
<td>School</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academy related matters -</td>
<td>Melissa Maria, Principal</td>
<td>6254 3258</td>
<td><a href="mailto:principal.balestier@globalindianschool.org">principal.balestier@globalindianschool.org</a></td>
</tr>
<tr>
<td>escalation</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Academic related matters –</td>
<td>Sujata Tilak Coordinator for Kindergarten</td>
<td>6254 3258</td>
<td><a href="mailto:sujata.tilak@globalindianschool.org">sujata.tilak@globalindianschool.org</a></td>
</tr>
<tr>
<td>escalation, to respective</td>
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<td></td>
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</tr>
<tr>
<td>Coordinators</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic related matters –</td>
<td>Anita Narayan Coordinator for Classes 1 – 3</td>
<td>6254 3258</td>
<td><a href="mailto:anita.narayan@globalindianschool.org">anita.narayan@globalindianschool.org</a></td>
</tr>
<tr>
<td>escalation, to respective</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td>Name of concerned Person</td>
<td>Phone No.</td>
<td>Email Address</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------------------</td>
<td>-----------</td>
<td>---------------------------------------------------</td>
</tr>
<tr>
<td>Academic related matters</td>
<td>Rekha Varghese</td>
<td>6254 3258</td>
<td><a href="mailto:rekha.varghese@globalindianschool.org">rekha.varghese@globalindianschool.org</a></td>
</tr>
<tr>
<td></td>
<td>Coordinator for Classes 4 – 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appointment with teachers</td>
<td>Class Teacher</td>
<td>6254 3258</td>
<td>Mail on mygiis.org or Note in school diary</td>
</tr>
<tr>
<td>Appointment with Principal / Vice-Principal</td>
<td>Amita Parashurami</td>
<td>6254 3258</td>
<td><a href="mailto:reception.balestier@globalindianschool.org">reception.balestier@globalindianschool.org</a></td>
</tr>
<tr>
<td>House Activities</td>
<td>Rekha Varghese</td>
<td>6254 3258</td>
<td><a href="mailto:rekha.varghese@globalindianschool.org">rekha.varghese@globalindianschool.org</a></td>
</tr>
<tr>
<td>Inter-school competitions</td>
<td>Co-ordinators</td>
<td>6254 3258</td>
<td><a href="mailto:sujata.tilak@globalindianschool.org">sujata.tilak@globalindianschool.org</a> (KG)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:anita.narayan@globalindianschool.org">anita.narayan@globalindianschool.org</a> (Classes 1 – 3)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:rekha.varghese@globalindianschool.org">rekha.varghese@globalindianschool.org</a> (Classes 4 – 6)</td>
</tr>
<tr>
<td>Newsletters / School Magazines / Photography</td>
<td>Srividya Thyagarajan</td>
<td>6254 3258</td>
<td><a href="mailto:srividya.thyagarajan@globalindianschool.org">srividya.thyagarajan@globalindianschool.org</a></td>
</tr>
<tr>
<td>Lost &amp; Found, School Nurse</td>
<td>Amita Parashurami</td>
<td>6254 3258</td>
<td><a href="mailto:reception.balestier@globalindianschool.org">reception.balestier@globalindianschool.org</a></td>
</tr>
<tr>
<td>Cultural Activities and Sports Training Programme</td>
<td>Thelma Murzello</td>
<td>6254 3258 (Ext 307)</td>
<td><a href="mailto:thelma.murzello@globalindianschool.org">thelma.murzello@globalindianschool.org</a></td>
</tr>
<tr>
<td>Letters for school students for visa purposes, conduct certificate, etc</td>
<td>Amita Parashurami</td>
<td>6254 3258</td>
<td><a href="mailto:reception.balestier@globalindianschool.org">reception.balestier@globalindianschool.org</a></td>
</tr>
<tr>
<td>Parent Login ID on MyGIIS.org</td>
<td>Suresh D.</td>
<td>6508 3729</td>
<td><a href="mailto:suresh@globalindianschool.org">suresh@globalindianschool.org</a></td>
</tr>
<tr>
<td>Activity</td>
<td>Name of concerned Person</td>
<td>Phone No.</td>
<td>Email Address</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------------------</td>
<td>-----------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>Medical Insurance Policy</td>
<td>Shruti Thakur</td>
<td>6508 3705</td>
<td><a href="mailto:admissions3@sg.globalindianschool.org">admissions3@sg.globalindianschool.org</a></td>
</tr>
<tr>
<td>Student Pass</td>
<td>Ashwini Parab</td>
<td>6508 3714</td>
<td><a href="mailto:admissions2@sg.globalindianschool.org">admissions2@sg.globalindianschool.org</a></td>
</tr>
<tr>
<td>Updating Student Records</td>
<td>Class Teacher</td>
<td>6508 3700</td>
<td><a href="mailto:studentrecords@sg.globalindianschool.org">studentrecords@sg.globalindianschool.org</a></td>
</tr>
<tr>
<td>Finance-related matters</td>
<td></td>
<td>6508 3700</td>
<td><a href="mailto:finance.bl@globalindianschool.org">finance.bl@globalindianschool.org</a></td>
</tr>
</tbody>
</table>
## 10. Classroom Allocation Details – GIIS Balestier Campus, Singapore

<table>
<thead>
<tr>
<th>S/No.</th>
<th>Class</th>
<th>Class Room Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Nursery</td>
<td>01-10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>( 1 class )</td>
</tr>
<tr>
<td>2</td>
<td>K1</td>
<td>01-08, 09, 14, 15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>( 4 classes )</td>
</tr>
<tr>
<td>3</td>
<td>K2</td>
<td>01-01, 02, 03, 04, 19, 20, 22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>( 7 classes )</td>
</tr>
<tr>
<td>4</td>
<td>Class 1</td>
<td>02-01, 02, 03, 10, 11</td>
</tr>
<tr>
<td></td>
<td></td>
<td>( 5 classes )</td>
</tr>
<tr>
<td>5</td>
<td>Class 2</td>
<td>02-05, 02-07, 03-05, 06, 07</td>
</tr>
<tr>
<td></td>
<td></td>
<td>( 5 classes )</td>
</tr>
<tr>
<td>6</td>
<td>Class 3</td>
<td>03-01, 02, 09, 10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>( 4 classes )</td>
</tr>
<tr>
<td>7</td>
<td>Class 4</td>
<td>03-03, 04, 08, 04-03, 04</td>
</tr>
<tr>
<td></td>
<td></td>
<td>( 5 classes )</td>
</tr>
<tr>
<td>8</td>
<td>Class 5</td>
<td>04-05, 06, 07, 08</td>
</tr>
<tr>
<td></td>
<td></td>
<td>( 4 classes )</td>
</tr>
<tr>
<td>9</td>
<td>Class 6</td>
<td>04-01, 02, 10</td>
</tr>
<tr>
<td></td>
<td></td>
<td>( 3 classes )</td>
</tr>
</tbody>
</table>
11. General Introduction

Initial school education reflects the growth of society and the foundation for this is laid in primary years of education. These are the formative years during which children pick up habits, develop concepts and skills that last them throughout their lives.

GIIS Queenstown Campus offers Global Montessori Plus programme for Kindergarten, CBSE and CBSE-i curriculum for Classes 1 to 10, IGCSE option for Classes 8 to 10 and CBSE / IB Diploma Programme for Classes 11 and 12.

GIIS East Coast Campus offers Global Montessori Plus programme for Kindergarten, CBSE and CBSE-i curriculum for Classes 1 to 10, and IGCSE option for Classes 8 to 10.

GIIS Balestier Campus offers Global Montessori Plus programme for Kindergarten and CBSE and CBSE-i curriculum for Classes 1 to 6.

To maximise learning benefits, sincere and disciplined approach to regular studies, homework submission and time management is expected from all students. Our teachers would be the bridge between your child’s quest for knowledge and the prescribed textbooks. With focus on interactive learning, we aim to build rapport between teachers and students and provide ideal environment for learning.

Teachers will

- Educate students on expected academic performance, discipline and attitude standards. They will keep the Coordinator / Vice-Principal / Principal informed. If absolutely required, parents will be contacted.

- Assign regular homework in all the subjects, as part of continual learning programme.

To strengthen the child/ward’s academic and general performance, parents are requested and required to

- Check the intranet mails regularly for general as well as specific, information regarding their child

- Acknowledge the information sent and take appropriate action.
• Enquire from the child about any assigned homework and ensure prompt submission.

• Enquire from the child about any project work, practical assignment, activity and ensure prompt submission.

• Discuss issues of concern with prior appointment with the teacher concerned and/or Coordinator.

Our School Day

• regular school timings for
  
  o Nursery and Kindergarten: 9.00 am to 12.15 pm
  
  o Classes 1 and above: 9.00 am to 3.40 pm

• Students should reach school before 9.00 am and should not be on the school premises after 4.00 pm, unless they are authorised and are under the supervision of a teacher/coach.

• Students’ free activities during break and lunch are restricted to designated areas. Playing in bus the bay is strictly prohibited.

Morning Assembly

Morning assembly is held on assigned weekdays.

• Students are required to reach the auditorium as soon as they arrive at school on the day of the scheduled assembly.

• Students get an opportunity, on class-wise rotational basis to address their school mates and throw an insight into the major current events, talk on historical events of the past and show case their talent.

Attendance

• Academic achievement improves when attendance is consistent; therefore it is important to be in class each day. The Principal, upon receipt of a written statement
from the parent or guardian explaining the reason for the absence, will excuse absences of students in certain cases.

- Students who reach school late must sign in at the Security Desk / Reception upon arrival. Students who leave school early must sign out at the Security Desk / Reception before leaving school. Students will be allowed to leave early only on approval from the Level Coordinator / Class Teacher.

- Students who need pre-planned leave of more than two days require prior approval from the Principal.

- Students taking medical leave should submit their medical certificate as well as fitness certificate, when they start attending school after illness.

- Students are advised not to come to school with illness even during their exams.

- Students on medical leave during a test will be given grades based on their Continual Assessments.

**Parent Teacher Meeting (PTM):**

Parent Teacher Meetings are regularly arranged by school to communicate progress of the child.

Parents can also initiate a meeting with any teacher by appointment.

**Feedback and Suggestions:**

- The school recognises that there may be conditions in the school campus that are in need of improvement. Feedback can be given online at mygiis.org, mails, telephone calls and meetings.

**Enrolment-related Clarifications:**

For the purpose of seeking timely and fair resolution of disputes or complaints that relate to student’s enrolment, the contact persons are as given below.

**Level 1** – Admissions Manager - response time 48 hours.

**Level 2** – Finance Controller - response time 24 hours.
12. Guidelines on Usage of Intranet Portal – MyGIIS.org

User Login ID and Password will be given by the Admissions Department upon a student’s enrolment in our school. The parents can use this to login to www.mygiis.org and access various features online which will be very helpful and are user friendly.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calendar</td>
<td>Allows you to view the year and term calendar for your wards.</td>
</tr>
<tr>
<td>Exam &amp; Results</td>
<td>Allows viewing your ward’s test marks online.</td>
</tr>
<tr>
<td>Fees History</td>
<td>Gives the payment history and outstanding fees for your wards</td>
</tr>
<tr>
<td>GIIS Directory</td>
<td>Gives the contact details for the teacher handling your ward’s class and campus contact details.</td>
</tr>
<tr>
<td>Messaging</td>
<td>This is the main communication channel which can be used for mailing teachers, staff and technical support and view mails from school.</td>
</tr>
<tr>
<td>Parent-Teacher Meet</td>
<td>Access is given for a period of time when registration opens for PTM scheduled.</td>
</tr>
<tr>
<td>Profile Update</td>
<td>This feature has to be updated for any small changes in your contact details as these details reflect in your child’s report card.</td>
</tr>
<tr>
<td>School Bus</td>
<td>Allows you to put a request for start/stop of your child’s bus service.</td>
</tr>
<tr>
<td>Syllabus</td>
<td>Allows viewing the syllabus for all the subjects for your child’s class test wise.</td>
</tr>
<tr>
<td>Timetable</td>
<td>The timetable of your child can be viewed here.</td>
</tr>
<tr>
<td>Worksheets</td>
<td>This feature allows you to download the worksheets done in your child’s class for all subjects.</td>
</tr>
<tr>
<td>Edit Login Info</td>
<td>Allows you to edit your username and/or password given by school at the time of registration. It is advisable to change password frequently for security reasons.</td>
</tr>
</tbody>
</table>
Updates on Intranet Portal – MyGIIS.org

The student and parent particulars, as provided by the parent, appear on the MyGIIS student profile. It is the parent’s responsibility to ensure that these records are correct and updated at all times. In case of a change in any of the following particulars, you are requested to inform your child’s class teacher immediately.

- Passport details of child or both parents
- Immigration status of the child or of both parents
- Change in contact details, including current address, international home address for student pass holders, phone number and email ID.
- In case Singapore citizenship is acquired by the student, the school needs to be informed immediately

- Students should wear white socks and white shoes on all days
- Blue shirts need to be tucked in for both, boys and girls
- PE and House t-shirts need not be tucked in
- Students should comply with the school dress code throughout the time that they are on the school campus or school trips unless informed otherwise

<table>
<thead>
<tr>
<th>BOYS</th>
<th>GIRLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Juniors — Blue shorts and light blue striped shirt (Classes 1 to 7)</td>
<td>Blue skirts and light blue striped shirt</td>
</tr>
<tr>
<td>Seniors — Blue long pants and light blue striped shirt (Classes 8 to 12)</td>
<td></td>
</tr>
<tr>
<td>House t-shirt with blue shorts / pants (on assigned days)</td>
<td>House t-shirt with blue shorts (on assigned days)</td>
</tr>
</tbody>
</table>
14. Academic and Other Activities

To provide holistic education, we provide various academic and activity based programmes. Prominent artists and academicians from various walks of life are invited to share their knowledge and experiences. Some of the various programmes that enrich values and knowledge are –

A. Evaluation

☐ In addition to assessments, which include four unit tests and two examinations, Continuous Comprehensive Evaluation (CCE) is administered on a regular basis through project work, class room interactions and surprise class tests. We place emphasis on improving students’ research, inference, analytical, reading, writing, speaking and listening skills.

B. Awards

☐ Academic Excellence

☐ Sports Excellence

☐ Performing and Fine Arts

C. Academic Support Activities

☐ Field trips – To strengthen opportunities to learn beyond the confines of the classroom and explore new areas of learning, regular field trips are arranged for all levels.

☐ External Examinations – School works in conjunction with eminent national and international bodies such as International Maths Olympiad, National Science Olympiad, ICAS (UNSW) to facilitate student participation in various exams as per their choice and interest.

☐ Debates – School regularly participates in debate programs conducted by local schools and debating championship held by Julia Gabriel group and others.

☐ Project exhibition – Students are assigned different topics and specific projects for
each level during school holidays and they are given opportunities to exhibit their projects and learn from those of others.

☐ Language week – School organises language week for all levels to improve oral/conversational skills of students in the second language. Some of the activities conducted during second language period are drama, skit and poem recitation.

☐ Book week – School also organises a book week for all levels to promote reading habits. Various activities are planned and organized to bring book characters alive, for example, children dress up as book characters.

☐ Intra-school and Inter-school Events:

Students at all levels are encouraged to participate in all school events. We believe that no child should be left behind and hence offer opportunities for participation in Annual Day celebrations, Sports day, Literary Week, Science Nite Out and similar programmes, along with weekly House activities.

**Inter-school events:**

In order to encourage, promote and provide a platform to showcase their individual talents, School also organises the following events:

☐ Global Indian Stars: Inter-school singing competition

☐ GIIS Carnival: Inter-school cultural -fiesta

☐ GIIS Jhankaar: Inter-school dance competition

☐ GIIS Creative stage: Inter-school drama competition

☐ GIIS Inter-school Quiz, Spelling, debate and recitation competitions
15. School Policy on External School Competitions and Events

GIIS encourages its students to participate in various events and competitions being organised within and outside GIIS. The inter-house competitions within the school are governed by the school Inter-House Competitions policy. The conduct of external school events and competitions shall be governed by following guidelines.

**Inter-school competitions:**

- Students shall be selected based on set criteria and at the discretion of the teachers-in-charge. Equal opportunity shall be provided to eligible students to compete and get selected for representing the school in various events/competitions.

- A consent form for external competitions/events shall be sent by the respective office for parents to provide their consent for their child/children’s participation in external school events. Students, who do not submit the consent form to the office/teacher-in-charge by the due date, shall not be included for the event.

- School shall, on best case basis, arrange transport for students for these events. However, in cases where such transport cannot be arranged, parents shall drop their child/children to the venue and pick them up at the stipulated time. Prior intimation regarding this will be sent.

- Students may be required to stay overtime or come to school on holidays as a part of rehearsals and preparations for inter-school events. Parents shall make appropriate arrangement for dropping and receiving their child/children on such occasions.

- All students shall abide by the student code of conduct and instructions of the accompanying school teacher/staff member while representing school in various competitions/events.

**Social and Cultural Activities**

- **House system** – All the students are allocated one of four Houses and weekly activities and competitions are organised to bring out the best in our students and this also helps in building up the team spirit amongst them. Points are allocated to the House for each activity and the cumulative results are the basis on which winner is declared.

- **CCA, ECA and SUPW** - These are some additional activities that contribute to the
enhancement of a student’s all-round abilities. Students can choose from a wide variety of activities. Many of these activities are conducted by external professionals.
16. GIIS Policy on Discipline

Advisory: Principal

Members

1. Discipline Committee Members (Teachers)
2. Discipline Committee Members (Student Council)
3. In consultation with: Parents Support Group

Statement:
The Global Indian International School Discipline Policy aims to encourage the development and maintenance of positive relationships between all members of the school community as an integral part of all aspects of school life.

Beliefs:
At Global Indian International School, we believe that:

- all individuals are to be valued and treated with respect;
- all individuals have rights and responsibilities with regards to their behaviour;
- self esteem is crucial to the positive development of all individuals;
- positive relationships create a safe, harmonious and cooperative working environment;
- behaviour management is the responsibility of the entire school community.

Aims:
At Global Indian International School, we aim to:

- encourage all individuals to accept and act upon their responsibilities;
- enhance the self esteem of all individuals through positive action
- support all individuals when required;
- encourage and maintain positive relationships between all members of our school community.
- ensure that the preferred behaviour management practices are meaningful and consistent throughout the committee.
Proactive Approach:
Global Indian International School supports a proactive rather than reactive approach to Behaviour Management by putting the following procedures in place.

Preferred Behaviour Management Practices:
The objective of this policy is to achieve the stated aims by providing the procedures to ensure good practices in the areas of **Prevention, Correction and Support**. These three areas are cyclical and are covered by three factors – **consistency, clear rules and fair treatment**.

Preferred Practices:
- all teachers will clarify the common rights, rules and responsibilities.
- the school’s rights-responsibilities-rules-routine code forms the basis for all behaviour management.
- the school community will actively promote, teach and support positive behaviour.
- use positive corrective practice wherever possible.
- keep the focus on primary behaviour
- invite, model and expect respect.
- build, promote and expect a united approach to behaviour management.

**Prevention** involves building positive and avoiding negative behaviour through the understanding of rights, responsibilities and the establishment of rules and routines

**Support** involves supporting staff, students and parents through feedback as well as repairing and rebuilding relationships

**Correction** involves dealing with negative behaviours by applying corrective action both immediate and deferred.
Rights-Responsibilities-Rules-Routine:
Through the development of rights and responsibilities of the members of our school community together with the establishment of whole school rules and routines there exists a consistent and clear approach to manage behaviour within school as a whole.

Rights: A right is something an individual is entitled to. At Global Indian International School every individual has rights and is thereby entitled to:

- feel safe at school
- teach/learn to the best of his/her ability
- be treated with respect
- feel comfortable at the school

Responsibilities: A responsibility is something for which one is responsible – legally or morally obliged to take care of something or to carry out a duty. At Global Indian International School everybody has responsibilities. The responsibilities of students, staff and parents as a part of school community is to respect the rights of others.

Rules: A rule is a statement of what can, must or should be done in a certain set of circumstances. To protect the rights and to encourage responsibility, there are rules for everyone. At Global Indian International School it is expected that everyone follows the rules as stated in the school policy.
17. CODE OF CONDUCT

PART A

Expected Behaviour from the Students:

Teacher Direction
- follow teachers’ instructions.
- approach teacher to clear doubts.

Communication rule
- speak softly and politely.
- avoid shouting in the corridors or on staircases.

Learning rule
- cooperate with others.
- work without distracting others.

Movement rule
- move quietly in an orderly manner.
- avoid running or playing in the corridors or on staircases.

Treatment rule
- treat others with respect without any physical/verbal aggression.
- show tolerance towards others.

Safety rules
- follow safety rules in the school at all times.
- hear carefully the instructions at the time of emergency.

Conflict rule
- consider appropriate strategies when dealing with problems.
- approach a teacher when faced with conflicts.

Property rule
- ensure that the school property is used appropriately.
- respect the property of others.

Play rules
- play within the specified boundaries.
- follow the instructions given by the teachers.

Corrective Measures:
At Global Indian International School, we promote that behaviour is a choice, a choice made by individuals. Choosing a positive behaviour is encouraged. A logical corrective measure must be taken to avoid choosing negative behaviour. The corrective measures taken under each category of violation may be one or more of those listed. A student may
be asked to fill in the Student Incident Slip at the discretion of the Coordinator/Vice Principal.

(i) LATE ARRIVAL OF STUDENTS

Responsibility of the student:

Students must arrive at school before 9.00 am. Late arrivals, after 9.00 am must sign in the register placed at the Security Guard’s office of the main gate / or at the Reception and present their identity cards to the discipline committee members stationed there. (This excludes students travelling by school bus, students with a doctor’s note, court documentation, amongst other similar cases - prior permission to be sought by the student from Level Coordinator /Vice Principal)

Management:
- For Secondary students: Monitors will check the identity card of the late comers and tally with the register at the Guard post.
- Class teachers to record the reason for late coming, as stated by the student, in the student diary. The note must be signed by the parent and presented to the teacher the following day.

Corrective Measure:

For Nursery and Kindergarten Students:
- the student will be excused for the first three times
- a note will be sent to the parent
- parents will be called for a meeting with the Vice Principal.

For Primary Students: (Classes 1-5)
- the student will be excused for the first three times
- the fourth time, a note will be sent to the parents by the Level Coordinator / Vice Principal
- if the problem persists, parents will be called for a meeting with the Vice Principal

For Secondary Students: (Classes 6-12)
- the student will be excused for the first three times
- the fourth time, a note will be sent to the parent/s by the Level Coordinator/Vice Principal
- if the problem persists the student will be sent back home after informing the parent/s.
(ii) SIGN-OUT POLICY

Responsibility of the student: Students may sign out through the security office only if s/he carries an authorisation letter by her/his parent/guardian and with written consent granted from the teacher/level coordinator.

Management:
The teacher may check the authenticity of the student’s request by placing a call to the parents.

Corrective measure:

For Nursery and Kindergarten Students:
- the student will be denied permission for a sign out unless the parent or the guardian comes in person to take the child.

For Primary Students: (Classes 1-5)
- the student will be denied permission for a sign out unless the parent or the guardian comes in person to take the child.
- the student will also be denied permission for a sign out in the absence of appropriate documents of permission and/or approval.
- in case of an unauthorized departure from school, the parent will be called for further investigation by the Level Coordinator.

For Secondary Students: (Classes 6-12)
- the student will be denied permission for a sign out in the absence of appropriate documents of permission and/or approval.
- in case of an unauthorised departure from school, the parent will be called to school for investigation.
- an incident slip will be issued and a note and parents will be notified.
- a warning letter will be issued along with a meeting of parents and student with by the Level Coordinator.
- if problem persists, action will be taken at the discretion of the Discipline Committee in consultation with the Principal
(iii) APPROPRIATE SCHOOL UNIFORM

**Responsibility of the student:** Students are expected to come to school in neat, clean and proper school uniform and hair styles as stated in the Students’ School Diary. Students must not wear any expensive jewellery to school. (Please refer to Students’ School Diary)

**Management:**
- the class teachers will inspect the students’ attire and record the defaulters.
- the class teachers will issue reminders about attire from time to time to encourage compliance.

**Corrective measure:**

**For Nursery and Kindergarten Students:**
- the student will be excused for the first three times
- the fourth time parent will be notified.
- parent will be called for a meeting with the Level Coordinator/Vice Principal

**For Primary Students: (Classes 1-5)**
- the student will be excused for the first three times with verbal warnings
- the fourth time the student will be given a verbal warning
- next time the parent will be notified and will be called for a meeting with the Level Coordinator/Vice Principal

**For Secondary Students: (Classes 6-12)**
- the student will be excused for the first three times
- the fourth time the student will be given a verbal warning
- fifth time a note will be sent to the parent/s
- if problem persists, a warning card will be issued
- the warning card will be recorded in the student’s file.

(iv) SCHOOL TRANSPORT

**Responsibility of the student:**

**Students must:**
- board the afternoon bus within five minutes of the ringing of the bell.
- board and alight the bus in an orderly manner.
- not move around in the bus bay at all times.
- wait in the Canteen area / Bus Bay in an orderly manner.
- respect and obey the bus driver and bus attendants at all times.
- remain seated and not project any body parts and objects outside the bus.
• speak softly and use only kind words to one another.
• keep the bus and the area around the bus stop clean.
• not eat or drink on the bus
• wear your seat belt at all times during the journey

Management:
The teachers will familiarise the students with the do’s and don’ts of the behaviour in the school bus.

Corrective Measure:

For Nursery and Kindergarten Students:
• The parent will be notified.

For Primary Students: (Classes 1-5)
• the student will be given verbal warning the first time
• the student will receive formal counselling
• if problem persists, action will be taken at the discretion of the Discipline Committee in consultation with the Principal

For Secondary Students: (Classes 6-12)
• the student will be given verbal warning the first time
• the second time, the student will receive formal counselling
• parent will be notified and/ or called for a meeting
• warning cards will be issued. The warning card will be recorded in the student’s file
• if problem persists, action will be taken at the discretion of the Discipline Committee in consultation with the Principal

(v) ACADEMIC SLACKNESS AND MISBEHAVIOR

Responsibility of the student:
Students are expected to maintain the decorum of the classroom and be punctual in submission of assignments. (Includes disrespect towards teachers and staff members, repeated defaults in assignments, theft amongst other similar activity.)

Management:
The teachers will encourage neat and tidy work and ensure full guidance and support to the students.

Corrective measure:
For Nursery and Kindergarten Students:
- the student will receive formal counselling
- the parent will be notified.

For Primary Students: (Classes 1-5)
- a student will receive formal counselling
- certain privileges or responsibilities will be temporarily suspended.
- if problem persists, action will be taken at the discretion of the Discipline Committee in consultation with the Principal

For Secondary Students: (Classes 6-12)
- a student will be given verbal warning
- the student will receive formal counselling
- parent will be notified and or called for a meeting
- warning cards will be issued. The warning card will be recorded in the student’s file
- if problem persists, action will be taken at the discretion of the Discipline Committee in consultation with the Principal

(vi) DISREGARD AND DISRESPECT TO CLASSMATES AND TEACHERS

Responsibility of the student: Students are expected to maintain decorum at all times, follow the school rules and refrain from inappropriate actions and behaviour. (Harassment/ Bullying, Gender, Racial, Ethnic and or Sexual Harassment, Abuse, Physical fight, Public displays of affection)

Management:
- the teacher will establish clear behaviour guidelines for the students.
- regular review and establishment of rewards programme to ensure continuity.

Corrective measure:

For Primary Students: (Classes 1-5)

(vi) 1a Bullying/Verbal abuse/Use of inappropriate language:
- the student will receive formal counselling
- the parent will be notified and will be called for a meeting.

(vi) 1b Physical Fights
- the student will be given verbal warning for a maximum of two times
- the student will receive formal counselling
- the student will be involved in community service within the school premises
- parent will be notified and called for a meeting
For Secondary Students: (Classes 6-12)

(vi) 2a Bullying/Harassing/Raging: (Refer to school’s Suspension & Expulsion rules)
- the student will receive a formal counselling
- the parent will be notified and will be called for a meeting.
(Following rules stated by the MOE)

(vi) 2b Public displays of affection: (Refer to school’s Suspension & Expulsion rules)
- the student will receive formal counselling
- the parent will be notified and will be called for a meeting
- a warning card will be issued. The student will be involved in community service within the school premises
- the student will be suspended at the discretion of the Discipline Committee in consultation with the Principal

(vi) 2c Verbal abuse: (Refer to school’s Suspension & Expulsion rules)
- the student will receive formal counselling
- the parent will be notified and will be called for a meeting
- a warning card will be issued
- the student will be suspended at the discretion of the Discipline Committee in consultation with the Principal

(vi) 2d Physical Fights: (Refer to school’s Suspension & Expulsion rules)
- the student will receive formal counselling
- the parent will be notified and will be called for a meeting
- a warning card will be issued
- the student will be suspended/expelled at the discretion of the Discipline Committee in consultation with the Principal

(vii) VANDALISM

Responsibility of the student: Students are expected to refrain from destruction to personal, individual or school property.

Management:
- the teacher will educate students about care of own and school property.
- the teacher will assign responsibilities to students to care for the property and build a reward system to strengthen the behaviour.
- the teacher will conduct a full investigation in case of any damage.

Corrective measure:

For Primary Students: (Classes 1-5)
• a student will receive formal counselling
• the student will be involved in community service like cleaning inside the school premises
• certain privileges or responsibilities will be temporarily suspended
• the student will be fined a sum greater than the cost of repairs/replacements

For Secondary Students: (Classes 6-12)

• any wilful damage to property of the school by student/s will result in a fine that will amount to a sum greater than the cost of repairs/replacements
• the parent will be notified and will be called for a meeting
• a warning card will be issued. The warning card will be recorded in the student’s file

(viii) ACADEMIC HONESTY

Responsibility of the student: Students are expected to approach the examinations with honesty and sincerity and follow the rules and regulations. Students must not indulge in plagiarism.

Management:

• a talk in assembly on moral values and educating students on the consequences of cheating during the examination
• a physical check will be conducted on the students
• the student will be asked to keep their mobile phones (if they carry any with prior permission) on teachers’ table during the examination
• student will not be permitted to visit the toilet (Unless the invigilator feels it is unavoidable)
• surprise check will be conducted by a team of exam supervisors ie. member of the examination committee, Coordinator, Vice Principal or Principal

Corrective measure:

For Primary Students: (Classes 1-5)

• the student will receive formal counselling
• certain privileges or responsibilities will be temporarily suspended
• parents will be notified and called for a meeting with the Level Coordinator

For Secondary Students: (Classes 6-12)

• first violation: A written warning will be given to the student concerned and 10% marks will be deducted from the marks obtained in the subject being examined. Parents will be notified
• second violation: Student will not be allowed to continue writing the exam. Parents will be notified
• third violation: Student will be awarded a zero and a yellow card will be issued. Parents will be notified. The warning card will be recorded in the student’s file
(ix) SPORTS EQUIPMENTS

Responsibility of the student:
Students must avoid misuse, damage or defacement of any sports equipment.

Management:
There would be a sign-in policy followed where students must fill in the issue and return register.

Corrective measure:
Failure to return the equipment would result in a fine for an amount more than the cost of purchase or replacement of the equipment.

(x) POSSESSION OF NON-PERMISSIBLE ARTICLES

Responsibility of the student:
Students are expected to adhere to the following rules:
- only personalised equipment used for CCA and ECA is allowed to be brought to school. These should be kept under lock and key (student lockers) and will be the student’s responsibility.
- hand phones are not permitted in the school premises on any day, at any time. Students from class 9-12 can carry phones with written permission from their Level Coordinator or the Vice Principal.
- phones must be switched off and must not be used at any time or any place in the school. *(Refer to the Hand phone policy)*

Management:
- the teacher will clearly state the equipments permitted in the school.
- the teacher will regularly remind the students about safe-keeping of the personal equipment
- the class teacher/coordinator will check for any equipment that is not permitted to school.

Corrective measure:

For Nursery and Kindergarten Students:
- the equipment will be confiscated and parent will be notified.
- the equipment will be returned only to the parent/ guardian.

For Primary Students: (Classes 1-5)
- the equipment will be confiscated and parent will be notified
• the equipment will be returned only to the parent/ guardian.

For Secondary Students: (Classes 6-12)
• the equipment will be confiscated and parent will be notified
• the equipment will be returned only to the parent/ guardian
• repeat of violation after parental notifications will result in confiscation on a non-returnable basis

(xi) THEFT

Responsibility of the student:
Students are expected not to indulge in any incident related to theft which is unacceptable to the school as is also against the laws stated by the MOE, Singapore.

Management:
• a talk in assembly/class on moral values.
• reward system to encourage honesty.

Corrective Measure:

For Nursery and Kindergarten Students:
• the student will receive formal counselling
• a notification will be sent to parents

For Primary Students: (Classes 1-5)
• the student will receive formal counselling
• a notification will be sent to parents
• certain privileges or responsibilities will be temporarily suspended.

For Secondary Students: (Classes 6-12)
• the student will receive formal counselling
• notification will be sent to parents
• certain privileges or responsibilities will be temporarily suspended
• a warning card will be issued. The warning card will be recorded in the student’s file
• students using or in possession of other students' property or money without their permission will either face an out-of-school-suspension or other corrective action as per School’s suspension and expulsion policy. (Refer to school’s Suspension & Expulsion rules)

(xii) GENERAL RULES IN THE CANTEEN, AUDITORIUM, AV ROOM, ECA AND CCA
Responsibility of the student: Students are expected to maintain decorum at all times in the school.

Management:
- teachers will familiarise the students with the do’s and don’ts of each activity (given in students’ school diary).
- teachers will be present at the activity area at all times
- teachers will communicate the expectations of the guests and external trainers in terms of behaviour, performance and any other rules to the students.

Corrective Measure:

For Nursery and Kindergarten Students:
- the student will receive formal counselling

For Primary Students: (Classes 1-5)
- the student will receive formal counselling
- certain privileges or responsibilities will be temporarily suspended
- parent will be notified

For Secondary Students: (Classes 6-12)
- the student will receive formal counselling
- Certain privileges or responsibilities will be temporarily suspended
- parent will be notified. A warning card will be issued
- failure to comply with the rules will result to in-school suspension (ISS-R) *(Refer to school’s Suspension & Expulsion rules)*
- Action will be taken at the discretion of Level Coordinators and/or Discipline Committee in consultation with the Principal depending upon the severity of the offence

(xiii) SERIOUS VIOLATIONS

Students are expected to comply with the school rules and Singapore laws at all times. The school will familiarise the students with the school rules and the Singapore laws. Serious violations will be referred to the principal or his/her designee. The School is obliged to report any such offences to the authorities that at the simplest level may jeopardize the entire family’s permit to reside in Singapore. *(Refer to school’s Suspension & Expulsion rules)*

Corrective measure:

For Secondary Students: (Classes 6-12)
- any student who is suspected of being in violation of this policy shall be immediately suspended from the school.
the student may be subject to expulsion from school at the discretion of the Discipline Committee in consultation with the Principal. (Refer to school’s Suspension & Expulsion rules)

(xiv) APPROPRIATE USE OF SCHOOL COMPUTERS AND COMPUTER FACILITIES

Responsibility of the student: Network is provided for the students to facilitate sharing, innovation and communication. All facilities must be regarded as privileges, which may be withdrawn at any time.

Guidelines for appropriate use of computers and computer facilities (Please refer to the Social Media and School Network Policy also)

- students are not to play games across the school network.
- students are not permitted to use, possess, download or search for any program that is designed to reduce or bypass network security.
- students must not store or transmit copyrighted material on the school network.
- students are not to adjust any computer hardware.
- students are not permitted to add or delete software or change the settings on any computer.
- the Internet is provide to assist student’s education and is used with permission.
- students will not look for distasteful images or bad language whilst online and will report any sites containing this if they come across them accidently.
- students must understand that they can only access sites relevant to educational work in school and they are not permitted to access social networking sites or visit sites not related to his/her curriculum.
- student must not attempt to deliberately hack into the School network.
- any electronic communication sent or received via School network can be monitored at any time without warning.

Management:
The school will familiarise the students with the school rules and acceptable use policy. Any behaviour that interferes with the primary objectives will be considered as infringement of the school policy.

Corrective measure:

For Primary Students: (Classes 1-5)
- the student will receive formal counselling
- certain privileges or responsibilities will be temporarily suspended.
- parent will be notified. A warning card will be issued.
- action will be taken at the discretion of Level Coordinators and finally Principal/ Vice Principal depending upon the severity of the offence.

For Secondary Students: (Classes 6-12)
More than one corrective measure may apply for any breach of the school laws depending upon the severity of the breach. Repeated violations will be dealt more harshly than a first time violation.
the student will receive formal counselling.
- certain privileges or responsibilities will be temporarily suspended.
- a notification will be sent to parents. A warning card will be issued.
- action will be taken at the discretion of the Discipline Committee in consultation with the Principal depending upon the severity of the offence.
- suspension or expulsion from school. *(Refer to school’s Suspension & Expulsion rules)*

(xv) OTHER DISCIPLINE ISSUES

Responsibility of the student:

Students are expected to comply with the school rules at all times in the school. Students must refrain from:
- going to unauthorised areas
- missing class(s)
- indulge in frequent absenteeism from Classes
- being present in school beyond school hours without teacher’s permission/supervision.

Corrective measure:

For Primary Students: (Classes 1-5)
- the student will receive formal counselling
- parent will be notified

For Secondary Students: (Classes 6-12)
- the student will receive formal counselling
- parent will be notified. A warning card will be issued
- the warning card will be recorded in the student’s file
- further action to be taken at the discretion of Level Coordinators
- persistence of the matter will be escalated to the Principal depending upon the severity of the offence.

CODE OF CONDUCT

PART B

UNACCEPTABLE BEHAVIOUR: At any time, no student (or parent of a student, where applicable) of GIIS shall indulge in any of the following activities:

i. Physical or verbal assault on a fellow student or teacher or any member of the staff;

ii. Use of abusive language, quarrelsome and riotous behaviour.

iii. Acting in a manner that is or may be detrimental to the reputation, dignity, interest, or welfare of the School;
iv. Contravention of the rules, policies, guidelines, codes of conduct, or procedures as may from time to time be prescribed by the School;

v. An offence involving or resulting in criminal activity;

vi. Theft, fraud or misapplication in connection with School funds or property of any kind;

vii. Mutilation/destruction of school records and property; or the property of another student, or employee of the school.

viii. Falsification or misuse of School documents or records, including (without prejudice to the generality of the foregoing) certificates in connection with degrees and other academic distinctions;

ix. Fraud, dishonesty, any act of bad faith, or impersonation of others, within or outside the School, in connection with the student’s academic attainments or financial awards, the student’s admission to the School, or otherwise in connection with the School;

x.Contravention of conditions stipulated or undertakings made by the student in connection with admission to the School;

xi.Disrespectful behaviour, rumour mongering, character assassination, defamation of, assault or battery against any employee or student of the School;

xii.Sexual, racial, or any other kind of harassment of any employee or student of the School;

xiii.maliciously and without reasonable cause, laying a complaint against any employee or student of the School;

xiv.Ragging, which term shall, without prejudice to the generality of the term, include conduct intended: (i) to humiliate another student or hold such other student up to ridicule; or (ii) to interfere with another student’s peaceable enjoyment of his/her privileges, benefits, rights or facilities;

xv.Bullying: “Bullying” means repeated behaviour by an individual student, an individual student within a group of students, or group of students that is intended to cause the victim(s) to feel frightened, threatened, intimidated, humiliated, disgraced, ostracized, or physically abused. Bullying implies an imbalance in power or strength in which the student being bullied has difficulty defending him or herself. Bullying can take many forms, including physical, verbal, social / relational and/or cyber bullying.

xvi.Plagiarism, giving or receiving unauthorised assistance in academic work, or other forms of academic dishonesty;
xvii. Indulging in or encouraging any form of malpractice connected with examination or other school activities.

xviii. Disruption or improper interference with: (i) the academic activities or administration of the School; or (ii) the performance of duties by any employee of the School; indulging in any sort of agitation to coerce or embarrass the school authorities.

xix. Failure to comply with any disciplinary sanction or other requirement imposed on such student;

xx. Habitual late coming and frequent absenteeism

xxi. Insubordination and defiance of lawful order.

xxii. Telling lies about students, teachers, parents or about any matters pertaining to the school.

xxiii. Possession and/or use of liquor or narcotics or cigarettes on the school premises.

xxiv. Possession and/or use in school premises of weapons, explosives, and other objectionable materials.

xxv. Divulging confidential matters relating to school.

xxvi. Propagating or indulging in communal or sectarian activity.

xxvii. Discourages the public in seeking admissions or encouraging them in withdrawing admissions from the school or any other school being run by the management;

xxviii. Is discovered to have misled or cheated the school, by way of submitting false or fake documents/certificates or intentionally makes misleading statements to the school;

xxix. Defames the school or the school management or the persons associated with the school in public or discloses incorrect information about the school so as to bring ill repute to the school or its management committee or its present Employees or the institution as a whole;

xxx. Adding or attempting to add harmful foreign substances to food or beverages, including spitting into food or beverages or spitting on food trays.

xxxi. Entering GIIS property when previously prohibited or remaining on school grounds after receiving a request to depart will be considered as a violation of school’s code of conduct.

xxxii. Falsifying signatures or data on official record. Refusal to give correct identification or giving false identification when requested to do so by a staff member
xxxiii. Unauthorised distribution of literature on or near school property of inflammatory, libellous or slanderous material.

xxxiv. Leaving school buildings or grounds during school hours without proper clearance

xxxv. Running and / or making excessive noise in the hall or building, Loitering, or occupying an unauthorized area in the school or on the school ground

xxxvi. Carrying cell phone to school.

xxxvii. Conviction by a court of law for criminal penalty.

**Breach of any of the above Unacceptable Behaviour by a student may lead to exercise of discipline powers by the School under the Suspension and Expulsion Policy.**
18. GIIS Policy on Vandalism

Defining Vandalism

Any act involving wilful, deliberate or malicious damage, destruction and demolition in any manner to any property associated with the school which includes tangible, intangible, intellectual property and any property of students, school teachers, staff members and anybody concerned with the school is termed as vandalism. Specific examples include glass breakage, any kind of destruction to the school buildings and grounds, destruction to property like chairs and desks, garbage bins, electrical and electronic equipment, plants, windows, etc. It also involves graffiti on walls, chairs and/or tables, windows etc. Vandalism is strictly against the school rules and regulations and the applicable Government laws.

Responsibility of the student

Students shall at all times, refrain from indulging in destruction of personal, school and other people’s property. Any act of vandalism observed and/or noticed by a student must be immediately reported to school authorities.

Responsibility of the management

The teacher will educate students about taking care of own and school property. The teacher will assign responsibilities to students to care of the property and build a reward system to strengthen positive behavior. The teacher will conduct a full investigation in case of any damage, loss and act of vandalism.

When a student is found guilty of committing vandalism, corrective action will be taken against the student. Depending upon the severity of vandalism and frequency of the violation, and at the discretion of the Principal in consultation with the Country Director and/or School management, the case of vandalism may be handed over to the police.
Corrective Measures

The following one or more corrective measure will be taken to reinforce positive behavior. The student will be asked to complete the Student Incident Slip, at the discretion of the Coordinator/ Vice-Principal.

Primary Students (Classes 1-5)

1.1 The student will receive formal counselling.

1.2 Certain privileges or responsibilities will be temporarily suspended.

1.3 The student will be fined for an amount more than the cost of repair or replacement of the property damaged.

Secondary Students (Classes 6-12)

1.4 First-time violation will lead to imposition of a fine amounting to more than the cost of repair or replacement of the property damaged. In addition a warning will be issued. The warning will be recorded in the student’s file.

1.5 Second-time violation will lead to imposition of a fine amounting to more than the cost of repair or replacement of the property damaged. In addition, a two-day in-school suspension will be enforced. A notification will be sent to the parent. This will be recorded in the student’s file.

1.6 Third-time violation will lead to imposition of a fine amounting to more than the cost of repair or replacement of the property damaged. An out-of-school suspension will be enforced. This will be recorded in the student’s file.

1.7 If the student’s unacceptable behavior continues, action will be taken by the Discipline Committee, in consultation with the Principal, which could also lead to expulsion from school.

The School reserves the right to take any action under the Suspension and Expulsion Policy, in case a student is found to be in violation of this Policy.
19. Assessment and Examination Guidelines

The scope of evaluation at Global Indian International School extends to almost all areas of the student’s personality development. It includes both scholastic and co-scholastic areas, and is comprehensive in nature.

Evaluation is continuous and reveals the strengths and areas of improvement of the students frequently, so that the learners have a better opportunity to understand and improve themselves. It also provides feedback to the teachers for modifying their teaching strategies according to individual student needs.

In view of getting a complete picture of the child’s learning, assessment focuses on the learner’s ability to:

- Learn and acquire desired skills related to different subject areas
- Acquire a level of achievement in different subject areas in the requisite measure
- Develop child’s individual skills, interests, attitudes and motivation
- Monitor the changes taking place in child’s learning, behaviour and progress over a period of time
- Respond to different situations and opportunities both in and out of school
- Apply what is learnt in a variety of environment, circumstances and situations
- Work independently, collaboratively and harmoniously
- Analyse and evaluate
- Be aware of social and environmental issues
- Participate in social and environmental projects
- Retain what is learned over a period of time

The assessments are done with the purpose to achieve the following objectives:

- To help develop cognitive, psychomotor and affective skills
- To lay emphasis on thought process and de-emphasise memorisation
- To make evaluation an integral part of teaching-learning process
- To use evaluation for improvement of students achievement and teaching-learning strategies on the basis of regular diagnosis followed by remedial instructions
- To use evaluation as a quality control device to maintain desired standard of performance
- To determine social utility, desirability or effectiveness of a programme and take appropriate decisions about the learner, the process of learning and the learning environment
- To make the process of teaching and learning a learner-centred activity

Formative assessments are done on a regular basis through journals, written work, portfolios, project work, classroom interactions, peer and/or self assessments, cyclic tests along with many other learning tasks. There are two summative assessments at the end of each of the two semesters.
20. Assessment Appeal Policy

The assessment policy is relevant to cyclic test/assessments and semester exams.

For Classes 9 to 12:
All subject cyclic tests and semester answer scripts are given to students. Students may appeal for a re-evaluation/correction within two (2) working days of receiving the answer scripts.

For Classes 6 to 8:
1. All cyclic tests and Semester I answer scripts are given to students. Students may appeal for a re-evaluation/correction within two (2) working days of receiving the answer scripts.
2. Semester II answer scripts are not shown to students. Students may make an appeal within five (5) working days of declaration of results.

For Classes 1 to 5:
All answer scripts for assessments 1, 2, 3 & 4 are given to students. Students may appeal for a re-evaluation/correction within two (2) working days of receiving the answer scripts.

For Nursery to K2:
Not applicable

Results of re-evaluation/corrections will be declared within six (6) working days of the appeal and shall be final. No second appeal shall be entertained.

NB: If students do not appeal within the stipulated time mentioned above, the results will be deemed accepted and final.
21. Promotion Policy

For KG to Class 5

Schools are not permitted to retain students in these classes according to CBSE stipulations.

However if a student is found struggling with the curriculum and consistently does not show any improvement at all, it is advisable to hold personal meetings with the parents to counsel them about their child.

The sole objective of the first counselling session, which should take place after the first semester, is to give the child an opportunity to work harder to perform better.

After regular monitoring of the performance of such children, the counselling should be repeated in February. In case the child scores below D in more than half of the subjects, it is indicative of the fact that the child will not be able to cope with the rigors of the next class. The parents are expected to make a written request to the school to retain the child in the existing class.

For Classes 6 to 8

In order to provide sufficient scope and space for different abilities of different students in the scheme of Continuous and Comprehensive Evaluation, number of significant co-scholastic areas has been included in the assessment scheme.

As far as overall assessment of a student for the purpose of promotion to next class is concerned, the following points will be adhered to:

1. Every student is required to get a qualifying grade D or above in all the subjects in the Scholastic Area
2. A student getting E1 or E2 grade in scholastic areas in one or more subjects will have to improve his/her performance in one subsequent attempt to obtain qualifying Grade D in these subjects.
3. 85% attendance (90% for Student Pass Holders) is imperative.

For IGCSE Classes 8 and 9

1. Promotion is granted on the basis of the performance of the pupil during the entire session.
2. 85% attendance is imperative and the pupil must be present for all exams, otherwise s/he will not be eligible for any award.
3. A student must secure 40% in all the subjects in both the semesters for fulfilling the pass criteria.
4. In case the pupil has secured 35% in one subject and secured at least 40% in all the other subjects and has achieved a consolidated aggregate of at least 40%, s/he may be considered for promotion to the next class in the ‘weak pass’ category.
5. Conditional promotion may be granted to a pupil whose score in any two subjects is 35% but has achieved a consolidated aggregate of 40%. However, s/he has to appear for and pass the Re-tests to be eligible for promotion to the next class.

For Class 9

In order to provide sufficient scope and space for different abilities of different students in the scheme of Continuous and Comprehensive Evaluation, number of significant co-scholastic areas has been included in the assessment scheme.

As far as overall assessment of a student for the purpose of promotion to next class is concerned, the following points will be adhered to:

1. Every student is required to get a qualifying grade D or above in all the subjects in the Scholastic Area
2. A student getting E1 or E2 grade in scholastic areas in one or more subjects will have to improve his/her performance in one subsequent attempt to obtain qualifying Grade D in these subjects.
3. 85% attendance (90% for Student Pass Holders) is imperative.

Assigning weight age to Co-scholastic areas for Promotion purpose. The grades in co-scholastic areas will awarded overall grade as per the following procedure:

(i) The grades obtained in different co-scholastic will be converted into grade points by using the following conversion scale:

**Life Skills**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>5</td>
</tr>
<tr>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>B+</td>
<td>3</td>
</tr>
<tr>
<td>B</td>
<td>2</td>
</tr>
<tr>
<td>C</td>
<td>1</td>
</tr>
</tbody>
</table>

**All other Co-scholastic Areas**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>3</td>
</tr>
</tbody>
</table>
A 2
B 1

(ii) Total grade points earned by a student will be calculated by adding grade points for all co-scholastic areas as per the above conversion scale.

(iii) A student who gets A+ in all the categories of co-scholastic areas included in the report card will earn 42 grade points according to the above scale. {Life skill (15), attitudes and values (15), co-curricular activities (6) and Health and physical education (6)}.

(iv) Those students who get total grade points in the range 34-42, may benefit by getting upgraded to the next higher grade in two subjects in scholastic areas.

(v) Those students who get total grade points in the range 19-33, may benefit by getting upgraded to the next higher grade in one subject in scholastic areas.

(vi) If a student gets less than 19 total grade points in co-scholastic areas, separate remark will be made in the report card stating that participation and achievement in co-scholastic areas needs improvement. However, this will not affect the student’s promotion to higher class.

(vii) A star will be put on every up-scaled grade to indicate that the final grade has been arrived after including the achievement of the student in co-scholastic areas. A footnote in this regard will be given at appropriate place in the report card.

(viii) The benefit of up scaling the grade in different subjects will start from the subject in which a student obtains lowest grade followed by next higher grade and so on.

(ix) If a student fails to obtain qualifying grade D in one or more subjects, even after adding grade points from co-scholastic areas and after availing one improvement chance, he/she will be required to repeat the same class during next academic year.

For IB Year 1

Promotion to IB Year 2 is subject to:

1. Achieving a total of 24 points (with at least 4, 4, 4 in HL subjects and 4, 4, 4 in SL subjects) as the final consolidated grade in IB Year 1.
2. The weight age for the monthly tests is 20% of the total of the four tests, the mid-year exam has a weight age of 30% and the final exam at the end of Year 1 has a weight of 50%.
3. Completion of at least two-thirds of CAS requirements or approximately 35 hours
each of Creativity, Action and Service Hours or Projects as specified by the CAS coordinator.

4. Completion of 60% of required number of laboratory reports, commentaries and other assignments as specified by the subject teacher.

5. Selection of Extended Essay subject and topic.

6. 85% Attendance. If the student does not meet this requirement, the decision to promote

7. The student will be at the discretion of the school based on the reason for absence.

8. If the student fails to meet the above requirements, at the discretion of the Principal, the student will:
   a. Be retained in IBY1 for one more year OR
   b. Be registered as a certificate candidate for the IB board exam.

For CBSE Class 11

Promotion is granted on the basis of the performance of the pupil during the entire session 85% attendance (90% for Student Pass Holders) is imperative.

A student must secure at least 45% in all the subjects in both the semesters for fulfilling the pass criteria.

In case the pupil has secured 40% in one subject and secured 45% in all the other subjects and has achieved a consolidate aggregate of at least 45%, he / she may be considered for promotion in the 'weak pass' category.

Conditional promotion may be granted to a pupil whose score in any two subjects is 40% but s/he has achieved a consolidated aggregate of at least 45%. However, s/he has to appear for and pass the Re-tests to be eligible for promotion to the next class.
22. GIIS Student Attendance Policy

Student Attendance Requirement Guidelines

The School encourages all its students to be regular and punctual for their daily classes. Please note the attendance requirement and leave application guidelines as mentioned below:

1. All students on a ‘Student Pass’ (irrespective of the classes they are studying in) should have a minimum attendance of 90% per month.

2. All non-Student Pass holders from Class 6 onwards should have a minimum attendance of 85% per semester.

3. All non-Student Pass holders from Kindergarten up to Class 5 should have a minimum attendance of 75% per term (can be relaxed at the discretion of the Principal).

4. Immigration and Checkpoints Authority of Singapore (ICA) will be notified by the school whenever a student on Student Pass is absent continuously for more than seven (7) days or if the monthly attendance is less than 90% without a valid reason.

5. Students on a Student Pass must submit a valid medical certificate to their class teacher, whenever absent on medical grounds.

Guidelines regarding communication of leave of absence for the student:

1. A leave request for the ward(s) should be made by the parent to the class teacher over e-mail. If the duration of leave exceeds two (2) days, the parent is required to e-mail the School Principal.

2. A handwritten letter can also be sent to the class teacher, giving details of reasons and the specific dates for which leave is sought.

3. Diary note for absence will not be accepted, as it cannot be filed with the leave records by the class teacher.

4. Phone calls will not be accepted for leave requests.
Please note that as per regulatory requirements, failure to comply with 90% attendance prerequisite and continuous absence of seven (7) or more days without a valid reason by students on ‘Student Pass’ may lead to cancellation of their Student Pass by the ICA, as the school will be regularly reporting attendance details to ICA.

**Application and Renewal of Student Pass**

For those students who do **not** hold a Dependant Pass and are **not** Permanent Residents of Singapore, and wish to apply for a Student Pass, GIIS will assist students in their application. The Student Pass is issued by the Immigration and Checkpoint Authority (ICA), Singapore.

Please note that it is the responsibility of the parent to contact the school prior to expiry of the Student Pass, in order to apply for a renewal. Parents are required to contact the Admissions Department to request for a renewal.
23. Student Suspension and Expulsion Policy

Suspension from School Policy

1. What is suspension?

Suspension is the temporary removal of a child from school for violation of school policies and or school rules. It is a warning sign of unacceptable behaviour that needs to be addressed immediately. School suspension must be taken seriously and here’s what parents and students need to know:

**Suspension is a serious disciplinary action** in which a student is removed from the regular classroom for a day or longer. Only the Principal has the authority to suspend a student. When an incident report is raised by a teacher / staff to the Discipline Committee, it is brought to the notice of the Principal.

2. Reasons for suspension include (but not limited to) the following acts by a student whether during the school hours or after and whether inside the school premises or outside. Please note that any breach listed in the ‘GIIS Code of Conduct’ may also be deemed as a reason for suspension: (Please refer to the GIIS Code of Conduct)

   2.1. Physical assault on peers, teachers, staff
   2.2. Possession of weapons, drugs, alcohol, cigarettes and/or any articles prohibited by the school or law
   2.3. Smoking
   2.4. Use of drugs or alcohol
   2.5. Vandalism including graffiti
   2.6. Public display of affection in school campus or when in school uniform
2.7. Theft
2.8. Defiance or disregard to teachers
2.9. Threats and/or use of words like kill, bomb and others that connote a threat
2.10 Use of abusive language
2.11. Sexual harassment
2.12. Cyber-crime like hacking or misuse of social media websites
2.13. Rioting
2.14. Misbehaviour
2.15. Bullying
2.16. Ragging
2.17. Harassments of all sorts
2.18. Breach of School’s Code of Conduct and/or guidelines for students issued by the school from time-to-time
2.19. The student or his/her parent is convicted for an offence involving honour, honesty or public morals and order
2.20. Discouraging the public in seeking admissions or encouraging them in withdrawing admissions from the school
2.21. Defamining the school or its teachers or management in public or carrying out unlawful activity against the school or its teachers or disclosing incorrect information about the school so as to bring ill-repute to the school or its teachers or its present employees or the institution as a whole
2.22. The student or parent is discovered to have misled or cheated the school by way of submitting false or fake documents/certificates or made incorrect statements to the school
2.23. Passing anti-national remarks or participating in any anti-national activities or involved in any unlawful activity

2.24. Any other act or behaviour of a student and/or his/her parent which in the opinion of the Principal is likely to have an adverse effect on the reputation and/or goodwill of the School or the School Management

3. Types of suspension:

3.1. **In-school suspension (ISS)**

ISS is usually for less serious acts. The decision taken is based on the nature, frequency of occurrence and severity of the act. Students serve the suspension in a special classroom, supervised by school staff. They are denied participation in school activities. The school will provide the student with suitable work to do which will be marked by a teacher. In-school suspension is recorded (ISS-R) in the student’s data file in the case of students from Grade 6 to 12 and is not recorded (ISS-N) in the case of primary students.

3.2. **Out-of-school suspension (OSS)**

A student is not allowed in the campus during the suspension with the only exception of scheduled meetings with school officials. Suspension is for a given period of time. Out-of-school suspension can lead to expulsion depending on severity of the act and/or at the discretion of the Principal.

3.2.1. **Procedure for OSS:**

Once an incident report is considered for out-of-school suspension the following steps are taken:

i. **Case of indiscipline reported to the Discipline Committee**

ii. **The Principal calls for a meeting with the Discipline Committee**
iii. **Issue of letter of suspension.** The letter of suspension from the Principal’s desk will clearly state the period and reason for the suspension.

iv. **Conference with the parent(s)**

v. Parents to be provided with first-hand accounts of the student’s violation of the code of conduct, reasons for suspension, details of the incident including statements made by school staff, the expected duration of the suspension and recommendations for helping the student.

vi. The school counsellor to be present in the meeting.

vii. The student concerned to be present at the meeting.

viii. An opportunity to the student concerned to be provided for a hearing attended by the Principal and members of the Discipline Committee.

ix. An initial suspension may be for a period up to five days. With the approval of the Country Director and the Management of the School, the Principal may extend the suspension at his / her discretion.

**Expulsion from School Policy**

4. **What is an expulsion?**

Expulsion is permanent removal of a student from school for violation of school policies and or code of conduct. Expulsion generally follows, but is not limited to, an out-of-school suspension.

The school expels a student as a last resort after trying to improve the student’s behavior through other means. However, notwithstanding the aforesaid, the school...
may in case of exceptional circumstances decide / take action to expel a pupil for a 'one-off' act.

The decision to expel a student can only be taken by the Principal in consultation with the Discipline Committee and with the approval of the Country Director and/or the Management of the School.

**Why expulsion?**

Expulsion may be (but not necessarily) a last resort in case of serious act and/or a consequence of (but not limited to) the following acts by a student whether during the school hours or after and whether inside the school premises or outside:

4.1. Suspension

4.2. Breach of GIIS Code of Conduct (Please refer to the GIIS Code of Conduct)

4.3. Carrying weapons or firearms to school

4.4. Making a bomb threat to school, peers, teachers or community or nation

4.5. Deathly physical assaults

4.6. Use of abusive language, sexual harassment

4.7. Passing anti-national remarks or participating in any anti-national activities or involved in any unlawful activity

4.8. Possession of drugs or drug trafficking

4.9. Any of the acts mentioned in Clause 2 above (Reasons of Suspension) if in the opinion of the Principal or the Discipline Committee, expulsion is the appropriate action in such a case

4.10. Any other act or behaviour which in the opinion of the Principal and/or the Discipline Committee is of a serious nature

4.11.
5. Procedure for Expulsion

i. Case of indiscipline reported to discipline committee

ii. The Principal calls for a meeting with the Discipline Committee

iii. Approval of decision by Country Director and/or the School Management

iv. Expulsion letter is issued. The expulsion letter from the Principal’s desk will clearly state the reasons for the expulsion

v. Conference with the parent(s)

vi. Parents to be provided with first-hand accounts of the student’s violation of the code of conduct, details of incident including statements made by school staff.

vii. The school counsellor to be present in the meeting

viii. The student concerned to be present at the meeting

ix. Principal provides the student and the parent / guardian an opportunity to appear in person before the Board to challenge the reasons for the intended expulsion. The Board shall take the final decision regarding the expulsion of the student after hearing the contentions (if any) put forth by the latter or his / her parent / guardian

x. A written record of the meeting is maintained and the student’s future education is a part of the discussion.

xi. Once expelled from school the student is not permitted to enter school property, participate in extra-curricular activities, or attend school-sponsored events.
24. GIIS Handphone and Digital Device Policy

Responsibility of the student

The school does not allow students to carry or use hand phones or any digital devices within the school premises without prior permission. In case, if a parent needs to communicate with his/her ward during school hours, they can call the school office. The school also has a coin phone for student use.

Students from Classes 9-12 can carry phones with written permission from their Level Coordinator or the Vice-Principal. However, following rules must be adhered to:

- Students with permission may carry only a basic phone
- Phones must be switched off at all times, when in the school premises
- If students need to contact their parents while in school, they can call from school office or use the coin phone
- Permission is granted only for the hand phones and not for any other electronic devices, such as iPod, iPad, MP3 or any other electronic devices*
- In case a student needs to bring a hand phone to school due to a family crisis or some other urgent situation and does not have written approval, he/she may surrender the phone to the class teacher in the morning and collect it after school. This will be permitted on a case-by-case basis.
- The school will not be responsible for any loss or damage to the phone.

Responsibility of the management

- The teacher will clearly state equipments/devices permitted in school.
- The teacher will regularly remind students about safe-keeping of their personal hand phones.
- The class teacher/coordinator will check for any equipment that is not permitted in school.
- Any behaviour that interferes with the primary objectives of the policy will be considered as infringement of the school policy.
*Classes 9 & 10 (CBSE & IGCSE), Class 12 CBSE and IB Diploma students are allowed to carry their laptops to school

CORRECTIVE MEASURES

1. If a student is found using a phone while in class, or outside the class within school premises, the student will be issued a warning card for a first-time offence.
2. The warning card will be recorded in the student’s profile for classes 5 and above.
3. Violations of the rules and the unauthorised use of the hand phones or electronic devices during school hours for the second time will result in confiscation of the phone and issue of notification(s) to parents, until parent/s come to retrieve it.
4. A receipt, stating the date of collection, will be issued to the student after the confiscation and the parent will be notified. This receipt is to be presented by the parent when they visit the school to retrieve the hand phone.
5. Repeat of offense, even after issuing of notifications to parents, will result in confiscation on a non-returnable basis.

In the event that a student brings a hand phone, with or without approval, and loses it within the school premises, he/she is advised to report the incident immediately to a teacher or staff member. The school reserves the right not to conduct an extensive investigation or search that may lead to a loss of valuable curriculum time.

(View the GIIS Hand phone and Digital Device Policy on www.mygiis.org to see the Confiscation note)
25. Social Media and School Network Guidelines

Social Media
Social media is an evolving and rapidly growing communication platform, allowing for two-way social interaction between people and organisations. In short, social media is about people. Use of social media is reflective of individuals and of organisations they are associated with. The spread and reach of content posted on social media channels is vast; postings are available and can be viewed by people worldwide in seconds.

Social media is changing the way we use the internet to interact with one and another. It is rapidly becoming a part of our daily lives. Social media refers to online community sites including Facebook, MySpace and LinkedIn, file sharing sites such as Picasa and YouTube; blogs, forums and micro-blogging sites like Twitter. These guidelines would be updated from time to time as new social media platforms, communities, trends and cultures develop.

The Global Schools Foundation’s (GSF) Marketing & Communications Team, along with assigned staff co-ordinators, are authorised to post content on behalf of Global Indian International School (GIIS) on its social media channels. GIIS recognises that social media is a two-way engagement and interaction platform, which facilitates an open dialogue and discussion of ideas that are beneficial for the organisation, and/or individuals in their learning capacity.

Always be considerate and transparent about your engagement on social media channels, as you represent GIIS as an employee or student. Your online behaviour impacts the organisation’s reputation and we encourage you to positively engage in sharing views and ideas on social media channels. As employees and students of GIIS, it becomes critical for us to stay connected and relevant.
Keeping the above in mind, remember:

1. **Protect your own Privacy**
   
   Do not upload post or divulge any information that will compromise your privacy or professional confidentiality. Beware of scammers and identity thieves. Only accept invitations to share information from people you know. Utilise privacy settings to control access to your network, web pages, profile, post blogs, etc.

2. **Identify with your own Identity**
   
   Always use your real name to post or share content on social media. If you are sharing or posting content on behalf of GIIS, and wish to promote school activities or achievements identify yourself as a student or staff member.

3. **Maintain respect**
   
   Sharing content, thoughts and views with others is the ideal of engaging in social media. Always be respectful and avoid inflammatory, racist or offensive language. Do not upload offensive or explicit written, audio and video content.

4. **Be responsible online**
   
   You are responsible for any content or comments personally made by you. Always maintain a clear and calm-minded approach for sharing any content online. Ensure that you always protect your privacy and do not insult, threaten or deride anyone on the grounds of caste, religion, race, nation, gender or circumstances in a manner that goes against GIIS’ code of conduct.

5. **Think before making any post**
   
   Social media has a strong ‘viral’ quotient, making any comment, post or sharing of thoughts, ideas or events reach out to people worldwide in a matter of seconds. Be mindful of what you post. Search engines and archival systems save information, which can be retrieved years after the post has been made.

6. **Cyber Bullying**
   
   Cyber bullying is considered as an act of harassment. Do not indulge in this crime in any manner whatsoever. Please refer to GIIS Student Handbook for detailed information
7. **Maintain Personal and Organisational Confidentiality**
   Do not post any information that is confidential personal or commercial information about GIIS, its students, teachers or staff members. Posting the same may breach legal obligations or GIIS’ policies and procedures.

8. **Privacy Settings**
   Only accept invitations to share information from people you know. Utilise privacy settings to control access to your network, web pages, profile, posts blogs etc.

9. **Manage your time spent online**
   Users should allocate a certain amount of time to using social media to avoid over usage and manage time for studies, co-curricular activities and other important work.

10. **Plagiarism**
    Publishing your opinions, art, writing and other works makes them subject to plagiarism. Although an effective way to share your work, content online is public and can be used without prior permission and knowledge of the user. Users must be cautious of what is published to maintain the genuineness of their work.

11. **Precautionary use of photo uploads**
    Social media involves photo-based communication, and a large number of images. These can be manipulated and used in other areas without the user coming to know. Hence, caution should be exercised to protect your identity, and above all, integrity.

**GUIDELINES FOR POSTING ON FACEBOOK**
Any post that is offensive, defamatory, off subject, abusive, or selling external services, events or activities will automatically be marked as spam and removed.

No parent or student shall give misleading facts / opinions or any blog(s) / website(s) / social media channel(s) about the school or any teacher. If they are defamatory in nature, or deemed to be so by the Internal Review Committee (IRC), it would be considered as a serious breach.
Use of school logos, images or photographs on personal social profiles is strictly prohibited. If a user has any question or feedback to share in relation to classes, activities or any school-facilitated service, he/she is requested to contact the respective teacher-in-charge or Campus Principal through the official GIIS web portal, www.myGIIS.org

**School internet**

Global Indian International School provides internet access as a facility to supplement the delivery of its learning programmes. The benefits of having access to the internet are invaluable for both, educators and students.

Amongst the vast resources on the internet are some materials that are not suitable for school-aged children. It is not appropriate to locate material that is illegal, defamatory, or offensive. Such conduct will lead to the immediate loss of network access and disciplinary actions.

**Users Can:**
- Participate in projects using the Internet in a directed manner to support curriculum and research activities.
- Use the internet to locate materials to meet educational requirements.
- Access a variety of information including news resources, information databases, the holdings of other libraries, etc.

**Users Cannot:**
- Locate material that is illegal, defamatory, or offensive.
- Use the network for commercial or for-profit purposes.
- Use the network for any illegal activity, including violation of copyright or other contracts.
- Resort to cyber bullying or harassment.
- Use the network to access obscene or pornographic material.
• Damage computer, computer systems or computer networks.
• Invade the privacy of other network users.
• Gain unauthorised access to computer networks, resources or materials.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>1 May 2013</td>
<td>Wednesday</td>
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<td>8 August 2013</td>
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<td>9 August 2013</td>
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<td>Singapore National Day</td>
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<tr>
<td>15 August 2013</td>
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<td>Indian Independence Day</td>
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<tr>
<td>15 October 2013</td>
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</tr>
<tr>
<td>4 November 2013</td>
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<tr>
<td>25 December 2013</td>
<td>Wednesday</td>
<td>Christmas</td>
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<tr>
<td>1 January 2014</td>
<td>Wednesday</td>
<td>New Year</td>
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<tr>
<td>26 January 2014</td>
<td>Sunday</td>
<td>Indian Republic Day</td>
</tr>
<tr>
<td>31 January 2014</td>
<td>Friday</td>
<td>Chinese New Year</td>
</tr>
<tr>
<td>1 February 2014</td>
<td>Saturday</td>
<td>Chinese New Year</td>
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The school observes all local public holidays and remains closed on August 15 (Independence Day of India) and January 26 (Republic Day of India).

**Vacations & Breaks for 2013-2014**

<table>
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<tr>
<th>For Students</th>
<th>From</th>
<th>To</th>
<th>Total</th>
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<tbody>
<tr>
<td>Summer</td>
<td>1 June 2013</td>
<td>2 July 2013</td>
<td>32</td>
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<tr>
<td>Semester 1 Break</td>
<td>25 September 2013</td>
<td>30 September 2013</td>
<td>6</td>
</tr>
<tr>
<td>December</td>
<td>9 December 2013</td>
<td>5 January 2014</td>
<td>28</td>
</tr>
<tr>
<td>Semester 2 Break</td>
<td>17 March 2014</td>
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27. Examination Schedule

1. Classes - Primary (Classes 1-5)

<table>
<thead>
<tr>
<th>Type of Exam</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment 1</td>
<td>17 May 2013</td>
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<td>Assessment 2</td>
<td>16 Sept 2013</td>
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<td>Assessment 3</td>
<td>25 Nov 2013</td>
<td>29 Nov 2013</td>
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<tr>
<td>Assessment 4</td>
<td>10 March 2014</td>
<td>14 March 2014</td>
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2. Classes - Secondary (CBSE Classes 6 - 12)

<table>
<thead>
<tr>
<th>Type of Exam</th>
<th>Start Date</th>
<th>End Date</th>
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<tr>
<td><strong>For Classes 6, 7 and 8</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester 1</td>
<td>11 September 2013</td>
<td>20 September 2013</td>
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<tr>
<td>Semester 2</td>
<td>5 March 2014</td>
<td>14 March 2014</td>
</tr>
<tr>
<td><strong>For Classes 9 and 10</strong></td>
<td></td>
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<tr>
<td>Pre-Semester (PSA1)</td>
<td>20 August 2013</td>
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<tr>
<td>Semester 1 (SA1)</td>
<td>11 Sept 2013</td>
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<tr>
<td>Pre-Semester (PSA2)</td>
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<tr>
<td><strong>For Class 11</strong></td>
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<tr>
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<td>11 Sept 2013</td>
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<tr>
<td>Semester 2</td>
<td>13 January 2014</td>
<td>22 January 2014</td>
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<tr>
<td><strong>For Class 12</strong></td>
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<tr>
<td>Pre-Boards 1</td>
<td>11 November 2013</td>
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<td>Pre-Boards 2</td>
<td>10 January 2014</td>
<td>20 January 2014</td>
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<tr>
<td><strong>For Classes - 10 and 12 CBSE Board Exam – March 2014</strong></td>
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3. **Classes - Secondary (IGCSE Classes 8 - 10, and IB Diploma Year 1 and 2)**

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<tr>
<th>Type of Exam</th>
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<td><strong>For IGCSE 8 and 9</strong></td>
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<td>2 Sept 2013</td>
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</tr>
<tr>
<td>Semester 2</td>
<td>21 February 2014</td>
<td>14 March 2014</td>
</tr>
<tr>
<td><strong>For IGCSE 10</strong></td>
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<tr>
<td>Mock 1</td>
<td>20 Jan 2014</td>
<td>10 Feb 2014</td>
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<tr>
<td>Mock 2</td>
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**IGCSE 10 Final Exam is May/June 2014**

<table>
<thead>
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<th>Type of Exam</th>
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<th>End Date</th>
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<tbody>
<tr>
<td><strong>For IB Year 1</strong></td>
<td></td>
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<tr>
<td>Semester 1</td>
<td>13 Nov 2013</td>
<td>22 November 2013</td>
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<tr>
<td>Semester 2</td>
<td>6 May 2014</td>
<td>15 May 2014</td>
</tr>
<tr>
<td><strong>For IB Year 2</strong></td>
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<td>Semester 1</td>
<td>13 Nov 2013</td>
<td>22 November 2013</td>
</tr>
<tr>
<td>Mock</td>
<td>17 March 2014</td>
<td>26 March 2014</td>
</tr>
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</table>

**IB Year 2 Final Exam is May 2014**
28. Fee Protection Scheme (FPS)

The Council of Private Education, under the Enhanced Registration Framework, requires all Private Education Institutions to protect the fees paid by the students.

The Fee Protection Scheme (FPS) serves to protect students’ fees in the event a private education institution is unable to continue operating due to insolvency, and/or regulatory closure. The Fee Protection Scheme also protects students if the private education institution fails to pay penalties or return fees to the students arising from judgment made against it by the Singapore courts.

EduTrust-certified private education institutions are required to adopt the Fee Protection Scheme to provide full protection to all fees paid by their students. All fees refer to all monies paid by the students to be enrolled in a private education institution, excluding the course application fee, agent commission fee (if applicable), miscellaneous fees (non-compulsory and non-standard fee paid only when necessary or where applicable, for example, the re-exam fee or charges for credit card payment etc,) and GST.

Fee Protection Under the Insurance Scheme

Under the fee insurance scheme, private education institutions will purchase insurance protection from any one of the Council for Private Education-appointed insurance companies for every one of their students to protect their fees.

GIIS has appointed LONPAC INSURANCE BHD, as the insurance company, for protecting the fees under Fee Protection Scheme.

Students studying in an EduTrust-certified private education institution need to pay fees of up to a maximum of 12 months of their course duration to their private school.
Medical Insurance Policy
In compliance with the requirements of Council of Private Education, GIIS has a medical insurance scheme in place for all students. The Medical Insurance provided is as per the requirements under EduTrust.
GIIS has appointed AXA as the insurance provider. Please find details of benefits and coverage in the links mentioned below.

Click here to view the Policy Schedule  
Click here to view the Product Summary  
Click here to view the Benefits Schedule  
Click here to view the Combined Claim Form

Students who need to make a claim under the Medical Insurance Policy should submit the Claim Form to the Admissions Department. Alternatively, email Ms Shruti Thakur on admissions3.sg@globalindianschool.org or contact (+65) 6508 3705.
29. Withdrawal Policy
Transfer would mean that the Student changes to another course of study in GIIS. If the Transfer is approved, the original Student Contract will be terminated and a new Student Contract will be undertaken.

Withdrawal would mean that the Student withdraws from the course and leaves GIIS and the Student Contract will be terminated.

Students will be informed of the procedures and conditions for Transfer/Withdrawal at the time of enrolment, which include:

1. Circumstances for Transfer/Withdrawal
2. Terms and conditions for acceptance of Transfer / Withdrawal
3. Process to be followed for application of Transfer / Withdrawal
4. Fees payable for such applications
5. Status of Student Pass for International Students
6. Conditions of Refund of fees paid
7. Time taken to assess and process Transfer/Withdrawal applications

DEEMED WITHDRAWAL

The Students’ transfer from one course to another course shall NOT, for the purposes of this Refund Policy, be deemed to be a withdrawal from the Course and the provisions of Refunds for Withdrawal Without Cause shall not apply in such transfer.

WITHDRAWAL FOR CAUSE

GIIS shall inform the Student immediately within three (3) working days if:

1. It fails to commence the Course on the Course Commencement Date;
2. It terminates the Course prior to the Course Commencement Date;
3. It fails to complete the Course by the Course Completion Date;
4. It terminates the Course, for any reason, prior to Course Completion Date;
5. It is of the view that the Student is not suitable for admission into GIIS;
6. The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA);
7. The Student fails to obtain any approvals from any other governmental organizations including but not limited to the Ministry of Education (MOE), thus rendering the Student being unable to attend GIIS or unable to continue to attend GIIS; or
8. The Student is expelled from GIIS for a serious breach of any of GIIS’ rules or regulations,

GIIS shall, within seven (7) working days of notifying the Student in writing of the above circumstances, provide the Student with information and details of the alternative confirmed course arrangement, or, any other arrangements to the best of GIIS’ ability that will allow the Student to make a timely and appropriate decision on the alternative arrangements.
REFUNDS FOR WITHDRAWAL FOR CAUSE

Refunds for Withdrawals are elaborated in the Refund Policy.

Cooling Off Period

There shall be a cooling-off period of 7 working days after the signing of the Student Contract. Within these 7 days, and regardless of whether the Course Commencement Date has passed, the Student can withdraw from GIIS as per the withdrawal procedure set out below and receive 100% of the Tuition Fees, Bus / Transportation Fees and Activity Fees (if applicable).

GIIS shall bring to the attention to the Student's Rights to Cancel Contract pursuant to Schedule 4.1 of the Student Contract which states students’ rights under the cooling-off period.

TRANSFER CONDITIONS

Change of Course

GIIS will allow students to transfer from one course to another within GIIS in the following circumstances:

1. Class 8 students who meet the necessary school criteria may transfer between the 3 courses on offer from Class 8 i.e., Central Board of Secondary Education (CBSE), CBSE-International (CBSE-i) and IGCSE.
2. Class 9 students who meet the necessary school criteria may transfer between the 3 courses on offer from Grade 9 i.e., Central Board of Secondary Education (CBSE), CBSE-International (CBSE-i) and IGCSE.
3. Class 11 students who meet the necessary school criteria may transfer between the 2 courses on offer from Grade 11 i.e. International Baccalaureate Diploma (IB DP) and Central Board of Secondary Education (CBSE).

In instances stated above, transfer from one course to another course shall NOT, for the purpose of the Refund Policy, be deemed a withdrawal from the Course and the provisions of Refunds for Withdrawal Without Cause shall not apply in such transfer.

In the event of a change of course as mentioned above, a new Student Contract shall be executed between GIIS and the Student to reflect the change of course and fees where applicable.

ADMINISTRATION OF WITHDRAWAL

The Student may withdraw from GIIS by submitting an online withdrawal application, available on www.myGIIS.org.
Upon receipt of the withdrawal notice, Admissions team will respond to the student withdrawal request within 2 working days. In the event the withdrawal is not in the prescribed format, GIIS shall at its absolute discretion have the right to reject any such withdrawals.

A withdrawal notice is not confirmed until the Admissions Department has received the fully completed GIIS Withdrawal Notice form and an acknowledgment of receipt has been received by the parent that such notice has been received. Further, the dues if any at the time of application for Withdrawal should be fully settled. No other confirmation – written or otherwise – will suffice.
30. Refund Policy

Students will be informed of the expectations and conditions for refund, which include:

1. Eligible refunds will be processed for payment to the Students within a reasonable period (not more than 7 working days) except in cases of deficient documentation or query from the parents.
2. Refund conditions will be made known to the Students at the point of application for the Courses
3. Non-refundable payments will also be made known to the Students
4. Approval of transfer/withdrawal applications
5. The details of the refund will be explained to the parents.

REFUND CONDITIONS:

Refund of tuition fee / bus fee / activity fee shall be made under the following circumstances:

1. Upon the student withdrawing from the course
2. Student not joining the course for which registered
3. Extension of staff child subsidy for existing student upon change of profile from general student to that of Staff / Manager Child.

All refund applications shall be processed only upon the student fulfilling the withdrawal / Exit formalities in the prescribed format.

For existing student withdrawing from the course or new student not joining the course, all refund applications shall be processed only upon the student fulfilling the online withdrawal form on MyGIIS.org and completion of all exit formalities in the prescribed format.

Refund for staff child subsidy will be processed upon receipt of the completed and duly authorised by HR Department.

ADMINISTRATION OF REFUNDS

The refunds will be processed as per the following causes:

WITHDRAWAL FOR CAUSE

GIIS shall inform the Student immediately within three (3) working days if:

1. It fails to commence the Course on the Course Commencement Date;
2. It terminates the Course prior to the Course Commencement Date;
3. It fails to complete the Course by the Course Completion Date;
4. It terminates the Course, for any reason, prior to Course Completion Date;
5. It is of the view that the Student is not suitable for admission into GIIS;
6. The Student's Pass application is rejected by Immigration and Checkpoints Authority (ICA);
7. The Student fails to obtain any approvals from any other governmental organisations including but not limited to the Ministry of Education (MOE), thus rendering the Student being unable to attend GIIS or unable to continue to attend GIIS; or

8. The Student is expelled from GIIS for a serious breach of any of GIIS’ rules or regulations,

GIIS shall, within seven (7) working days of notifying the Student in writing of the above circumstances, provide the Student with information and details of the alternative confirmed course arrangement, or, any other arrangements to the best of GIIS’ ability that will allow the Student to make a timely and appropriate decision on the alternative arrangements.

**REFUNDS FOR WITHDRAWAL FOR CAUSE**

Subject to Force Majeure events, the Student shall be entitled to withdraw by giving written notice to GIIS of his/her intention to do so if the withdrawal is related to any of the circumstances set out in points (i) to (iv) above. For circumstances set out in points (v), (vi), (vii) and (viii), GIIS shall be entitled to require the Student to withdraw by giving the Student 24 hours written notice.

**REFUND AMOUNT:**

For circumstances under point (i) to (iv), GIIS shall, within seven (7) working days after notifying the Student, refund to the Student the entire:

1. Tuition Fees
2. Bus / Transportation Fees
3. Student Welfare Fees
4. Activity Fees (if applicable)

The applicable amount of refund for each scenario is given below:

<table>
<thead>
<tr>
<th>Refund amount for Withdrawal</th>
<th>Refund amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refunded amount for withdrawal related to any of the circumstances set out in points (i) to (iv) above</td>
<td>100%</td>
</tr>
<tr>
<td>Student not suitable for admission into GIIS (Point v)</td>
<td>100%</td>
</tr>
<tr>
<td>Rejection of student pass application for new joinees (Point vi)</td>
<td>100%</td>
</tr>
<tr>
<td>Rejection of student pass application of existing students (Point vi)</td>
<td>Pro rate unused portion of the fee</td>
</tr>
<tr>
<td>Student unable to attend GIIS as per point vii for failure to obtain any approvals from any other governmental organisations including MOE</td>
<td>100%</td>
</tr>
<tr>
<td>Student is expelled from GIIS (point viii)</td>
<td>Pro rate unused portion of the fee</td>
</tr>
</tbody>
</table>
Refunds for Withdrawal Without Cause

Where the Student withdraws from the Course for any reason other than those set out in The Withdrawal for Cause above, or Force Majeure events GIIS shall within seven (7) working days after the date of withdrawal (as set out in the withdrawal notice) refund to the Student the following sums (less any applicable bank administrative charges properly paid/payable):

<table>
<thead>
<tr>
<th>% of the aggregate Tuition Fees, Bus Fees and Student Welfare Fees, Activity Fees paid as per the Student Contract</th>
<th>If Student’s written notice of withdrawal is received</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>(“Maximum Refund”) More than 7 days before the Course Commencement Date</td>
</tr>
<tr>
<td>NIL</td>
<td>Before, but not more than 7 days before the Course Commencement Date</td>
</tr>
<tr>
<td>NIL</td>
<td>After the Course Commencement Date</td>
</tr>
</tbody>
</table>

A withdrawal notice is not confirmed until the Admissions Department has received the fully completed GIIS Withdrawal Notice form and an acknowledgment of receipt has been received by the parent that such notice has been received. Further, the dues if any at the time of application for Withdrawal should be fully settled. No other confirmation - written or otherwise - will suffice.

The term Consumed Fees shall mean the Tuition Fees, Bus / Transportation Fees (if applicable), Activity Fees (if applicable) due and payable equivalent to 1 calendar months' aggregate fees for the course. Any dispute in respect of how much Tuition Fees, Bus/Transportation Fees (if applicable), Activity Fees (if applicable) have been consumed pursuant to this clause shall be referred to mediation at the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIarb) through the CPE Student Services Centre. The decision of the Singapore Mediation Centre (SMC) or Singapore Institute of Arbitrators (SIarb) shall be final and binding on all parties.
31. Feedback and Complaint Management System

Parent fills up the Feedback Form for any feedback, comments; grievances etc or send a complaint via email etc.

Principal acknowledges receipt of the form from parent, investigate the matters and respond to the feedback

Feedback Form submitted to the Principal

Parent fills up the Feedback Form for any feedback, comments; grievances etc or send a complaint via email etc.

Principal to advise student on course of action to be taken face to face, telephone, email or letter

Principal replies to the Parent

Review for further comment (if necessary) and closure

All data recorded in My GIIS

Feedback Form forwarded to the Principal for further comment (if necessary) and initial

Respective Process Owner to assess the issue and advises student on course of action to be taken either face to face, by telephone,

Respective Process Owner to assess the issue and advises student on course of action to be taken either face to face, by telephone,

Able to resolve immediately (less than 24 hours)

Yes

Yes

No

No

Update Parent/Student accordingly and assign to the respective process owner.

Process owner able to resolve within 21 days

Student will be notified and advised of the possibility of EduTrust mediation Ref-pm 2.7.1

No

No