

BALSAM ACADEMY

PARENT HANDBOOK



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FOREWORD

Balsam Academy believes in a personalized 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 recognizes 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 give helpful information. Best wishes as you become part of our school community.

WELCOME MESSAGE

We especially welcome our new families and hope this handbook will offer you adequate information about our program. Although our returning parents and teachers may be acquainted with much of the handbook's information, we ask you to review it in preparation for the coming year.

We are very pleased to have you with us and hope that you will always feel welcome at Balsam.

We want to stress that communication is the most important aspect of a successful school. Please help us ensure that ours is an open and honest environment.

SCHOOL WEBSITE

Visit our school website balsamacademy.org and know more about :

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| HOME | <ul style="list-style-type: none">• Announcement• Book a tour• Sitemap Quicklinks• Contact Details• Map |
| ABOUT SCHOOL | <ul style="list-style-type: none">• 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• Strategic Plan• School Improvement Plan• CBSE Compliance• Alumni |

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| LEARNING & BEYOND | <ul style="list-style-type: none"> • Admission • Approach • Student Activities • Assessment • Circulars • School Calendar • E-prospectus |
| STUDENTS | <ul style="list-style-type: none"> • Student Achievements • Student Feedback • Learners • Online Satisfaction Form • Student Handbook |
| PARENTS | <ul style="list-style-type: none"> • Cycle of Assessment • Parent Feedback • Involvement of Parents • Online Parent Satisfactory Form • Parent Handbook |
| STAFF | <ul style="list-style-type: none"> • Our Team • Staff Feedback • Staff Achievements • In-service Training • CBSE Circulars • Careers • Staff Handbook |
| EXPERIENCE | <ul style="list-style-type: none"> • Gallery • Newsletter |
| MAKE A PAYMENT | <ul style="list-style-type: none"> • Online Payment link |

STUDENT HANDBOOK

We strive to provide students with positive educational experiences that are characterized 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 table below provides you with the sections detailed in the Student Handbook :

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| MESSAGE FROM SCHOOL COMMITTEE | This comes from School Committee and reviewed every year. |
| ABOUT BALSAM | About Balsam, History, Our Vision, Mission, Core Values, Core Principles, School Symbol, Colours of Balsam Academy, Houses of Balsam Academy. We have provided this information both on the School website and Student Handbook for all members to know what Balsam is all about |
| PRAYERS, SONGS AND PLEDGES | We encourage students to be all inclusive and provide them an environment to prepare themselves to acknowledge feelings and respect all humans irrespective of caste, community, region, religion, nationality, language or gender. |
| SCHOOL FUNDAMENTALS | School Timings and Closure, Uniform Schedule, Office Working Hours : School Core Committee reviews each year with the Academic, Beyond Academic and Admin aspects in mind. Communication Language : We understand that parents want students to master English. We encourage students to communicate in English as much as possible however, our love for Indian languages are higher. We do promote using mother tongue for communication and iterate that all of us maintain acceptable standards of communication. |

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| ASSESSMENT | <p>The Assessment schedule, promotion policy are carefully prepared by the Exam Committee each year with the guidance of School Heads.</p> <p>This section details : Assessment and Assessing through Subject Enrichment Activities, Periodic Test Structure, Trans-disciplinary Projects, Creative and Critical Thinking, Multiple Assessment Strategies, Tentative Assessment Calendar for the Academic Year and Co-Scholastic Assessment.</p> |
| AWARDS OF EXCELLENCE | Description, criteria and points are tabled in this section. Read, comprehend and encourage students to work on their strengths and excel. |
| DISCIPLINE & EXPECTATIONS | This section details our stance on bullying, information on behaviour, detention, meritorious conduct and violation of school rules |
| MERTIS & DEMERTIS | This section briefs parents and students about the expected standards of discipline and behaviour. Merits rewarding positive behaviour and demerits for flouting rules are listed and maintained by all teachers. Help children to earn merits by setting such standards at home for all family members. |
| STUDENT ACTIVITIES | This section briefs you about the activities that we plan for students each year. Some are mandatory while a few are optional. |
| GUIDELINES FOR STUDENTS & PARENTS | This section provides guidelines for students and parents. Read and comprehend so you are well-informed. |

DOCUMENTS (OFFICE USE)

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 ADMISSION:

- Application Form
- Birth Certificate of the student

- Transfer Certificate
- Conduct Certificate
- Community /Caste Certificate
- Proof of Residence
- Aadhaar Card
- Income and Service proof of parent/s
- Disability Certificate of child (if applicable)
- Photos (as specified by the Admissions Officer)
- Copy of Passport (Foreign Nationals)
- Academic Transcripts /Reports
- Medical Form

EVERY YEAR AFTER ADMISSION:

- General Consent Form - This will help the school to ensure that parents have consented in advance to all activities, visits, school policies, procedures, rules and regulations.
- Parent School Agreement Form: This helps parents and school to work towards the development of the child with utmost sense of ownership and responsibility from all adults.
- Fee Payment Agreement - It is important that parents/guardians acknowledge that enrolment at Balsam Academy involves clear obligation to be financially responsible and accountable for the prompt payment of fees and other charges that may be raised to your Student Fee Account.
- School Transport Agreement - Applicable when school transport is opted. This forms as an agreement between the school and the parents/guardians to ensure responsibility of both the parties during transit.
- Wellness Form: This will help us understand the medical history of the child including vaccinations.
- Indemnity Bond: This will help parents understand the discretionary rights and reservations of the school Principal and cooperate effectively.

WHAT WE OFFER

- A safe school environment
- Committed and effective teaching staff

- Values and Principles fostered by the School
- Structured Academic and Beyond Academic programs
- Strong home /school communication
- Counselling and mentoring
- Beneficiary satisfaction and continuous improvement

WHAT YOU CAN OFFER

- Unconditional support to children
- Mutual respect towards school members
- Timely payments to help us serve better
- Involvement in school activities /programs
- Provide a happy and conducive environment at home
- Uphold all school policies and procedures
- Share constructive feedback

POLICIES TO BE READ

Attendance, Behaviour & Discipline, Complaints Handling, Homework, Assessment and Promotion, Health and Wellness, Physical Education and Sports, School Fee and Grants, Admissions, Withdrawal and Refund, Uniforms and Zero Tolerance Policies - A copy of these are made available in the School Library and parents shall be oriented from time to time by the Head of Operations. 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 - balsamacademy.org

| RELATED TO | MAIL ID |
|---|--|
| GENERAL | balsamacademy@gmail.com |
| APPOINTMENT | hr@balsamacademy.org |
| ADMISSION & WITHDRAWAL | admission@balsamacademy.org |
| TRANSPORT | transport@balsamacademy.org |
| FEE PAYMENT / CERTIFICATE | asst_accounts@balsamacademy.org |
| COMPLAINTS / CONCERNS | grievance@balsamacademy.org |
| SUGGESTIONS / CONCERNS RELATED TO SCHOOL ADMINISTRATION | hop@balsamacademy.org |