

INTERNATIONAL INDIAN SCHOOL

AL-MAJMAA'H, RIYADH, SAUDI ARABIA

CBSE Affiliation No. 5730025 – License No. 76J

Tel: 064323317 E-Mail: iismajmaah@gmail.com

www.iismajmaah.com



Introduction

The International Indian School Majmaah (IISM) is a community-based school started with contributions from the community to be run on a no-profit no-loss basis. It functions under the supervision of the **Ministry of Education (MOE), Kingdom of Saudi Arabia (KSA)** and is based on the Charter of Indian Schools in the Kingdom. The Indian Ambassador to the Kingdom (KSA) is the Patron of the School. The medium of instruction is English. The school follows the syllabus prescribed by the Central Board of Secondary Education (CBSE), New Delhi, India.

Aims

The aim of the school is to impart quality education by creating a stimulating and enjoyable environment apart from the overall development of the children in terms of physical, emotional, intellectual, social and cultural levels. Moreover, due importance will be given to help them grow up boldly to face the world with confidence. Extra-curricular and co-curricular activities will be encouraged to identify and develop the latent talents in students to explore various spheres of life aiming at the overall development of personality.

The Motto of the School is - SEEK THROUGH KNOWLEDGE

Knowledge is power. Knowledge is the basis of everything. One can seek anything in the world through knowledge. The most important thing is to seek eternity and bliss through knowledge. The school shall strive to widen and strengthen the knowledge of the children in all fields for good living, so that the students can serve the purpose of their entity.

Management Committee

The school is being managed by a five-member committee approved by the Embassy of India and the Ministry of Education, KSA.

The major decisions of the committee will be scrutinized and either approved or rejected by the Higher Board. The Higher Board comprises of all the International Indian Schools in the Kingdom and the senior representatives of the Indian Embassy and Ministry of Education, KSA.

Subjects:

The school follows the CBSE syllabus in the following subjects:

1. English – as the first language and medium of instruction.
2. Hindi as the second language.
3. Urdu may be chosen as a second language depending on the availability of the teachers and sufficient number of students in a class opting for these subjects.
4. Arabic as compulsory third language for all students from Class 1 to 8 and can be opted as a second language in Class IX & X other than Hindi.

5. Mathematics
6. Environmental Science up to 4th standard
7. Science & Social Studies from 5th standard onwards.

Certificate Subjects:

1. Islamic Studies / Moral Science
2. Saudi History and Culture
3. Health & Physical Education
4. Arts and Crafts

School Timing:

The regular working days of the school are from **Sunday to Thursday** with the timings as follow.

Primary Section (New Building)	
LKG & UKG	7:45 am to 12:00 noon
CLASS: I & II	7:45 am to 01:20 pm

Secondary & Higher Section (Main Building)	
CLASS – III to X	7:30 am to 1:30 pm

LKG and UKG parents must pick your child at 12:00 noon after 12 noon School will not responsible.

Admission Procedures:

1. Application for admission should be submitted to the principal by the parents on a prescribed form, which can be obtained from the school office on payment of S.R.25/-
2. Candidates from UKG onwards have to appear for an Entrance Examination after paying a fee of SR 50/- (non-refundable under any circumstances). The standard of the Entrance Examination will be that of the level of the preceding examination. If the performance is below average the parents have to give an undertaking that they will arrange for some extra coaching to bring up their children to the expected academic standard. Very poor performance may necessitate admission to lower classes.
3. The child should be 4 years of age as on the 31st March of the year for admission to LKG. Children less than 5 years of age as on 31st March will not be admitted to Class I.
(3 months relaxation in age limit can be approved by principal in special case)
4. Each application form should be accompanied by the following documents in a green file.
 - a) Passport copies of the father, mother and the child
 - b) Iqama copies of the father, mother and the child
 - c) Letter from the sponsor of the parent to join the school
 - d) Transfer certificate from the previous school
 - e) Birth certificate of the child seeking admission in LKG
 - f) No Objection Certificate from Idara Taleem in case of Arabic students other than Saudi nationals.
5. Pupils joining the school in the middle of any quarter will have to pay the full fee for that quarter. However, long absentees will have to take re-admission by paying an amount of SR 800 and the regular fee thereafter. Otherwise they have to take T.C. after settling all their dues and subsequently seek admission as new.
6. Admission to Nationals other than Indians will be at the sole discretion of the Management after prior permission from the Ministry of Education, KSA

General Rules and Regulations:

- The students and teachers ought to talk in English within the School compound except during the other language classes where the corresponding language would be encouraged.
- Neat and tidy uniform as prescribed by the school is compulsory. All students should observe general personal hygiene.
- Good manners, good habits, obedience, order and punctuality will be stressed upon. Any misbehavior with teachers, administrative staff or other children will be dealt seriously. Repeated misbehavior may lead to suspension or even termination of the student from the school. Any rude behaviour in the form of foul language, slang, violent and aggressive behavior will entail a punishment for 3 to 7 days debarment or dismissal depending upon the gravity of the misbehavior.
- No student can leave the school premises, for whatever reason, without a written note from the Principal.
- Any damage to the school property has to be replaced or compensated by the parent. The decision of the Principal in this matter is final.
- If the child is sick, it is advised not to send him/her to school. A letter signed by the parent should accompany the child on rejoining the school. Long absenteeism of more than 2 days, due to sickness, needs a medical certificate issued by a competent authority. If the Principal feels the child is not fit to attend the class he reserves the right to send the child home.
- Travel-leave and sick-leave of more than 10 days should be intimated to the authorities in writing and in any case such a leave of more than 30days is not permitted without any valid reason.
- The parents are responsible to leave the children into the school compound in the morning and take them back in the evening. The school will not be responsible for any untoward happenings outside the school compound and after the school hours.
- The parents are advised not to send any valuables with the children. The school will not be responsible for the loss of valuables from the students.
- Students are not allowed to enter a classroom that does not belong to them or to remain in the classroom during the Physical Education period without prior permission from the class teacher.
- Students are forbidden to present any gifts individually or as a group to the teachers or other administrative staff.
- No cash payment should be made without receiving a proper receipt for the same.
- Students are not allowed to take private tuitions, paid or unpaid, from their subject teachers as well as other teachers without the permission of the school authorities.
- Books and periodicals borrowed from the library should be returned promptly in good condition. Loss or damage will incur cash penalty or replacement.
- If the Report Card is lost or mutilated a Duplicate report card will be issued upon payment of SR 20/-
- Parents are advised to send their own food and drinking water to the school. Small kids should wear diapers and carry spare diapers in their bags.

Admission Fees:

Admission+ development + processing fees per child (1 st & 2 nd child	SR 1100/-
Admission fee per child (3 rd child onwards)	SR 900/-

School fees for Indian Students

Indian	
LKG To V	Gr: VI TO X
300 + vat	325 + vat

School fees for Non Indian Students

Non-Indian	
LKG To V	Gr:VI TO X
400 + vat	425 + vat

Tuition fees have to be paid for the whole year even if the child skips one term or a part of the term if child admitted in mid-session, then he/ she has to pay one term fees.

Sports fee has been introduced this year because the school must pay SR 1500 to the Gulf Council every year for Cluster Meets.

“Development fund” fee: One time non-refundable deposit of SR 200/- at the time of

Registration cum Exam fee.

The school management reserves the right to revise any of the fees mentioned above keeping in view the needs and expenses of the school from time to time.

Recommendations to parents:

Every parent is a “teacher” to his/her child. The faculties of orderliness, discipline, dedication and enquiry take root at home and develop further at school. To carry out the joint responsibility, the school requests the parents to:

1. Co-operate with the school authorities in enforcing regularity and Discipline
2. Always send a letter if he/she is absent from school. This will make him a responsible and sincere student.
3. Parents should also ensure that their children are escorted back by them immediately after the school. The school does not accept any responsibility for the students who are left in the school premises after the school hours, or for those who reach the school well before the school hours.
4. Parents should help the school in the proper moulding of the children’s personality. They should make it a point to attend the Parent-teacher meetings and should see that their children do their homework regularly.
5. Parents are particularly expected to sign the report card and there marks entered in the school calendar and exercise books of their children.
6. Representations and complaints, if any, must be addressed to the Principal or Chairman of Managing Committee and not to the teachers.
7. Parents / Guardians and relatives are not permitted to meet the Teachers during the School hours For urgent matters, they should meet the Principal or the Secretary during fixed timings or by prior appointment
8. Pay the school fees in time to avoid late fee or re-admission fee in case the name is struck from the register due to non-payment of fee.
9. For your own safety **“Drive slowly and carefully”**. Follow the traffic rules at all times. Do not over speed **“Better late than never”**.

Mr. S .M. SHAUKAT HAYAT
PRINCIPAL