



Boarder's Parents' Handbook

Dear Parents,

We are privileged and grateful for the faith that you have in us and for trusting us with the educational and cultural welfare of your child.

At the World Academy, we strive to provide a dynamic and multicultural teaching environment supported by world-class facilities. The students learn in innovative and exciting twenty first century teaching methodologies.

The handbook embodies a brief summary of aims, values and policies that direct the day to day running of the World Academy.

The handbook will be updated annually to include new directions, which will inevitably arise from the dynamic and changing needs of the school.

The World Academy is affiliated to the Central Board of Secondary Education (CBSE) and shall be offering the course from Class 1 to 12.

Aims And Values

The World Academy is a haven for holistic learning, carried out under the supervision of mentors who are masters of their respective fields. However, what makes this institution truly capable is the rooting-in of firm values and clear aims for the future. The World Academy strives:

-To nurture well-balanced students who have a strong sense of right and wrong and are well on their way to becoming responsible citizens.

-To ensure the continued relevance and sustainability of the institution so that it remains vital to the world and at the heart of the community it serves.

-To inspire and enthuse all students, whatever their talents, to be passionate about achieving their full potential in their academic, sporting, creative and social endeavours.

School Timings

■ For students:

Monday to Friday - 5 days a week

Pre-Nursery:

08:30 a.m. to 12:30 p.m.

Nursery to Grade VIII

08:30 a.m. to 3:30 p.m.

■ For Admin. Department:

Monday to Saturday

09:00 am to 4.00pm

Communication To Parents

The school will keep you updated about your child's academic progress via email and SMS services along with other safe and reliable online resources.

Parents are also welcome to visit our Facebook page and the school website to keep up to date with the latest developments and events happening in school.

School Contact Numbers

The important contact details that you must save are as follows:

Principal - Ms. Nisha Bhakar

Email id: principal@worldacademy.in

House parent – Ms. Christine Violet Strong

boyshostel@worldacademy.in

Ph: 9871746528

For transport related issues, please contact:

Mr. Mohan Sharma Ph: 7082009700

If you have any queries, concerns or information to share about your child you are encouraged to communicate with the House Parent. For any other issues, the School Principal is available for discussion.

CURRICULUM OVERVIEW

Pre -primary School (Pre-Nursery to Kindergarten)

The World Academy follows the Montessori method of teaching in the Pre-primary classes.

The Montessori method is a scientific, child-centric educational approach based on scientific observations of children from birth to adulthood. It was formed based on observations made on individuals from childhood to adulthood and has been successfully implemented for over a century in a variety of cultures across the globe.

Montessori method uphold the human spirit and ensure the complete development of the child in physical, social, emotional as well as cognitive domains.

Classes 1 to 12

While books may prove to be stepping stones, the relevant meaningful learning comes from the real world. Phenomena occur every day that delve into new horizons and perspectives. Everything in the world today is contextual, based on interpretation and circumstances.

The World Academy lays emphasis on building the understanding in their students of the world around instead of passing on information. Classroom teaching learning is structured around relevant contextual issues and solutions are designed through collaboration. The students engage in research and dialogue in the class with their peers and mentors while constructing their understanding of the world.

As in the global arena, having a holistic perspective is imperative; the Real World Curriculum lays equal emphasis on Academic Knowledge, 21st Century skills, world studies and personal development.

HOMWORK / PREPS

All boarders will follow the timetable for the preps. Extra academic interventions will be provided for various subjects to all the boarders to ensure that they develop sound foundation.

SCHOOL CALENDAR

The students will receive the school annual calendar from their respective class mentors. Parents are encouraged to check the dates of the public, school holidays, events, vacations, etc. A soft copy of the holidays & vacations is enclosed in the handbook. Any changes will be notified to parents in advance.

CO-CURRICULAR ACITIVITIES

Education at World Academy goes beyond the four walls of the classroom. All students, without exception participate in co-curricular activities. Weekend activities include in-house and out of campus activities.

At all times the students safety is our foremost concern, however, the school cannot be held responsible for injury caused due to any accidents during school trips outside school campus and activities inside the school campus.

SPORTS

World Academy students experience a well-structured sport's program. The entire sports program is run in association with "KOOH SPORTS" – Mumbai. (Website: www.koohsports.com).

The students will enjoy the following sports through the year.

Football

Cricket

Squash

Swimming

Badminton

Tennis

Basketball

The indoor – play area– is designed to support complete physical growth of the child which includes table-tennis, billiards, foosball and board games. It provides a safe play environment for children with a specially designed set of challenges.

MUSIC & DANCE

The school teaches the music curriculum of the Trinity School, London for the instruments – guitar & electronic synthesizer. The students are also exposed to various forms of dance, which forms an integral part of learning. All students have to opt for one musical instrument to learn and appear for the exams at the end of the session. Musical instruments will be purchase by the parents.

SCHOOL ASSEMBLY

The school assembly shall be conducted once a week as an interactive platform for showcasing of talents, practicing public speaking and mutual learning between all members of the World Academy. Each class is assigned a slot for presenting their assembly in front of the whole school.

SCHOOL LIBRARY

The school library is stocked with books, journals and magazines for different age groups and interests. All students have access to the main library and books are issued on a regular basis.

Books will be issued for a period of one week.

In the event of a damaged or missing book, the parents concerned are requested to do justice to the library by substituting the book in question with a new copy at their own expense.

BOARDING ROOMS

Spacious rooms are shared between four students with attached toilets and a sit out area. Every student has an independent wardrobe. Toiletries, stationery and other materials can be purchased from the school store on request on a chargeable basis.

TUCK SHOP

Our well stocked on campus convenience store has a wide range of Indian and foreign products. It is compulsory for a student to be accompanied by a houseparent while making any purchase.

MEALS ON CAMPUS

Students are served a healthy breakfast and buffet lunch with adequate care to ensure that a nutritious, tasty and balanced diet is served.

A buffet dinner will also be made available for the boarders as per the set schedule.

Parents are requested to notify the school in writing if the child suffers from any specific allergies in order for us to take adequate precautions if and when required. Meals are compulsory for all students where they learn not only the social skills but are also groomed for dining etiquettes.

STUDENT'S ATTENDANCE

Students must be punctual to school and arrive at school before the scheduled time.

Parents are requested to notify the school in case of a student's planned absence, including hospital visits, family celebrations, etc. for a day or two.

In case a student must accompany his/her parents on vacations, travelling abroad, etc. parents are requested to please intimate the school at least a week prior to the planned trip.

Student's absence from school for one or more weeks during any part of the academic year is discouraged as this negatively impacts the student's academic development.

In case of illness, kindly ensure that your child has recovered fully before rejoining school hostel.

It is necessary to submit a medical certificate confirming that the student is fit to come to school hostel.

UNIFORM

The school uniform is designed to generate a sense of belonging amongst students and provide comfort and flexibility during all school activities. All students of the World Academy are required to conform to the uniform rules and guidelines.

SUMMER UNIFORM:

Pre nursery to Grade 3 –

Boys: Blue collared T-shirt with the school emblem on it and beige coloured half pants.

Girls: Blue collared T-shirt with the school emblem on it and beige coloured skirt.

Grade 4 to Grade 8 –

Boys and Girls: Blue collared T-shirt with the school emblem on it and beige coloured track pants.

WINTER UNIFORM:

Full sleeved collared Fleece T-shirt and Fleece track pants.

All activities in school are to be attended in the above mentioned uniform.

Sport's Uniform-Blue coloured T-shirt and shorts.

SAFETY AND SECURITY

The school is enclosed with a boundary wall with a single entry/exit manned by security personnel 24 hours.

Visitors are required to make an entry in the register at the main gate for monitoring and record keeping.

Considering the safety of the children, only cars and other vehicles with permission are allowed to enter the school premises. Parking slots have been designated near the entrance to facilitate ease of movement.

Parents/authorized persons who come to pick up their children are requested to show the Pick Up card of the student issued by the school at the security and also at the school reception/ House parent. This is to ensure the safety of your child.

The school building including the hostel is fitted with fire alarms and close circuit camera systems in all common areas and classrooms to enhance safety and security of the students.

The school will not circulate the phone numbers of one parent to another under any circumstance.



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MEDICAL FACILITY

The school is equipped with medical facilities and a supply of non-prescription medicines. A trained nurse stays on the campus 24 hours a day. The school has tied up with an international standard private hospital for serious medical problems or emergencies. All medical expenses will be borne by the parent.

Parents are required to fill in the Medical History Form carefully.

DISCIPLINE – CODE OF CONDUCT -

World Academy encourages students to take complete responsibility for their own self-discipline, studies and personal behaviour. The school does not encourage racism, sexism, bullying or any insensitive behaviour towards peers or school property.

The school is not associated with any religious or denominational organization.

All students are expected to attend all classes as per the schedule. Absence is only granted after permission has been taken from the Principal/house parent.

Corporal punishments are not encouraged under any circumstances in the school/hostel. Any student found disrespecting the school rules and regulations will be terminated from school with immediate effect.

EXPENSES AND TRAVEL

Parents are expected to pay all the school fees on time to avoid payment of fine or child's termination.

The school arranges, on request, a transport to all out-station students to and from the airport/railway station according to the vacation schedule listed in the school calendar.

Parents who do not wish to avail this service will be required to make their own travel arrangements including pick-up and drop-off from airport and railway station.

The school shall take the responsibility to book air/rail tickets only on prior information and deposition of money by the parent. Written request is required for all travel arrangements which can be communicated in writing to the house parent in advance.

All foreign students are required to carry copies of their FRRO (Foreign Regional Registration Office) documents themselves.



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FEE POLICY

Fee is payable in four installments corresponding to the four Terms.

Fee includes expenses related to books, stationery, annual charges, all school activities (except Annual Day celebration & outdoor adventure programs), food, IT facilities & boarding charges.

Uniform and transport charges are not included in the fee and will be charged additionally.

Fee once paid is non refundable.

In case of a child discontinuing school, the caution deposit will be refunded without any interest.

The Management reserves the right to terminate the student's admission for non-payment of the school fee beyond 15 days from the due date. In such a case, parents will have to re-admit the child after making all required payments.

PAYMENT OF THE FEE

The School Fee is divided into four installments and is to be paid at the start of every term:

- 1st Term payment to be paid by 10th April of the current academic year
- 2nd Term payment to be paid by 10th of July
- 3rd Term payment to be paid by 10th of October
- 4th Term payment to be paid by 10th of January

Parents are requested to make the payment before the due dates. Late fee payment will be charged @ Rs.100/- per day inclusive of public & school holidays, after the 10th of each payable month.

Parent can also pay the fees at once for the entire academic session if they so wish to.

All payments (school fee, examination fee, transportation fee, IT fee and boarding fee) must be paid by cash/cheque in favour of "**SONA EDUCATIONAL SOCIETY**". We also accept credit/debit card payments (with the bank convenience charges of 1.5%) and online payment.

All payments will be collected only at the Accounts Office from Monday to Saturday (except on school notified holidays) during school hours.

WITHDRAWAL FROM SCHOOL

Parents wishing to withdraw their child/children from school must notify the school for issuance of the School Transfer Certificate and refund of the caution deposit thirty working days in advance for non-boarders and ninety working days in advance for boarders else one quarter fee (inclusive of all charges will be payable in lieu of notice). Please note that the caution deposit amount will be refunded without any interest after settling down all fee related dues.

All boarders leaving the school must obtain a **NO DUE FORM** from the Principal's office. Until this has been completed and signed, signifying the return of all school property in good condition, no report card or transfer certificate will be issued to the student.

Please note that the Management reserves the right to change the school policies as and when it deems fit.

HOME SCHOOL COMMUNICATION

Parent-Mentor Meetings (PMM)

The PMM shall be scheduled at regular intervals of time all through the year.

The PMM shall be scheduled individually, as we believe that every parent and teacher needs adequate time to address their specific concerns and needs for their child. PMM at regular intervals helps the staff, students and parents to share information. The personal profiles, achievements, attendance records, academic progress, report cards, discipline and sanctions, school communications for your child are shared in the PMM.

Report card will be issued twice a year – in September end for Mid Term exams and final report card in March end of each academic year.

The mentors will have class assessments all through the year at regular intervals.

Newsletters

School newsletters, sent thrice a year, form an important channel of communication between the school and home. These newsletters will usually highlight major events and developments taking place in the school over last few months.

School Facebook page

The school has an official Facebook page that reports all events held in school. Parents are requested to 'Like' the page.

<http://www.facebook.com/worldacademy.in>

How To Contact Us

Parents are welcome to contact the Principal & Mentors through their official email ids. that have been shared with the parents. Parents can also call up the school board numbers to fix an appointment at a mutually convenient time. Our mentors do not use mobile phones during school hours.

The house parent can be reached at all times through telephone or email.

Telephoning from the Campus

Living on a Wi-Fi enabled campus; boarders will be allowed to telephone home once a week, on Sunday. No mobile phones will be permitted in the school hostel.

CELEBRATIONS AT SCHOOL

World Academy promotes a secular and open environment and all popular festivals are celebrated in the school. Students may come in the dress of their choice on their birthdays and enjoy a simple celebration with their classmates and mentors. It is strongly recommended that the candies are the same for the students and staff (counted to a maximum of 2 per person) and worth Rs. 20/- or less per piece. Cutting birthday cakes is not allowed inside the school.

All boarders will celebrate their birthdays with other boarders and the house parent at the hostel by cutting a cake, which will be arranged by the school.

You are welcome to contact us for any query / information or clarification.

The information furnished in the handbook is for the convenience of the parents and students. The school management reserves the right to change or amend any part of the contents without prior information from time to time and as and when required.

ANNEXURE

HOLIDAY PLANNER 2017 – 18

Dates	Holidays
Tuesday, 4 th April	Ram Navami
Friday, 14 th April	Good Friday
Friday, 14 th April	Ambedkar Jayanti
Wednesday, 10 th May	Budh Purnima
Monday, 26 th June	EidUl Fitr
Monday, 7 th August	Raksha Bandhan
Tuesday, 15 th August	Independence Day
Friday, 25 th August	Ganesh Chaturthi
Saturday, 2 nd September	Eid Ul Zuha
Saturday, 30 th September	Dussehra
Monday, 2 nd October	Gandhi Jayanti
Thursday, 5 th October	Valmiki Jayanti
Thursday, 19 th October	Diwali
Saturday, 21 st October	Bhai Dooj
Wednesday, 1 st November	Haryana Day
Saturday, 4 th November	Guru Nanak Jayanti
Friday 1 st December	Eid E Milad
Monday, 25 th December	Christmas
Monday, 1 st January	New Years' Day
Monday, 22 nd January	Vasant Panchami
Friday, 26 th January	Republic Day
Tuesday, 13 th February	Maha Shiv Ratri
Saturday, 3 rd March	Holi
Thursday, 29 th March	Mahavir Jayanti

Vacations	Dates	Remarks
Summer Vacations	Mon, 22 nd May to Fri, 30 th June, 2017	School will reopen on Monday, 3 rd July 2017
Dussehra Break	Thur, 28 th Sep to Sun, 1 st October, 2017	School will reopen on Tuesday, 3 rd October, 2017
Diwali Break	Wed, 18 th Oct to Sat, 21 st Oct, 2017	School will reopen on Monday, 23 rd October, 2017
Winter Vacations	Tue, 2 nd Jan to Fri, 12 th Jan 2017	School will reopen on Monday, 15 th January, 2018

Note –

Above details are subject to change at short notice, depending on the unforeseen conditions prevailing at the time and the guidelines of the Government of Haryana/CBSE/DOE

