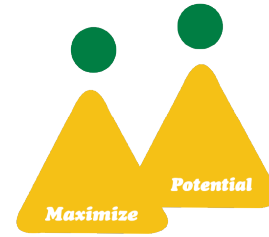


Balsam

Academy



Parent Handbook

2025 - 26



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F O R E W A R D

Balsam Academy believes in a personalised approach to instruction leading to mastery within a positive and enjoyable learning environment. Founded in 2004, its fundamental goal is to prepare students not only for successful further schooling, but also for the difficulties that will be encountered in the changing social, economic, and political environment of the modern world. Balsam Academy recognises the importance of offering a constructive, wide-ranging, and structured program.

This handbook is intended for both new and continuing parents. It has been produced in an effort for you to understand some of our expectations and goals in working with you. We are mindful that in an international community, students will leave to continue their education elsewhere. Therefore, we equip students with the skills and knowledge they will need to be successful in their next school and throughout life.

We encourage parents to participate in events and help the students enjoy their learning experiences here. We also encourage parents and students to give feedback that will enhance the educational experiences. We believe our relationship with students and parents is key to our success and we hope this document will provide helpful information.

Best wishes as you become part of our school community.

WELCOME MESSAGE

Welcome to Balsam! We're thrilled to have new families join our community and hope this handbook serves as a valuable resource for everyone. While our returning parents and staff might be familiar with some of the details, we encourage everyone to take a fresh look through the handbook as we gear up for another exciting year.

At Balsam, your comfort and involvement are paramount. We strive to make every family feel at home, fostering an atmosphere where everyone feels included and valued.

Communication is Key: We can't emphasize enough how crucial open and honest communication is for the success of our school. We invite you to engage actively with teachers, staff, and other parents to create a nurturing educational environment. Let's work together to keep the lines of communication open and constructive.

We look forward to a fantastic year ahead and are excited to see the contributions and growth of each family within our Balsam community.

SCHOOL WEBSITE

[HOMEPAGE](#)

[Announcements](#) | [Introduction to School](#) | [Student Achievements](#) | [Facilities](#) | [Book a Tour](#) | [Gallery](#)

[ABOUT SCHOOL](#)

[Our Vision and Mission](#) | [Core Values](#) | [Core Principles](#) | [School Pledge](#) | [What's in a name?](#) | [History](#) | [Facilities](#) | [Quality Management](#)

[Governing Body](#) | [School Timings](#) | [Message from School Committee](#) | [CBSE Compliance](#) | [Theory of Action](#) | [Alumni](#)

[LEARNING & BEYOND](#)

[Admission](#) | [Approach](#) | [Student Activities](#) | [Assessment](#) | [Circulars](#) | [School Calendar](#) | [E-prospectus](#)

[EXPERIENCE](#)

[Gallery](#) | [Newsletter](#)

[STUDENTS](#)

[Student Login](#) | [Student Achievements](#) | [Student Feedback](#) | [Learners](#) | [Online Student Satisfaction Form](#) | [Grader Handbook](#)

[PARENTS](#)

[Parent Login](#) | [Cycle of Assessment](#) | [Parent Feedback](#) | [Involvement of Parents](#) | [Online Parent Satisfactory Form](#) | [Parent Handbook](#)

[STAFF](#)

[Our Team](#) | [Staff Feedback](#) | [Staff Achievements](#) | [In-service Training](#) | [CBSE Circulars](#) | [Careers](#) | [Staff Handbook](#) | [Apply](#) | [School Improvement Plan](#)

[MAKE A PAYMENT](#)

[Online Payment Link](#)

You may access the school website by clicking on the section titles above

GRADER HANDBOOK

We strive to provide students with positive educational experiences that are characterised by caring, supportive relationships and free from neglect or abuse of any kind. We are committed to working with you to ensure that the school maintains this type of environment.

By enrolling student(s), you agree to work in partnership with the school and you understand and agree to the guidelines outlined in the handbook.

The handbook contains all information pertaining to the section headings provided below:

- Message from School Committee
- About School
- Prayers, Songs & Pledges
- School Fundamentals
- Assessment
- Awards of Excellence
- Discipline & Expectations
- Merits & Demerits
- Student Activities
- Guidelines for Students & Parents

To access the Grader Handbook, [CLICK HERE](#)

DOCUMENTS

The relationship between parents and school is based on a lot of documents, including agreements and code of conduct. We expect parents to sign the following documents and agreements every year. These agreements memorialise the relationship between the school and parents, binding the parties to the agreed terms and conditions laid out to ensure mutual benefit and co-operation.

AT THE TIME OF ENQUIRY

- Enquiry Form (online through school website or in person with Admissions Officer)

AT THE TIME OF ADMISSION

- Original Completed and signed forms from the Admission Packet
- Original Special Diagnosis (if any Medical/ Learning Disability etc.)
- Original Transfer Certificate (if applicable)
- 3 passport size photos of child and 1 family photograph (parents, child and siblings only)
- Copy of Aadhaar Card for Indian Nationals
- Copy of Passport and Appropriate Permission Letter for Foreign Nationals
- 2 copies of Birth Certificate
- Copy of Caste/ Community Certificate (if other than general or open)
- Copy of Legal Document (if any custody, visitation rights if applicable)
- Copy of Progress Reports (previous 1 year for Grade 1 to 2; previous 2 years for Grade 3 and above)

WHAT WE OFFER?

A Safe School Environment: At Balsam Academy, your child's safety is our cornerstone. We cultivate a secure, nurturing environment where students can focus on learning, free from concerns. With vigilant security measures and a culture of kindness and respect, we ensure every student feels safe to be themselves.

Committed and Effective Teaching Staff: Our educators are more than teachers; they're your child's advocates and motivators. With a heart for teaching and a commitment to lifelong learning, our staff brings enthusiasm and expertise into the classroom, tailoring education to spark each student's potential.

Values and Principles Fostered by the School: We're dedicated to shaping not only scholars but also compassionate individuals. Our school culture embodies values like integrity, empathy, and global awareness. We instil these principles through our daily interactions and curriculum, preparing students for a diverse world.

Structured Scholastic and Co-Scholastic Programs: Education at Balsam is balanced. We provide a robust academic framework complemented by an array of co-curricular activities. Whether it's science in the lab or creativity on the stage, we ensure every aspect of a student's development is covered, promoting well-rounded growth.

Strong Home/School Communication: We view our relationship with parents as a partnership. You'll find us open and accessible, committed to keeping you informed through regular communications, parent-teacher meetings, and an interactive platform. Your involvement is key to your child's success.

Counselling and Mentoring: Understanding that each student has unique needs, we offer comprehensive counselling services. From academic guidance to personal development, our counsellors and mentors are here to support, inspire, and help navigate the path to success.

Beneficiary Satisfaction and Continuous Improvement: We're always listening, learning, and improving. Feedback from students, parents, and staff fuels our commitment to excellence. We strive to exceed expectations, ensuring that Balsam remains a school where every member feels valued and heard.

WHAT YOU CAN OFFER?

Unconditional Support to Children: Your unwavering support is the backbone of your child's educational journey. Encourage their dreams, celebrate their achievements, and stand by them through challenges. Your belief in them can make all the difference.

Mutual Respect Towards School Members: We foster a community of respect at Balsam. We invite you to join us in this by respecting teachers, staff, and fellow parents. This mutual respect creates a positive atmosphere where everyone can thrive.

Timely Payments to Help Us Serve Better: Prompt payment of fees ensures we can provide the best resources and opportunities for your child. It supports our ability to maintain high-quality education and facilities, directly benefiting your child's learning experience.

Involvement in School Activities/Programs: Your involvement is invaluable. Whether it's attending school events, volunteering, or participating in parent-teacher associations, your active engagement helps us build a stronger, more connected school community.

Provide a Happy and Conducive Environment at Home: Home is where learning begins. By providing a supportive, positive, and conducive environment, you lay the foundation for academic success and emotional well-being. A happy home life translates into a happy school life.

Uphold All School Policies and Processes: Adhering to school policies ensures a smooth operation for everyone. From dress codes to attendance, your cooperation with our guidelines helps maintain order and discipline, benefiting all students.

Share Constructive Feedback: We're on this journey together, and your insights are crucial. Sharing your thoughts and feedback helps us grow and adapt. Constructive criticism is welcomed as it paves the way for improvement and innovation.

By offering these contributions, you're not just supporting your child's education; you're helping shape a nurturing, vibrant school community. We appreciate your partnership and look forward to seeing the positive impact of our collective efforts.

POLICIES TO BE READ

We encourage our old and the new parents to familiarise themselves with policies every year as we continually review to ensure we adhere to the Education Board and Local Government instructions and provide the best for the community. A set of the policies (in addition to information included the Grader Handbook) ranging from Admissions, Zero Tolerance and Safety to Withdrawals & Refunds is made available in the Admin Office. Parents shall be oriented from time to time by the Head of Operations regarding the same. Non-violation of these policies shall strengthen the relationship among all stakeholders.

POINTS TO REMEMBER

Virtually every child comes to school eager to learn and we want to keep this urge to learn alive in every child. We believe in providing resources such as books, learning materials, and educational technology. In the world today, children need to become proficient in the use of computers and related technology as tools to accomplish a myriad of tasks.

Finally, we believe in working with parents to encourage our students to adopt qualities of living which lead to success long after formal schooling has ended. These include universally accepted “success orientations” of trustworthiness, kindness, politeness, responsibility, independent endeavour, concern for others, group interaction, and aesthetic appreciation.

CONTACT INFORMATION

The School encourages parents to use email as much as possible for communication with the administrative department.

School Office - 04172-272611/12

School Website - www.balsamacademy.org

RELATED TO

- General
- Appointment
- Admission & Withdrawal
- Transport
- Fee Payment / Certificate
- Complaints / Concerns
- Suggestions / Concerns related to School Admission

MAIL TO

balsamacademy@gmail.com

hr@balsamacademy.org

admission@balsamacademy.org

transport@balsamacademy.org

asst_accounts@balsamacademy.org

grievance@balsamacademy.org

hop@balsamacademy.org

For the latest updates, events, and community insights, follow us on our social media platforms. Connect to stay engaged with our school community.

Facebook - <https://www.facebook.com/balsamacademyofficial>

Instagram - [@balsamacademyofficial](https://www.instagram.com/balsamacademyofficial)

YouTube - [@balsamacademy](https://www.youtube.com/balsamacademy)