BABA BOARDING HIGH SCHOOL
BABA KINDERWORLD (A Pre-School)

Parent Handbook

Address: Chabahil, Kathmandu
Tel: 4471631, 4474457, Fax: 4474493,
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Parent Handbook

The purpose of this handbook is to provide parents with necessary information about the School and to make expectations clear to parents so that there is good communication and coordination between the School and home. Establishing proper channels of communication will minimize misunderstanding and facilitate overall growth and development of your child. Please read this document carefully, and sign the attached page to indicate that you agree to meet the expectations set forth here. This document should be kept handy for your reference.

THE SCHOOL STRUCTURE
Baba Boarding School is jointly run by Mr. Arvind Pradhan as the Director, and Mrs. Binata Pradhan as the Principal. They are assisted by the Coordinators:

- Kindergarten: Ms. Rabika Shrestha
- Grades I to V: Ms. Sumitra Shrestha
- Grades VI to X: Mr. John Rohit Sundas

Teachers and the staff and members work together as a team to ensure that the school continues to grow as an institution of excellence.

ADMISSION PROCEDURE
We grant admission in Playgroup to Grade VII through an entrance examination on the availability of vacant seats. The following things are strongly taken care; age of the students; family background; previous school if the child is already in the school earlier, academic and the behavior etc.

SCHOOL BROCHURE
Brochure is provided along with the application form, from the school administrative at front desk. The School Public Relation Officer provides the detail information about the school and the Admission Officer clarifies the detailed information about the admission procedure of Baba Boarding High School.

REGISTRATION
The applicant must be registered with school to be considered for the admission in Baba Boarding High School through an entrance exam. Application form is available in the account section, which can be obtained along with a school brochure. The applicant should submit the following testimonials with the submission of application form, if the student is transferred from another school.

a. Transfer Certificate
b. Character Certificate
c. Progress Report Card

Other testimonials should be submitted as per the demand of the Admission Officer.
ENTRANCE TEST
Entrance test is a must and is conducted jointly for a group of students together. All the applicants will be judged according to their performance in the entrance test; however, previous records are also evaluated carefully by the admission committee. The result of entrance test will be published the next day after 10:30 a.m. The students are tested in Math, English, Science and Nepali along with general knowledge.

INTERVIEW
After the written test, the admission committee consisting principal involves in the interview process. The successful candidates are then called for an interview along with the authorized guardians/parents before the admission is granted. School reserves the right to reject or admit any candidate, notwithstanding the stipulated rules in the brochure.
We would advise the parents to visit the school along with their children with in the school working days between 9 a.m. – 3:00 p.m., Sunday through Friday before the candidates appear for the Entrance Examination and meet the school authority and to see the school in action.

SCHOLARSHIP
Baba Boarding High School provides scholarship to the deserving students’ accord to the situation. The Scholarship Form is made available with the PRO office, the parents are required to fill up the form and submit it to the main office, where it would be scrutinized and the scholarship is offered to the neediest students.

PAYMENT OF FEES
Baba Boarding charges a flat fee that is established at the beginning of the year. Fees are payable for 12 months. Transportation charges are for 10 months. Additional bills (Hostel Students) may be incurred on when the students demand for some excess things for day to day use. Bills are sent every month and should be cleared by 5th of each month according to the Nepali Calendar. Failure to make payment within the stipulated period will lead to fines. Reports cards will not be issued at the end of the year if bills have not been cleared. The annual fee increase is reasonable, and the school tries to keep it to a minimum. However, often market forces influence the increase of fees. Parents are requested to come personally to pay the fees in the Account Section, rather than sending it through their child.

COMMUNICATION BETWEEN THE SCHOOL AND PARENTS
Baba Boarding aims to work closely with parents for the all-round growth and development of their children. In order to facilitate communication, the School has developed the “Parent Handbook” you are holding and School Dairy for day-to-day communications. Students record their homework every day in the School Dairy. Teachers use it to communicate messages to the parents and parents should also use it to communicate with teachers and the School. Parents are required to check and sign the School Dairy every day, and are encouraged to comment in it.

There are usually three occasions during the school year in which Parent-Teacher Conferences are organized usually at the end of each term. In addition to these formal
occasions, parents are encouraged to make appointments to meet their children’s teachers whenever they find it necessary. Additionally, teachers will seek out parents, either through the School Dairy or directly by the phone, if there is some area of concern regarding the students’ performance at the School. Parents are requested to respond promptly to messages from teachers.

On other occasions, during various School events, parents and teachers get to interact informally. We discourage parents from using these occasions to discuss students’ performances in school, as the teachers are generally occupied with the events involved and may not have the time to respond to queries relating to one particular student. **We also discourage parents from discussing their children when they meet teachers at social events.**

**ROLE OF PARENTS**

The role of parents in the growth and well-being of the child is of paramount importance. Research has shown time and again that whenever parents and schools work together children are happy and stimulated. Working together, the School and the parents can expect a much better “product” – the child – than if each of them decides to work alone. Baba Boarding School respects the important role of the parents and seeks their wholehearted collaboration. We have observed that a supportive parent who believes in the School’s philosophy is essential if a child is to work at his/her academic and social potential.

There are many events held by the school where parents are invited. Please make the time to come to see these events and be a part of the Baba Boarding Family. As children get older they may not be too enthusiastic about pressing you to attend these events. Please be aware that your presence always encourages your children so please make it a point to attend.

**a. Parent Volunteers**

Baba Boarding School from this year is going to select parents as volunteer from each grade to represent the Parent Committee. The Parent Volunteer would act as a bridge to the School Management Committee and the Parent Committee.

**b. Home Support of Students**

Parents are requested to support their ward/s on various occasions as when demanded by the school, right from their homework, cleanliness, as well as their work habits. The School would require more support on the following:

**i. Excursion:**

The School every year organizes an Educational Excursion for grade ten students, the excursion is basically related to the materials that the students focuses in their studies, the tour is of four days and four nights. **The volunteer parents are requested to accompany their child in this tour.**

**ii. Field Trips**

Field trips are an integral part of the curriculum, and they are provided by the School as and when necessary. It is important that students and parents make
sure that field trips are not missed. Parents will receive several days’ notice when students are being taken on field trips, particularly the ones for which the support and help of parents is necessary. If children miss certain field trips, it is advised that parents make the effort to take their child to that particular place with worksheets that may have been used on the trip.

c. Reading Habits
Your input is very important to help your child develop good reading habits. While some children may be naturally interested in books, others need to be encouraged to develop these interests. The personal and academic value of reading for children can never be emphasized enough. A good reader becomes a good writer and what follow is a good student and a life-long learner. Please make sure that your child has adequate reading materials (books, newspaper, and magazines) at home (borrowed from the library or personal books) and encourage him/her to read a minimum of 30 minutes per day until he/she develops good reading habits. The reward will be very satisfying. Please make trips to the bookstore a regular family outing.

d. Work Habits
Students become successful if they develop good work habits in the early years. Parents are to support their children so that they develop good work habits. Students who develop good work habits steadily grow into excellent academic students.

e. Life Skills
Please encourage your child to be independent. Please do not protect them and have things done for them at home. Encourage them to help you with housework, cleaning and taking care of family members. All this will only make them stronger individuals and help them to be independent and learn important life skills.

f. Pot-Luck
The School organizes a pot-luck lunch for the students of different grades. This is an occasion when the students enjoy a small gathering and share their food together. Parents are expected to send food (generally one item) that will suffice for two people. Homemade food is appreciated, and this is an opportunity for parents to practice their favorite recipes. Only healthy food is encouraged.

g. Feedback from Parents
Constructive feedback from parents is always welcome as part of our shared goals for the growth of the child. Parents can send in their messages through the School Dairy, letters, or meet in person.

i. Student Handbook
Students have to abide by the rules and regulations of the School as specified in the Student Handbook, which is made available to all the students in the School Dairy. The students are expected to take the responsibility of being a student seriously. Parents are expected to read the Student Handbook to help
their children appreciate the School’s expectations of them as stipulated in the Handbook and the importance of responsible behavior. Parents are requested to reinforce these rules with their children.

ii. **Homework Policy**
Baba Boarding teachers assign a reasonable amount of homework every day. Students are expected to take their homework seriously and parents ensure a proper atmosphere at home to enable their child to concentrate on their work and complete their assignments. Homework is often an extension of what the child has been doing at the school during the school day so it is not always possible for parents to help out with assignments. It is, therefore, important for students to come to school regularly as any learning experiences missed cannot be compensated for by studying from texts. Baba Boarding wants parents to encourage their children to take their assignments seriously and to foster independence so that students learn to be responsible from an early age.

h. **Family Trips/Holidays**
All family trips should be planned after referring to the School Calendar and be scheduled to fall during the school holidays. In general, requests for permission for absences for trips will not be entertained.

**SCHOOL SERVICE**

a. **Students Parents Counseling**
The Parents of the weak students would be called for Counseling, so that the child can benefit more from the effort from school and home. The parents of such students are requested to take such calls positively and help their child to be par with the other students.

b. **Temporary help for Students in subject areas**
Baba Boarding believes in developing each child in all the subject areas, if the teacher finds the student weak in the related subject, extra time within the school period is given to bring the child up to the standard.

**SCHOOL FACILITIES**

a. **Library**
Library is a place where the students are required to do the extensive study in a peaceful manner, library in Baba Boarding High School provides a great variety of books which helps our students to acquire extra knowledge in various subjects, membership cards are issued for individual students in the beginning of the year which is valid till the end of the academic session, which helps the students to borrow the desired books from the library. The books issued on the individual student would be responsible for the books any damages would be borne by that particular student.
b. **Resource Room**
   To meet the ever growing challenge of the modern day education Baba Boarding High School opened a *“resource room” in the year 2065.*
   As an extension of the class room R.R. facilitates the students to indulge in different activates based on the subjective themes of the streams that the school offers.
   R.R. is comprehensively divided in to four corners, each corners extensively caters to four major subjects; mathematics, science, language and information technology. To enhance the learning process, the students are provided with work sheets divided into each corner as per the teachers’ plan.
   The introduction R.R. has provided an impetus for students and the teachers to exploit the immense pleasure of working in groups and learning through exploring in the play way method, with the collection of relevant books, materials and access to internet.
   Resource room indeed provides an environment that’s more conducive for learning and acquiring knowledge.

c. **Math Lab**
   Mathematics is thought to be the most difficult subject and has been taken as an uncured disease. It’s a universal problem. There are many hidden reasons that are listed below:
   - Lack of scientific teaching in the classroom.
   - Unavailability of teaching materials appropriately.
   - Teachers don’t utilize teaching materials appropriately.
   - No. of students is high in the classroom.
   - Lack of skilled/trained teachers.
   Keeping this problem in our mind, our school has tried to incorporate all those methodologies and make available maximum number of teaching materials and tools and their appropriate use as the demand of syllabus to make mathematics interesting subject to learn. To heal away with these difficulties, and to it make easy to conceptualize mathematics theories through practical touches. We have a separate Math Lab, where the students are given an opportunity to lay their hands on the materials, which helps the students to pass through concrete, semi-concrete and thus gain the abstract knowledge and make the concept clear with the help of the unique materials kept in the Math Lab.

d. **Science Lab**
   Baba Boarding High School provides a well-equipped, sophisticated science lab for hand-on activities to the students of middle and high standards. It has got four corners: Book corner, Observation desk, Computer desk and Experiment desk, each providing a good knowledge to the student at their core understanding level.
   A group of student will be allocated in each corners as per the planning of the teacher, where they explore the knowledge they need. Science lab as an extension of the class room, provides a platform where students as well as teacher get the opportunity to work in a group.
Each of the corners has been designed to deploy the students where they come along with different materials and helps them to broaden their mind. Experiment desk where they perform inquiry-based laboratory investigations. In computer desk, where they get internet facility to explore the knowledge beyond their text book to meet the challenges of modern education. Other corners like observation corners and book corners also provide them an opportunity to come along with different scientific materials helping them to learn with fun.

e. Computer Lab
Having provided computer education since its foundation, Baba now presently has been providing IT education with two sophisticated computer labs with more than 30 computers so far. The labs here are entitled as "Senior Computer Lab" for senior students and "Junior Computer Labs" for junior students. Both the labs are on 2nd floor and are well furnished, ventilated and carpeted so the students learn and practice in noise free, dust free and hassle free environment. Every computer class from Grade 1 to 10 is divided as a Theory Class and Practical Class so that the students get the benefit of both practical and theory knowledge as well. This is carried systematically as 50% students learn theory and 50% attend practical in the same period. Every student in practical gets 1:1 (one student, one computer) so that every student gets enough practical session. Since a computer system is a delicate machine, students have to follow the norms of the Computer Lab.

School Canteen
The School Canteen provides lunch and snacks to the students, but the students of all Grades are encouraged to bring home cooked food for healthy diet. **Junk food is highly discouraged.** Please keep in mind when sending snacks to school for outing/field trips, the students are encouraged to bring a healthy snack; please do not pack any sort of junk food.

f. Drinking Water
While safe drinking water is provided in the School, students are required to bring their own water bottles every day.

g. Bus Services
Bus service is available to all the children who require it. The timing and the route are provided at the beginning of each year. Students are expected to come to the bus stop five minutes before the scheduled time. Students who have not signed for bus service are not to use the school bus. Once a child has registered for the use of the bus, he/she has to avail of the service for the academic year. Students who are not registered bus users may not use the bus. **Due to safety reasons, students should always travel in the assigned school bus and if for any reason, different travel arrangements have been made for a particular day, parents should write a note in the School Diary.**
h. Medical Care
   Baba Boarding staff is thoroughly briefed in first-aid by a consulting pediatrician. If a student becomes ill or gets hurt s/he will be treated. If the student is not well enough to stay at the School, parents will be asked to come to collect their child. In case of injury, if neither the parents nor the people named on the Emergency Contact Form can be reached immediately, the student will be taken to the nearest hospital at the discretion of the School authorities. Parents will be billed for the cost of any emergency services provided.

SCHOOL REPORTS OF STUDENTS

a. Term Reports
   After every term, parents are invited in the school for a short meeting where the parents are first briefed about the performance of all the students in general and then the parents proceed towards the individual classroom to check upon their ward/s performance with their respective class teachers.

b. Monthly News Letter
   From this year the school will be sending additional newsletter for the parents, where they would be notified about the development that carries on in the school, which would also cater the development of studies done by the students in each grades.

c. School Notice Board/Website Notice Board
   School Notice Board/Website Notice Board would also serve the parents with various information regards their child’s development in studies, along with some very important notices. Frequent visit to the above would be highly appreciated.

d. PRO Office
   Since last year Baba Boarding High School felt the necessity to bridge the communication between the parent and the school managing committee, for which the PRO office is set up, where the parent can drop in any time (in between the school hour) and minimize the gap between us.

e. Curriculum Night
   About two weeks into each academic year, parents are invited to an evening in which the curriculum for the whole academic year is discussed. Curriculum Nights usually last for about two hours and they provide the opportunity for parents to meet the teachers and get an overview of the curriculum for the year. It is mandatory for parents to attend this meeting.

f. Orientation for New Parents
   All new parents are invited to the School at the beginning of the academic year for a briefing on how the School operates, it is very important for all members of the Baba Boarding family to be aware of it. The orientation is also an opportunity for parents to ask questions and become more familiar with the school. The main point of this event is to emphasize the fact that both parents and the School must work for the well-being of every child.
g. Emergency Contact Form
At the beginning of each academic year all students receive an Emergency Contact Form. This form asks parents to list phone numbers and addresses where they or guardians can be reached quickly in case of an emergency. This form is updated at the beginning of every year. **It is the parents’ responsibility to notify the School immediately if there is a change in home or office phone numbers or addresses during the academic year.**

Prohibited Materials/ Behaviors and Disciplinary Action/Consequences

The School strongly discourages wearing jewellery. Bringing money, jewellery, expensive toys and personal items like Mobiles, Mp4, and iPods is strictly forbidden. The School will not be responsible if a student loses valuables at the School. Please note that students are not allowed to bring cell phones, iPods and other luxury items to the school. These items will be confiscated if seen in the possession of a student. Parents are expected to cooperate with the school authorities when the school takes such disciplinary actions.

The School also discourages the students from carrying or using any kind of weapons, liquors, drugs or unwanted books and magazines or Cd’s within the school premises. If the students are found indulged in such activities they would be called for disciplinary actions.

In the initial phase, the parent would be called personally and the child would be suspended from school for a week. If the student is found indulging in the same case again, the parent would be asked to remove the child from school.

GENERAL INFORMATION

a. The School Calendar
The School’s calendar is made available to parents at the beginning of the session, and most transactions happen within the working days. The school staff is not available for certain periods during the long holidays. Calendars are subject to revision in case of unexpected school closures. The school calendar lists the important events in the school as well as the scheduled holidays. Parents are expected to follow this calendar and be present for special events that require their presence.

Holidays
The school calendar has been built in such a way so that make up days for the lost time can be obtained and the number of working days is maintained. Baba Boarding from this year has tried to limit its **holidays** and would be using many of the festivals as learning opportunities within the School.
Bandhs and Sudden Closure of School

Should there be a call for a sudden closure of School, there will be a message on the Notice Board Service provided by the school, please type Baba and send it to 4455 to receive the information. If there is an emergency during the day and the school has to close suddenly, parents will be called for the needful.

THE SCHOOL HOUR

Baba boarding School day begins at 9:15 a.m. and ends at 3:20 p.m. on Sunday through Thursday, on Friday, the School gives over at 12:25 p.m. all students are expected to be on the school premises no later than 9:05 a.m. so that they have time to organize themselves before school starts.

b. School Uniform
   All Uniform guidelines are to be strictly followed.
   The School’s outfitter, Shivashakti, is located at New Road, Tel no. 4264749, 4264764

Winter Months (Effective from after the Dasain break through the end of academic year)
Elementary School (Grade I – V)
Sunday – Track Suit, white canvas shoes with white socks
Monday & Tuesday – Grey Set with blue sweater for I, II & III, Blazer with half blue sweater for IV & V.
Wednesday – Track Suit, white canvas shoes with white socks
Thursday & Friday – White and Blue Set with blue sweater for I, II & III, Blazer with half blue sweater for IV & V.

Middle School (Grade VI – X)
Navy Blue Pant with White long sleeved shirts, blue v-neck sweaters with blue and white stripes around the neck, navy blue blazers, blue socks, black laced shoes and white ribbons/ hair bands for girls. Optional items such as mufflers, gloves and woolen caps should be blue. White turtle-necks/thermals may be worn underneath school shirts.
On Fridays, Track Suits, House T – Shirt, white canvas shoes with white socks.

Summer Months (Effective from beginning of academic year through the Dasain break)

KINDERGARTEN BLOCK
UNIFORM NOT COMPULSORY FOR PG STUDENTS

Nursery till UKG
Sunday & Monday - Navy Blue Pant, White shirt, blue socks, black laced shoes
Tuesday - Out dress
Wednesday & Thursday - Grey Pant, Grey Shirt, Grey socks and black laced shoes.
Friday - Out dress.
**Elementary School (Grade I – V)**
Sunday – Track Suit, House T – Shirt with white canvas shoes with white socks
Monday & Tuesday – Grey set with black shoes and grey socks.
Wednesday – Track Suit, House T – Shirt with white canvas shoes with white socks.
Thursday & Friday – White and Blue set with black shoes and blue socks.

**Middle School (Grade VI – X)**
Short sleeved shirts and navy blue pants, blue socks, black laced shoes.
Sports gear during the ECA period.

c. **Educational and other Supplies Required and their Care**
All students are required to bring the books and stationery in the class list provided at the end of the academic year. In the case of new students the books and stationery list is provided upon admission. Students are responsible for buying their own stationery as well as all the books prescribed. The list of books and stationery required for each grade is provided at the end of the academic year.

For the convenience of parents the school has made arrangements with Asha Book Store (phone no. 4498565) and Babha Book Store, Chabahil to stock all books and stationery required for the school. **Parents are welcome to go to other bookshops if they choose to.**

Students should maintain a set of materials, including pencils, sharpener, an eraser, a ruler, colored pencils, felt pens, scissors, glue, paintbrushes and a paint box at home. They should also have an assortment of A-4 size writing paper and chart paper. These items are necessary for home assignments. Several sheets of brown paper are also required to cover text and exercise books. **Please make sure that all the books and copies are covered in brown paper and labeled properly with the child’s name, grade and subjects.**

Parents are requested to support the students to take care of their books and stationery. All books and copies are to be covered in brown paper and kept neatly. The School values neatness and respect and care of materials, and this is also expected from the parents to provide support for when the students are in the primary grades. As they grow the students will be capable of taking responsibilities for their own books, supplies and stationery.

d. **Neatness and Personal Hygiene**
Students are expected to come to School in their full uniform. They should be neatly dressed and clean. Nails and hair should be clean and tidy and teeth should be brushed. Neatness checks will be done regularly. Personal hygiene and neatness are essential for students’ health, well-being and self-esteem. Parents are expected to pay attention to hygiene, especially in the lower grades when students cannot be entirely responsible for their own grooming. Failure to observe the uniform and neatness code will result in appropriate on the School’s part, which would include sending the student home and/or mention in the report card.
e. **Student Identity Card**

All students are issued Identity Card in the beginning of each session. For security reasons, students have to wear their ID cards to school every day. They are to take special care of these identification cards. If lost, a new identity card will be issued, at a charge of Rs._____.

**CONCLUDING REMARKS**

In conclusion, the School expects that the *Parent Handbook* has clarified some of the doubts and questions you may have had regarding a typical school day, and the expectations the School has of parents as well as of students. It also establishes the fact that Baba Boarding is interested in contributing to improving education for the larger community. We hope that this document has helped to open channels of communication. Parents should feel free to communicate with the School regarding their questions and concerns. We feel that this openness will make Baba Boarding School a better place for all, particularly its students.

*We wish all parents and students a good academic year and welcome new members of the Baba Boarding Family.*
Dear Parents,

The purpose of the Parent Handbook is to provide with necessary information about Baba Boarding School and to make the expectations clear to parents so that there is good communication and coordination between the School and the home. Establishing proper channels of communication will minimize misunderstanding and facilitate the overall growth and development of your child. Please sign the cut-out below to show that you agree with the School’s policies and guidelines as specified in the Parent Handbook. If you have any questions or want anything clarified, please call the School and speak to the Coordinator.

Thank you.

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Parent Handbook

I have read the Baba Boarding School Parent Handbook, and indicate my agreement by signing below.

Name of Child______________________________ Grade ______________

Father      Mother

Name of Parents _______________________________   __________________________

Contact No:   _______________________________   __________________________

Signature of Parent(s) ___________________________  __________________________

Date ___________________