

INTERNATIONAL INDIAN SCHOOL – DAMMAM

The International Indian School Dammam (IIS-D), 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 (affiliation No. 5730002) to the Central Board of Secondary Education (CBSE), PS I-2 Institutional Area, IP Extension, Patparganj - Delhi. It is licensed (License No.G/42) by the Ministry of Education, Kingdom of Saudi Arabia.

Managing Committee

IIS Dammam 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 school 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/Telugu/Kannada / Marathi, Mathematics, Environmental Science, 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: Science, Commerce and Humanities streams: English, Mathematics, Physics, Chemistry, Biology, Biotechnology, Computer Science, Home Science, Accountancy, Business studies, Economics, Geography, Physical Education, Psychology, Informatics Practice, Marketing and 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, Kannada and Marathi 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.

Co - Curricular Activities

All activities in the school are organized house wise. The Six (6) Houses are **Garnet, Emerald, Sapphire, Topaz, Amethyst and Diamond**. Sports, Games, Cultural and Literary Activities are organized regularly.

ADMISSION

Admissions are restricted only to Indian nationals between the age of three 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.

Admission Test will be held in the following subjects:-

KG	Informal Interview
UKG	Aa to Zz, 1-70 numbers written
Class I	English & Mathematics
Class II to VIII	English, Hindi, Mathematics
Class IX	English, Maths & the Second Language opted
Class XI	
Science	English, Mathematics & Science
Commerce	English, Mathematics / Social Science
Humanities	English & Social Science

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

Age Limit

At the time of admission the child should be:-

LKG	-	3years to 4years 6 months as on 31st March of the same year
UKG	-	4years to 5years 6 months as on 31st March of the same year
Class I	-	5years to 6years 6 months as on 31st March of the same year
Class II	-	6years to 7years 6 months as on 31st March of the same year

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. 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 VI 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 & Iqama copies of father, mother & child(2) (With each application)
- Iqama status of father & child showing last renewal status (MOI print-out).
- Visa stamped page of the child's passport (for new comers whose iqama under process).
- 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/- for non CBSE students.

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 classes UKG 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 Test will not be conducted for candidates submitting the original TC from CBSE affiliated schools at the time of registration.

Admission from class IV onwards will strictly need the original TC at the time of admission. If a candidate is selected and does not producing the TC at the time of admission, he will be not be allowed to take 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.

ESTABLISHMENT LEVY FUND

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

Child order

First child	SR. 1500/-
Second child	SR. 750/-
Third child	SR . 500/-
Subsequent Children	SR. 250/-

Admission Fee (Class XI & XII) SR. 2000/- (For New Admissions / Readmission cases)

CANCELLATION OF ADMISSION

The Establishment Levy Fund is refundable only if the child did not attend the school even a single day after the admission. 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 20th 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.

<u>LKG to V</u>	<u>VI to X</u>	<u>XI & XII</u>
SR. 245/-	SR. 265/-	SR. 345/-
SR 10 per month per child is also to be paid for support facility (SF).		

From the academic year 2018-19, sibling-wise discount of tuition fees is discontinued. If any parent is facing difficulty due to this reason, he may apply for the fee concession along with the supporting documents.

Lab Fee for Classes XI & XII

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

The parent is not eligible for the re-imbusement of fees directly paid to the school by the employer in respect of his ward and 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)
CBSE Registration & Exam Fee		
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 copy
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 20th September without fine.
4. Late fee at the rate of SR 1/- (one) per day will be charged after 20th of every month. If 20th 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 5th 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's fee at all their branches on or before the 20th of every month. After the due date, i.e. the 20th 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.

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 3rd month (in cases of non-payment of fee for two consecutive months), readmission fee will be SR 150.00. In the 4th 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.
3. If a student takes the 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 the rules and availability of seats.
4. If a student is absent from the school for more than 3 months without notice and not taking the TC, 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 readmission fee.

Procedure for payment at Saudi British Bank: The normal deposit slip available at the bank is to be used for payment of fee for each child and the following details have to be filled in-

Name: International Indian school

A/c no. 044 -018208-002

ID no. The admission number of the child to be entered

Amount: The tuition fee applicable to a particular child

Procedure for payment through Net Banking:

- a.) School has explored the option to collect the fee through net banking. If you have the account with SABB, you can remit the fee free of charge to the school as we understand there is no charge for transfer of funds to the same accounts in the bank. If you are having the account with a bank other than SABB, that bank may debit your account for transfer charges. In case the bank charges if any has to be borne by the parents.
- b.) The details of the school account for net banking are as under:
Name of the beneficiary: International Indian School
SABB : 044 018208 003
IBAN : SA8545 000 044 018208 003
Branch: Dammam Main
- c.) There is a portion at the bottom of the transfer form namely – **Details (for your account) where you can put in the Admission number** as reference. Admission number is the only criteria to reconcile/update the fee in your account.
- d.) Amount: Fill in the exact fee in halalas (please do not round off) applicable to the particular child/ admission number.
- e.) It is advised to make a separate transfer for each child/ admission number.
- f.) ATM facility is not available for fee payment.

SCHOOL TRANSPORTATION

The details shall be published soon.

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 classes 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

- It is very difficult to compensate for the academic loss due to absence from class.
- A student who takes leave from school should submit a leave note duly signed by the parent to the respective class teacher on the following day.
- Student will not be allowed to appear at the annual examination, if he/she has not put in a minimum of 75% of 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.

EXAMINATIONS

Classes I to VIII will have two unit tests, mid-term examination and an Annual Exam in an academic year.

Classes IX & X will have two unit tests, mid-term end examination, preliminary examination & an Annual /CBSE Exam

Classes XI & XII will have two unit tests, two term end examinations, model exam & preliminary examination before they appear at the Gulf Sahodaya / CBSE examination.

Gulf Sahodaya Examination for Classes IX & XI will be held tentatively by mid February.

PROMOTION POLICY

- 75 % of attendance is necessary for promotion to the next higher class.
- No Improvement exam or weightage will be given to a student who misses any test / examination.
- In case a child misses a test / examination, he/she will be marked absent in the Report Card. For the overall weightage, the average of the actual marks obtained in tests attended will be taken into consideration for promotion

CLASSES I to V

Classes I-V will have 'Universal Promotion Policy' except in special cases. Grading will be done on a five point scale.

CLASSES VI TO VIII

Assessment structure SCHOLASTIC AREA

TOTAL 100 MARKS			
80 Marks Student has to secure 33 % marks out of 80 marks in each subject	20 Marks (Internal Assessment) Student has to secure 33 % marks out of overall 20 marks earmarked in each subject		
(Annual/CBSE Exam)	Unit Test and Mid-Term Exam	Notebook Submission	Subject Enrichment Activity
80 marks	10 marks	5 Marks	5 Marks

- The student has to secure 33 % marks in each subject to be eligible for promotion to the next higher class.
- A candidate who has secured less than 33% in one or more subjects will be placed for the supplementary exam.
- The supplementary exam will be conducted 10 days after the declaration of the results.
On no account there will be a repetition of the supplementary exam.
- A candidate who has secured less than 33% in one or more subjects at the supplementary exam will be detained in the same class.
- If a student fails in the same class twice, the parent will be advised to withdraw the student.

CLASSES IX and XI (Gulf Sahodaya Examination):-

- Promotion for classes IX and XI will be according to the **CBSE rules and regulations.**
- Promotion in classes IX and XI will be on the basis of their performance in the Gulf Sahodaya examination.
- **Students securing 33% in all subjects will be promoted.**
- Those failing in **one** of the five subjects will appear for the compartment examination in that subject. If that candidate fails in the compartment exam (re-test), he / she will be detained in the same class.
- Students failing in more than one subject will not be eligible for promotion and will be detained in the same class.

- For subjects with practicals passing separately in theory and practicals is compulsory in the Annual Examination. Practical and Theory marks will not be added together for promotion.
- Regular classes for XII will begin tentatively from the first week of March.

HONOUR ROLLS

To be eligible to be placed in the Honour Roll a student must appear at all the assessments / examinations conducted during the academic year and obtain the following percentage:

CLASSES III to V	95%
CLASSES VI TO X	90%

CLASSES XI & XII

- Class XI students who have secured an aggregate of 90 % marks and above (in the weightage) will be placed in the **Gold Honour roll** and those who secure 85 % marks and above (in the weightage) will be placed in the **Silver Honour roll**.
- Class XII students will be placed in the **Gold Honour roll** if they secure 90% and above at the CBSE examination. Those who secure 85% and above at the CBSE examination will be placed in the **Silver Honour roll**.

IMPROVEMENT EXAM: Improvement exam will be conducted 10 days after the results of the Annual Exam/Gulf Sahodaya Examination. Portion, duration and pattern of the Question Paper for the improvement exam will be similar to that of the Annual Exam/Gulf Sahodaya Examination.

SCHOOL UNIFORM:- The school insists upon the 'proper attire of the children. Students who are not in proper uniform will be sent back home. **It is compulsory for every student to wear the school identity card every day. There will be no exception to this rule.**

GIRLS

Summer: Navy Blue Kameez long enough to cover the knees. Side Slit of the Kameez 10 inches from knees. White Salwar and White Dupatta, 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.

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. Clips / hair bands should be navy blue or black. Finger nails should be clipped short. Nail polish, make – up and jewellery are not allowed.

BOYS

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

Winter: White Shirt, Navy Blue formal Trousers/Pants, Navy Blue Tie, Black Shoes, White Socks, Navy Blue Sweaters or Navy Blue Blazers, Black Belt with small buckle and House Badge.

Sports / PT uniform: White Trousers / Pants, White Shirts, White Sports Shoes Senior Secondary, Secondary and Boys will have their PT uniform on PT days.

A Navy Blue Blazer is compulsory for all students.

Low waist and skinny pants/trousers are not allowed.