

**INTERNATIONAL INDIAN SCHOOL  
DAMMAM**



**PROSPECTUS**

**2018-2019**

**Affiliated to the CBSE, New Delhi  
Affiliation No. 5730002 / School No. 72561  
Ministry of Education, K.S.A.  
License No. G/42**

**P.O. BOX NO. 3320, AL KHOBAR – 31952, K.S.A.**

# VISION



**Our vision is to educate students who will be excellent and morally responsible citizens committed to contributing to the progress of our country and to the international community**

# MISSION

**INTERNATIONAL INDIAN SCHOOL  
DAMMAM**

**is committed  
to providing quality education  
with a positive emphasis on  
character formation,  
co-operation and quest for excellence.  
It prepares them intellectually  
and emotionally to excel  
and teaches them to face  
challenges and responsibilities of life.**

## INTERNATIONAL INDIAN SCHOOL – DAMMAM

The International Indian School Dammam (IISD), formerly Indian Embassy School Dammam was founded on 13 October 1982. The school is a non-profit institution operating exclusively to provide quality education to Indian children up to senior secondary level.

### **Affiliation & License**

The School is affiliated to the Central Board of Secondary Education (CBSE), (Affiliation No. 5730002) Shiksha Kendra, 2. Community Center, Preet Vihar, Delhi. It is licensed (License No. G/42) by the Ministry of Education, Kingdom of Saudi Arabia.

### **Managing Committee**

IISD is governed by a Managing Committee elected by parents. The Ambassador of India is the Patron of the School. The Managing Committee lays down broad policies and guidelines of the school for its smooth functioning.

### **Academic Year**

The Academic Year is from April to 31st March of the following year.

### **Curriculum**

IIS Dammam follows the CBSE Syllabus in the following subjects:

**Kindergarten level:** English, Number Work, Nursery Rhymes, Hindi, General Knowledge, Creative Activities and Physical Education.

**Primary & Secondary Level :** English, Hindi, Arabic/Urdu/Malayalam/French/Tamil /Marathi/Telugu/Kannada, Mathematics, Environmental Science, General Science, Social Science, Computer Studies, Health & Physical Education, Arts & Crafts, Saudi Arabian Culture & Islamic Studies, Value Education, Art of Healthy & Productive Living, Music and Drawing.

**Senior Secondary Level: For Science and Commerce streams:** English, Mathematics, Physics, Chemistry, Biology, Biotechnology, Computer Science, Home Science, Accountancy, Business studies, Economics, Geography, Physical Education, Psychology, Marketing, Informatics Practice & Political Science.

### **Language**

English is the medium of instruction. Arabic and Hindi are taught as compulsory languages from class I. From Class IX onwards students have the option to choose from Hindi/Arabic/Malayalam/Urdu/French/Tamil as second language. Arabic, Urdu, Malayalam, Tamil, Telugu, Marathi and Kannada have been introduced as ‘third languages’ from Class III. New admissions in Class VII or VIII can opt for a third language other than those offered at school, provided their parents take up the responsibility of coaching their wards.

## ADMISSION

**Admissions are restricted only to Indian nationals** between the age of three and half years to sixteen years; the lowest class for admission is LKG. Admissions are granted on the basis of performance in the Admission Test and the availability of seats. The entrance test papers will be based on the syllabus of the preceding class to which admission is sought.

**All admissions depend upon the availability of seats in the respective classes.**

### Subjects for Admission Test

LKG	:	No Admission Test (Informal Interview)
UKG	:	English Alphabets (Upper case & Lower case) Numerals 1 – 50.
Classes I & II	:	English & Mathematics
Classes III to V	:	English & Mathematics
Classes VI to VIII	:	English, Mathematics & Hindi.
(Entrance examination portions will be based on the previous class syllabus.)		
Class IX	:	English, Mathematics & the second language opted
Class XI (For transfer cases):		
Science Stream	:	English, Mathematics, Science
Commerce Stream	:	English, Mathematics
Humanities	:	English & Social Science

We also have a Special Care Section attached to the KG Section. Rules and Regulations for admission to this section are mentioned in the KG diary.

**Age Limit** at the time of admission the child should be:

LKG	3 years 6 months as on 31 <sup>st</sup> March 2018
UKG	4 years 6 months as on 31 <sup>st</sup> March 2018
Class I	5 years 6 months as on 31 <sup>st</sup> March 2018
Class II	6 years 6 months as on 31 <sup>st</sup> March 2018

**No relaxation of age will be granted at the entry level for the minimum age limit.**

In the upper age limit, special relaxation up to a maximum 90 days may be considered by the Principal in case of children who have checkered growth, disability or undergrowth due to long illness or any other medical reasons. Medical Report supporting such cases is to be submitted at the time of admission.

## REGISTRATION

**“SUBMISSION OF APPLICATION WILL NOT GUARANTEE ADMISSION”**

### ONLINE APPLICATIONS - PROCEDURE

Parents can submit application for registration for admission through school website. Once the forms are filled and uploaded, they have to take a print out of the application submitted and retain the same with them. Upon successful online submission of the form parents will get an automatically created e-mail from the school website with a **reference number** to the application they have submitted. This number will be used for all future references. After the closing date of the online submission, proper verification of the applications will be carried out and the selected candidates will be intimated through emails / SMS which contains the date of interview, time and token numbers. Parents can visit the school office and meet the concerned officials accordingly. Parents must come with the printed application and required documents at the time of interview/admission. The documents required at the time of interview are as under.

All admissions will be subject to approval from the MOE and local government authorities. If there are more applicants than the number of seats available (Class LKG to II) lottery system will be adopted in order to select candidates for the available seats. For classes III to IX and XI admission will be granted based on merit in the admission test conducted for that level.

- Original Passport of the Child for verification.
- Passport copies (first page only) of father, mother & child with each application.
- Visa stamped page of the child's passport (for new comer whose iqama is under process)
- Two (2) photocopies of iqama (parents & child) in single page with each application.
- MOI print-out showing Iqama expiry date - father / child.
- Original Transfer Certificate for admissions from Class IV and above.
- Original Transfer Certificate & Original Mark sheets of the final examination in case of admissions for classes XI and above.

At the time of registration a non refundable registration fee of SR. 100/- is to be paid along with the Admission Test fee SR. 50/-.

In case the candidate does not respond to call for admission on the allotted date/time, his/her seat will be allotted to the next candidate in waiting. After the confirmation of admission, the parent has to remit the development fund and the tuition fee for April before the classes begin.

In case the candidate does not report even for a single day after the payment of the fee and claim for the refund, only the development fund will be refunded and not the April fees paid.

### **ADMISSION TEST**

Admission for LKG to class III will be granted strictly on the basis of age (refer age criteria) and upon clearance of the Admission Test for Class I to Class III. From Class IV onwards, admission will be granted only through an admission test and submission of original Transfer Certificates duly attested by the Dist. Education Officer (DEO) in case of non CBSE schools.

Admission from class IV onwards will strictly need the original TC at the time of admission. If a candidate is selected and not producing the TC at the time of admission, he will be not be allowed to take the admission. If he is not producing the TC within two weeks, the seat will be allocated to a candidate in waiting with TC.

Transfer from other International Indian Schools under the patronage of Embassy of India will be given preference subject to availability of seats.

**Children on Visit Visa are not considered for admission in the school.**

### **DEVELOPMENT FUND**

A non-refundable Development Fund will be charged according to the following rates at the time of admission

#### **Child order**

First child	SR. 1000/-
Second child	SR. 750/-
Third child	SR . 500/-
Subsequent Children	SR. 250/-
Admission Fee (Class XI & XII)	SR. 2000/- (For New Admissions / Readmission cases)

The Development Fee is refundable only if:

1. The child is not admitted.
2. The child did not attend the school even for a single day.

An amount of SR 100/- will be deducted towards the cancellation of admission from the amount paid.

### **TRANSFER FEE**

SR 250/- per child will be charged, if the child is transferred from other International Indian Schools (CBSE affiliated) in the Kingdom of Saudi Arabia under the aegis of Embassy of India. These schools are IIS Riyadh, IIS Jeddah, IIS Jubail, IIS Taif, IIS Tabuk, IIS Buraidah, IIS Majmaah, IIPS Riyadh & IIS Khafji.

### **TUITION FEE**

SR 12000/- per annum per child payable in lump sum or in installments not exceeding 12 at the rate of SR. 1000/- per month each on or before 20<sup>th</sup> of every month. For parents who are not entitled for reimbursement of children's educational expenses from their employers, the following concession rates of monthly tuition fees is applicable upon submitting a certificate to this effect.

	<b><u>LKG to V</u></b>	<b><u>VI to X</u></b>	<b><u>XI &amp; XII</u></b>
1st Child	SR. 230/-	SR. 250/-	SR. 330/-
2 <sup>nd</sup> Child	SR. 205/-	SR. 225/-	SR. 330/-
3 <sup>rd</sup> Child	SR. 155/-	SR. 170/-	SR. 330/-
4 <sup>th</sup> Child onwards	SR. 105/-	SR. 115/-	SR. 330/-

SR 10 per month per child is also to be paid for support facility (SF) along with the tuition fees.

Lab Fee for Classes XI & XII

- Science students SR 50/-
- Commerce students without Mathematics SR 25/-
- Arts students SR 25/-

The parent who is not eligible for the re-imburement of fees directly paid to the school by the employer in respect of his ward, he would not claim any certificates/documents in this regard from the school authorities. In such cases the parent has to sign a declaration at the time of admission.

### **ANNUAL FEES (for all students)**

Annual fee will be charged in the month of April every year as per following rate:

- For classes 1 to 8: First child SR 75 & the second and onwards children SR 60.
- For classes KG & 9 to 12: First child SR 70 & the second and onward children SR 55.

The details are as under:

Diary fee	SR 05.00	Payable in April
Group Photograph	SR 05.00	Payable in April
Welfare Fund	SR. 10.00	Payable in April
Sports Fee	SR 15.00	Payable in April
Library fee	SR 20.00	Payable in April
Academic Planner	SR. 05.00	Payable in April (For classes I – VIII)
Publications Fee	SR. 15.00	Payable in April (Only for first child)
<b>CBSE Registration &amp; Exam Fee</b>		
CBSE Registration – IX & XI	SR. 150.00	Payable in May
CBSE Exam Fee – X & XII	SR 350.00	Payable in May

## OTHER MISCELLANEOUS FEE

Registration Fee	SR. 100.00	Payable at the time of Registration
Graduation Day- XII	SR. 100.00	Payable in June
Admission Test Fee	SR. 50.00	For non CBSE students
Duplicate TC	SR. 200.00	Per copy
Report Card (duplicate)	SR. 50.00	Per card
Course & Conduct Certificate	SR. 05.00	Per certificate
Attestation Charges	SR. 05.00	Per copy
Replacement of ID Card	SR. 15.00	Per card
Cancellation of TC	SR. 100.00	Within one month (after that readmission rule will apply)

**The School Managing Committee reserves the right to revise the fee structure at any time based on the local needs and circumstances.**

### **Guidelines for Payment of Tuition Fee:**

1. The academic year is divided into three (3) terms i.e. April to July (4 months) August to November (4 months) and December to March (4 months)
2. In case of late admission, the tuition fee is payable from the beginning of the academic year i.e. April. **The relaxation for payment of tuition fee for the first term may be considered in case the family arrived in the kingdom on new Family visa on or after 1st June. In case the parent insists to admit his ward in June itself, the tuition fee is to be paid from April.**
3. The tuition fee is to be paid on or before 20th of every month (including winter break). For July & August which is summer vacation period, it can be paid on or before 20<sup>th</sup> September without fine.
4. Late fee at the rate of SR 1/- (one) per day will be charged after 20<sup>th</sup> of every month. If 20<sup>th</sup> of the month happens to be a holiday for the cash office of the school, the fee will be collected without late fee on the next working day.
5. All the students of Class IX to XII must clear their fees up to March (including March) on or before the 5<sup>th</sup> February in order to get their hall ticket.
6. Parents are advised to pay the fee at the school cash counter or at the bank on the deposit slip / through Net Banking but not through the ATM machines.
7. Saudi British Bank accepts the school fees at all their branches on or before the 20<sup>th</sup> of every month. After the due date, i.e. the 20<sup>th</sup> of the month or if it happens to be a bank holiday, fee can be paid at the cash counter of the school with late fee.
8. Parents proceeding on annual leave are advised to pay the school fee in advance or make arrangement for regular timely payment of the fee to avoid late fee / removal of the child's name from class register.
9. Fee can be paid in advance at the school cash counter or through bank. Fee once paid will not be refunded under the normal circumstances even if the child did not attend the class.
10. Non-payment of fee for two (2) consecutive months will result in the removal of the name from the class register. Once the name of the child is removed from the class register, the name will be reinstated on payment of readmission fee as per school rules and upon availability of seats.

11. If the first child is withdrawn or completed his / her course from this school, the second child will be treated as the first child and so on.

### **SCHOOL TRANSPORTATION**

**Outstation students:** School Transportation facility from Abqaiq and Rastqanura is available only from Class I & Class III respectively. However, children from Rastanura for lower classes will be considered, if the parent is ready to undertake their own transportation for their wards. School transport facility for students from Al Hasa (Hofuf) and Saudi Cement is available from class VII onwards only.

Bus facility will not be given in the mid of the term except to newly registered students. Bus fee at the rates mentioned below, is to be paid on monthly basis for each term on or before 20<sup>th</sup> of every month along with tuition fee.

<b>Area</b>	<b>Term I (April to June)</b>	<b>Term II (Sept. to Nov)</b>	<b>Term III (Dec to March)</b>	<b>Total (For 10 months)</b>
Within City Limits (Al-Khobar, Dammam, Saihat)	SR.525	SR.525	SR.700	SR.1750
Outside City Limits (Abqaiq, Qatif, Rastanura)	SR.690	SR.690	SR.920	SR.2300
Saudi Cement	SR. 735	SR. 735	SR. 980	SR.2450
Hofuf	SR. 930	SR.930	SR.1240	SR.3100

### **Guidelines for Payment of Bus Fee:**

1. In case of new applicant for bus facility / new admission the bus fee is payable from the month the parent requests for the bus facility till the end of the academic year except for the months of August & September.
2. Request for discontinuation of bus facility must be submitted to the Transport Office before the start of the next term / month.
3. Bus facility for the whole term may be allowed to discontinue provided the request is submitted to the transport office before the term starts.
4. The bus facility will not be discontinued in the middle of the term and if a student wishes to do so, he has to pay the fee for the whole term. If he/she discontinues the bus facility and wishes to reinstate the same in the middle of the next term/s, he/she will have to pay the bus fees from the beginning of the term and not from the month he/she resumes availing the bus facility

### **FINAL EXIT & RETURN ON NEW VISA**

Parents leaving the Kingdom on Final Exit visa with their family members must take the TC of their wards studying in the school. Parents going on final exit are not allowed to keep their wards in the school roll by paying the school fees in advance for the forthcoming months. Afterwards if the child returned to the Kingdom on a new visa, they can't continue the studies in the school on the previous admission. In such a case the child has to take readmission in the school by following all the admission formalities along with the payment of SR. 250/- per child as readmission fees.

### **RE-ADMISSION**

Re-admission Fee is SR 250.00. Re-admission is not guaranteed in all cases. The name of the student will be deleted from the school rolls on non payment of fee for two (2) months. Re-admission in such cases shall be granted subject to the following conditions:

1. In the 3<sup>rd</sup> month (in cases of non-payment of fee for two consecutive months), readmission fee will be SR 150.00. In the 4<sup>th</sup> and subsequent months, re-admission fee will be SR 250/-



2. To be re-admitted in the same academic year, the student will have to pay the tuition fees from the following month of the last paid month along with the readmission fees of SR. 250/- Those who had left the school without taking the TC and seeking readmission should clear the previous dues, if any.

If a student takes TC from the school and seeks re-admission in the same academic year, without having joined elsewhere, readmission will be granted only if he/she has the required attendance for the academic year as per school rules and on the basis of availability of seats.

If a student is absent from the school for more than 3 months without notice and not taking the Transfer Certificate, the admission of the child will be cancelled automatically. Re-admission will be possible only upon availability of seats and SR. 250/- will be charged as re-admission fees.

### **WITHDRAWAL / TRANSFER CERTIFICATE**

1. If a parent wishes to withdraw his child during the academic year, a notice of withdrawal should be given in writing in the prescribed form at least 15 days in advance. Tuition Fee is payable for and up to the month the notice for withdrawal is given, or till the end of the term the child attended the class whichever is earlier. In case the fee is paid till the month the notice for withdrawal is given, no refund of fee will be made even if the child did not attend the class in that term. If the child is withdrawn after the Final examination, the fee would be payable up to the end of the academic year. For example, if class IX to XII students wish to take the TC after the final examination the fees till the end of the academic year i.e. March need to be paid.
2. If a student is to be withdrawn on completion of an academic year, tuition fee is payable till the end of the academic year. In such a case a notice of withdrawal must be given in writing positively before the end of the academic year. In case the notice of withdrawal is not submitted till the end of the academic year, the fee is payable till April of the next academic year.
3. If a student is withdrawn during an academic year, tuition fee paid in advance corresponding to the calendar months subsequent to the date of withdrawal will be refunded.
4. If a Class X student after appearing at the Board Exam wishes to seek admission elsewhere he/she should apply for Transfer Certificate immediately after the exam and the TC will be issued only after the CBSE results are announced. If the student reports in the second term without attending the first term, a readmission fee of SR. 250/- will be charged besides the tuition fee from April along with the other fees which will be applicable as per the school rules if he/she has not joined elsewhere and does not produce a TC.
5. If a student wishes to take the TC immediately after the terminal examination, he / she has to pay the fee till the end of the term. For example if a student wishes to take the TC in June/July after term examination, he / she has to pay the fees till the end of the term i.e. July.
6. Transfer Certificates (whether collected or not) can be cancelled within one month from the date of issue by paying the cancellation charges of SR 100/-. Re-admission will be subject to availability of seats only.
7. Those taking the TC at the end of the academic year and rejoining the school with the same TC, the tuition fee to be paid from the beginning of the academic year i.e. from April onwards or from the next month of the last paid whichever is later along with the readmission fee of SR 250/-

### **CLEARANCE OF DUES**

1. Class IX to XII Students (Board Examinees) are required to clear all school dues up to March of the year in which they are appearing at the Board Examination on or before 05 February in order to get their Hall Tickets.
2. They are required to return the entire Library, Lab and / or any school materials in their possession in order to get their 'No -Due Certificate'. Hall Ticket will be issued only on submission of this Certificate.

## **ATTENDANCE**

Students will not be allowed to appear at the annual examination if he/she did not put in a minimum of 75% attendance in an academic year.

In case of unavoidable circumstances and on submission of proper documents, the Principal may approve a maximum of only 45 days leave to a student.

## **SCHOOL DISCIPLINE**

Discipline is essential to a child's personality development. Students are expected to CONDUCT THEMSELVES with a sense of Self Control, Self Discipline and Self Direction. Rules are framed to promote order and maintain exemplary disciplinary standards. Punishment is to discourage improper behavior.

## **SCHOOL NETWORK**

IIS Dammam has set up a 'Computing Network' connecting the Administrative Offices, Computer Labs and the Library with state of the art technology. Computer Labs are fully equipped and arrayed with latest generation computers.

## **LABORATORIES**

Studies at IIS, Dammam backed by modern, well equipped laboratories. Facilities are provided for children at Junior and Senior levels separately at both Boys and Girls Sections.

## **SPORTS FACILITIES**

IIS Dammam provides opportunity in a wide range of sports and recreation programmes. Self contained Multipurpose Halls are available for indoor recreational activities. A Multipurpose Gymnasium with latest equipments for physical fitness training is also available. Coaching is provided in Badminton, Table Tennis, Basket Ball, Volley Ball, Soccer, Cricket, etc. after school hours.

## **CAREER GUIDANCE CELL (CGC)**

School offers counseling, information and guidance services to senior students regarding opportunities available in various Colleges and Universities in India and abroad. Career Talks are also being organized throughout the academic year participated by successful professionals from various fields.

## **SCHOOL LIBRARY**

IIS Dammam has library facilities in all sections housing over 50,000 volumes of books in English language. Libraries are fully automated providing networking and on line sharing facility using Winnebago Library Automation System. Multimedia Workstations are operational in all the libraries.

The library is open on all working days and Classes from KG to XII are assigned one library period per week. Senior students may use the Library as needed. Students from Class III are eligible to borrow one book at a time for one week. (Seniors may borrow two books). Books are to be returned within the due date. Students should not exchange library books amongst themselves.

Any loss / damage to library books will be assessed at the replacement value and will be recovered from the student. It is a strictly punishable offence to tear pages or write any remarks in a book. Students have to clear their library dues before applying for Transfer Certificate. Library rules are to be obeyed.

## **REFERENCE BOOKS / JOURNALS**

The Library subscribes to several local and Indian newspapers and periodicals. Normally these are not permitted for use outside the library. Similarly, Reference Books such as encyclopedia, dictionaries, etc. are also not circulated except under special circumstances.

## **NEWSLETTER**

IIS Dammam Public Relations Cell publishes a newsletter 'Cascade' once in about two months as a meaningful channel of communication with the parents and the community.

## **ANNUAL MAGAZINE**

The school brings out an annual magazine "FOCUS" providing an opportunity for children to do creative writing.

## **MEDICAL CARE**

The school has a well equipped First Aid Rooms in all the sections with professional medical personnel in attendance. A School Health Committee oversees the general health & hygiene matters. Regular Ophthalmic and Dental check up is conducted at the school.

A 'Quarantine Policy' is in effect for the benefit of the school community. The quarantine policy would be applicable against the following diseases:

Chicken Pox: The child will not be allowed to come to school or travel in the school bus for a period of fifteen (15) days from the date of eruption. In mild cases, the child may be allowed to get back to school after ten (10) days from the onset of the disease, provided that all primary crusts (scabs) have disappeared and on production of a certificate from a Pediatrician that the child is no longer infective.

Measles: Seven (7) days from the date of eruption.

Mumps: Seven (7) days from the date of infection or till the parotid swelling has subsided

Typhoid: On submission of stool/blood report from the concerned doctor stating zero infection.

Children suffering from "infectious disease" will not be allowed to appear at the examination.

## **CANTEEN**

All sections have contractor run canteen providing hygienic eatables, hot/cold drinks etc.

## SCHOOL UNIFORM

The School insists upon the 'proper' attire of the children. Students who are not in proper 'uniform' will be sent back home. There will be no exception to this rule. Following is the 'Dress Code' of the school.

### Girls

**Summer:** Navy Blue Kameez long enough to cover the knees. Side Slit of the Kameez 10'' from knees. Black shoes, White Socks, Navy Blue Ribbon and House Badge.

**Winter:** Navy Blue Sweater / Navy blue blazer

**Sports / PT Uniform:** White Salwar, White Kameez & White Dupatta, White shoes.

Senior Girls shall wear PT Uniform on every Wednesday and Upper Primary Girls will have their PT Uniform for PT Days. Girls with long hair should tie up their hair in two plaits. Open hair below the neck is not allowed. Girls with short hair can use only black/blue hair clips or bands. Finger Nails should be clipped short. Nail polish, makeup & jewellery are not allowed.



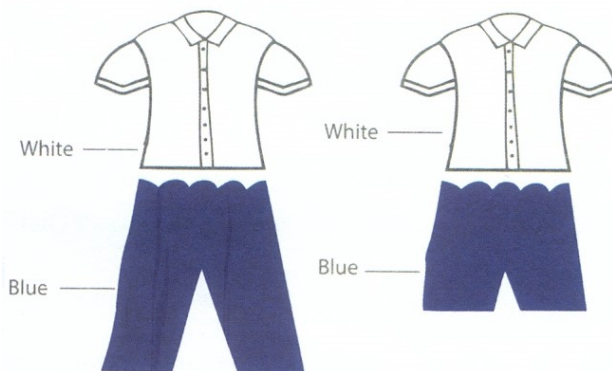
### Boys

**Summer:** White Shirt, Navy Blue formal Trousers / Pants, White Socks, Black Shoes, Black Belt with small buckle if required and House Badge.

**Winter:** White Shirt (Full Sleeves), Navy Blue formal Trousers/Pants, Navy Blue Tie, Black Shoes, White Socks, Navy Blue Sweater or Navy Blue Blazer, Black Belt with small buckle and House Badge.

**Sports/ PT Uniform:** White Trousers / Pants, White Shirts, White Sports Shoes. Senior Boys will wear their PT Uniform on Wednesdays and Classes III – V Boys will have their PT Uniform on every Monday.

A Navy blue blazer is compulsory for all students.



**K.G. Section**

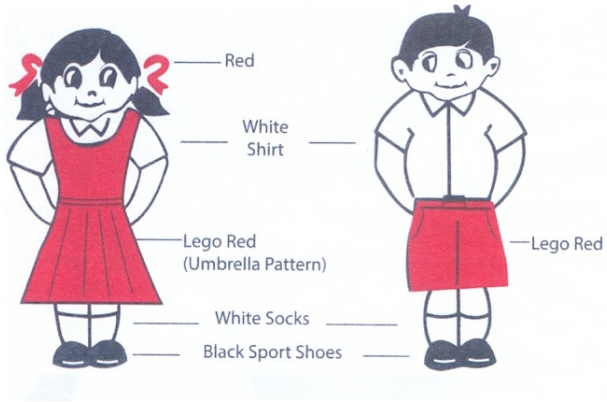
**Girls:** White Shirt, Lego Red pinafore, White Socks, Red hair-band or red ribbon.

**Boys:** White Shirt, Lego Red shorts, White socks, Black shoes.

**Winter:** Red Sweater (Red Trousers for boys)

**Sports / PT Uniform**

White Shirt, White Pinafore/shorts. White socks and white shoes.



## **SCHOOL TIMINGS**

LOWER KINDERGARTEN (LKG)	: 11.30 AM – 2.30 PM
UPPER KINDERGARTEN (UKG)	: 7.30 AM – 10.30 AM
CLASSES I – XII (BOYS)	: 7.30 AM – 1.30 PM
CLASSES I – XII (GIRLS)	: 7.25 AM – 1.25 PM

## **OFFICE TIMINGS**

SUNDAY – THURSDAY	: 7.30 A.M – 1.45 P.M. & 2.15 P.M. - 4.00 P.M.
SATURDAY	: 8.00 A.M. – 12.00 NOON
PARENTS' DAY	: 2.00 P.M. – 6.00 P.M.

## **CASH OFFICE**

SUNDAY – THURSDAY	: 7.15 A.M – 2.00 P.M. & 2.30 P.M. 3.30 P.M.
SATURDAY	: 8.00 A.M. – 11.30 A.M.
PARENTS' DAY	: 2.00 P.M. – 6.00 P.M.
FROM 14 <sup>TH</sup> TO 23 <sup>RD</sup> EVERY MONTH	: 5.30 P.M. – 7.00 P.M. (BOYS SECTION)

## **SCHOOL TELEPHONE**

BOYS SECTION	TEL: 8142801 (4 LINES) FAX: 8142806
GIRLS SECTION	TEL: 8140881 (4 LINES) FAX: 8140884
KG SECTION	TEL: 8142805
EMAIL	<a href="mailto:principal@iisdammam.edu.sa">principal@iisdammam.edu.sa</a> <a href="mailto:iisdammam@hotmail.com">iisdammam@hotmail.com</a>
WEBSITE	<a href="http://www.iisdammam.edu.sa">http://www.iisdammam.edu.sa</a>