

INTRODUCTION

Indian School-Dar es Salaam is a pioneer institute and the only school in Tanzania affiliated to the Central Board of Secondary Education (CBSE), Delhi, India. Indian School enjoys the reputation of being one of the premier institutions in Dar es Salam. The school has a history of more than three decades to its credit.

The School is under a Board of Trustees headed by His Excellency, the High Commissioner of India to Tanzania, as the Chairman. The vision of the Management is to ensure that the school remains an abode of learning where the taught not only competes with their counterparts in India, but also match others globally. The School ensures a congenial atmosphere for the young ones to learn and grow.

VISION

Education at Indian School is a spontaneous process which enables us to conceptualize and execute our perception in true spirit. For us education is a holistic outcome and we strive hard to provide all opportunities to our pupils to become a complete human being.

MISSION

Our Mission is to equip our children with knowledge, information and training which keeps them ahead of their counterparts not only in India but also globally.

OBJECTIVE

The objective of the school is to prepare a crop of well educated, knowledgeable, well-groomed and honourable citizens in the society. We primarily realize the vision of our stakeholders by providing a platform for enhancing academic excellence of their wards

and transforming the personality of those entrusted to our care. We also aim at the overall development of the child personality by providing an environment conducive to

physical, social, mental, moral, spiritual and intellectual growth. Thus, presenting to the society a set of ‘thinking individuals’ who can contribute positively to the society.

OUR PHILOSOPHY

We at Indian School believe that every child has within him / her infinite potential waiting to be discovered. We recognize the fact that each child is unique. Hence, we follow a child-centred approach that is developmentally sound and helps each child achieve his / her fullest potential. We ensure that the child grows up in an environment that ensures the development of a positive self-image. Keeping in mind the uniqueness of the child, we make sure that each child is attended to individually.

We believe that “the child is not merely an individual in the waiting list for recognition as an adult”. Here the child is the sun around whom all other factors of education revolve.

AFFILIATION

The Indian School-Dar es Salaam is affiliated to the Central Board of Secondary Education (CBSE), Delhi, India vide Affiliation No.6530001.

ADMISSION

Indian School-Dar es Salaam offers education to students of all sections of society. Admission to all classes is subject to availability of seats and qualifying an entrance examination, except to LKG. Admission to the children of Indian Expatriate may be made at any time during the session subject to stipulations laid down by the CBSE in classes IX-XII. The Principal however, has the discretion to decide on admissions.

ACADEMICS

The standard of education is carefully maintained to ensure academic excellence. The course of study followed here is what is prescribed by the Central Board of Secondary Education (CBSE), Delhi, India. The medium of instruction in the school is English. Apart from English we also offer other languages like Hindi, French and Swahili. A student is expected to study three languages up to class VIII and two from class IX onwards.

We offer Science and Commerce streams at the Senior Secondary (+1&+2) level. Following are the subjects offered.

English, Hindi, Physics, Chemistry, Biology, Mathematics, Computer Science, Economics, Accountancy & Business Studies.

Besides academics, co-curricular and extra-curricular activities form an integral part of the school curriculum.

ASSESSMENT

The academic progress of the students is continuously assessed through tests and examinations. Progress Reports are sent to the parents periodically.

UNIFORM

School uniform is compulsory.

BOYS

LKG - XII: White half sleeves shirt with school badge on pocket, Navy blue short pants (LKG-IV) full pants (V-XII) black shoes with lace, white socks, school belt, and school tie.

GIRLS

LKG – XII: White half sleeves shirt with school badge on pocket, Navy blue short skirts, black shoes with buckles, white socks, school belt, school tie and white ribbon.

Boys and girls are to insert the shirt.

ON FRIDAYS

House T-shirts, white full pants / short pants / divided skirt, white socks, white canvas shoes, school belt, school tie and white ribbon (for girls)

Note:

- Fancy watches, bangles, rings, chains, bracelets, anklets etc. do not form parts of uniform.
- Fancy or hanging ear rings are not permitted. However, studs may be used by girls.
- Nails are to be neatly cut and no polish to be used on them.
- Girls with hair below the shoulder level are to plait their hair into two and tie them with white ribbons. Girls with very short hair may wear white hair bands. Colouring of hair is not permitted.
- Sikh boys to use Navy blue 'patka' with blue uniform and white 'patka' with white uniform.

FEES

The school fee structure is as per class. Fee is collected in advance on term basis. There are three terms of four months each starting from June, October and February. Fee may also be paid together for one year in advance with 5% discount.

Parents to please note that school fees are to be paid, strictly in the Bank of Baroda, in cash / company cheque. Individual / personal cheques will not be accepted. The school office does not accept fees in either form. However, cheques are to be endorsed by the school before it is presented in the bank, as per the bank rule. Fee defaulters will be given a grace period of maximum one month from the deadline for the payment of fees. During the grace period, an amount of Tsh.3,000/- per day will be levied as fine. Thereafter the names of defaulters will be removed from the rolls.

ATTENDANCE

No student who has less than 80% attendance to his/her credit in a particular academic year shall be considered for promotion. Unauthorized absence for a period of 30 days will result in the removal of the pupil's name from the rolls without any intimation to the parent. Long absence with valid reasons may be condoned at the discretion of the Principal.

THE SCHOOL ASSEMBLY

The morning session begins with the assembly of all the students and staff. During the assembly, the students are expected to observe proper decorum and solemnity befitting the occasion. At the end of the last period, the National Anthem is sung before the school is dispersed.

Co-curricular Activities

Adequate emphasis has been given to non-scholastic activities as envisaged in our National Educational Policy so that the children are offered ample opportunities to pursue their aptitude, develop their creative talents and thus evolve a wholesome personality.

Library

We have a full-fledged library with good books comprising titles in all subjects as also for general reading to inculcate reading habit in students. Newspapers, Magazines and Periodicals are also provided.

Languages

Hindi, French and Swahili are taught in addition to English.

Hindi & French are to be learnt up to class VIII as II / III language. In classes IX and X Hindi or French is to be learnt as 2nd language.

For Parents and Guardians

1. The parents / guardians are expected to co-operate with the school authorities in enforcing proper discipline in, and ensuring better functioning of, the school.
2. The parents will do well in calling on the Teachers periodically to enquire about, and ensure the progress of, their children.
3. The school hours are from 07.25 a.m. to 01.55 p.m. Late comers, without satisfactory reasons, will not be admitted.
4. In case of a change in the address or telephone number, the class teacher must be informed of the same immediately.
5. The circulars, notices etc. sent through the students may please be acknowledged in the space provided in the diary and attended to.
6. The class teacher must be informed if your ward wants to start / stop availing the school bus facility. The parents whose wards use the school bus facility to please note that in case of change of residence, you are requested to bring the same to the notice of the Class Teacher in writing, and sufficiently in advance, clearly stating the name, class and section of the student, the bus by which the child was coming to school and the bus convenient from the new residence (if known). This is to make necessary arrangements and to inform all concerned (Teacher in charge of the old bus, new bus, class teacher, Transport coordinator etc.).

7. Non-vegetarian food is not permitted in the school premises.
8. Students are not allowed to bring to school magazines, periodicals, posters, camera, transistor, cassette player, cassettes, I pod, CDs, Pen drive etc. without prior permission from the Principal. Finding any such article in possession of your ward, will result in the confiscation of the same and suspension of your ward. Confiscated articles will not be returned.
9. The use of mobile phones by students is banned in the school. If any parent, for security reasons, wants his / her child carry mobile phones to school, the following must be strictly ensured.
 - a. Prior written permission from the Principal is to be obtained.
 - b. Camera phones are not permitted.
 - c. Phones are to be switched off and deposited with the Class Teacher in the morning and taken after the school is dispersed.
 - d. Mobile phones used by students in the school campus without observing the above instructions will be confiscated and the same will not be returned.
10. Students are instructed not to bring to school and ride / drive motor cycle, scooter, car etc. in the school campus.
11. Parents are requested not to enter any class room during school hours.
12. Parents / guardians who wish to meet their wards during school hours, in emergency, must first meet the Principal who will then make necessary arrangements if he feels the meeting is important.
13. Parents / guardians who wish to meet teachers may do so during intervals in the reception.
14. Parents / guardians are responsible for the proper completion of their ward's home assignments. Those who come to the school without completing their home work will not be permitted in the class.
15. The school does not take any responsibility legal or otherwise for accidents, injuries etc., sustained by the students at any time during their stay in the school including while taking part in sports, games or any such activity. The school will however take all steps and precautions to avoid accidents and such other happenings.
16. The school also does not take any responsibility for students' illness. All expenses that may be incurred in the treatment of injuries illness etc. will be borne by the parent / guardian. In case a student is to be taken home during school hours the parent must come himself / herself and request the Principal in writing. The Principal will permit the student to be taken home only after satisfying himself the reason and the identity of the parent. No child will be sent home on the basis of phone messages received.
17. Under no circumstance parents / guardians should dictate terms to the school authorities.
18. Parents are advised to carefully go through the answer scripts of their wards and to sign and return the same within three days of their receipt.
19. The parents / guardians are expected to check their ward's school diary daily and to sign as token of having seen the remarks, if any.

20. Parents / guardians must attend Parent-Teacher Meetings regularly and sign the Progress Reports of their wards. PTMs are occasions for the parents and teachers to interact on the growth development of the students.

Leave Rules

1. Students are expected to be regular in attending school. No leave of absence will be granted except for grave reasons.
2. Prior sanction of leave must be obtained when leave is unavoidable. If leave is required for urgent and unforeseen reasons, a leave application must be submitted on the next day. All leave applications must compulsorily be signed by the parent.
3. Having come to school, no student shall leave the school campus without the permission of the Principal during school hours.
4. Half-day leaves, after coming to the school, may be granted only in extreme emergency and if the Principal is convinced of the same.
5. Attendance on the reopening day after vacation is compulsory.
6. If a student is absent during a test / examination, no re-test / re-examination will be conducted. However, if the absence is on medical grounds, a medical certificate issued by an authorized Medical Practitioner must be submitted along with the leave application.
7. Grant of leave will be at the discretion of the Principal.

Withdrawal of Students

1. Students on the rolls may be withdrawn from the school after obtaining a Transfer Certificate. The application for Transfer Certificate must be submitted, in the prescribed form available at the school reception, at least seven working days in advance. Parents are advised not to withdraw their wards during an academic session as far as possible. Caution Deposit to be claimed through a separate application (available at the school reception) along with that for TC, attaching the original fee receipt at the time of admission. Refund of Caution Deposit will be in the form of Crossed Bank Cheque.
2. Transfer Certificate will be issued only after all the school dues are cleared in full.
3. All Transfer Certificates are to be attested at the Indian High Commission.

General Rules

1. Students are expected to come to school neat and clean in full school uniform. Students coming to school with untidy dress, hair etc. will be refused admission.
2. While in school, it is compulsory for the students to speak in English.
3. All Saturdays are holidays for all classes unless otherwise announced.
4. Students are responsible for taking care of their belongings.
5. No student is permitted to bring to school expensive items like gold jewelry, costly and fancy watches etc. No chain, ring, bangle, anklet etc. is permitted in the school. However, girls may wear ear rings as specified under 'uniform'.

6. Boys are not allowed to grow or colour their hair. Boys without proper haircut or with disfigured side locks / whiskers will not be permitted in class. They are also not permitted to grow beard.
7. Students' letters, parcels etc. are subject to scrutiny by the Principal.
8. Students are to make good any damage done to property belonging either to the school or to other students.
9. Students are not to throw papers or any waste material on the floor of the class or in the ground. The waste paper baskets kept for the purpose should be used.
10. Students from one class are not permitted to enter other class rooms.
11. Children suffering from any contagious or infectious disease will not be allowed to attend school.
12. Irregular attendance, habitual negligence in school work, dishonesty, obscenity in words or action, insubordination, copying or attempting to copy in the examinations or any kind of unwholesome practice are sufficient reasons for dismissal from school.
13. A student who fails in a class for two consecutive years will be issued with Transfer Certificate.
14. Students, parents and guardians are bound by the School Rules in all respects and the decision of the Principal / SMC is binding on them.
15. The School Rules may change from time to time.
