



Euro School  
Chhauni  
START SMART

**Parents Handbook**  
**on**  
**Euro School Guidelines and Policies**

**Euro School Chhauni, Kathmandu**

**Kimdole Marg, Chhauni**

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## Introduction

### Welcome to Euro School Chhauni:

We hope this is the start of a long and fruitful relationship with you and your family. The new session brings with it excitement for the students, parents and teachers. New students and returning students are anxious to know more about their teacher and classmates. They wonder if they will find new friends and even what to wear on the first day. Parents are eager to meet the teachers and to share details about their child. The teachers are hoping to gain insight into their students and provide them with learning experiences that enrich and prepare them for the future. Creating a team that includes the teacher, parents and students supports student success.

Euro School Chhauni is a technologically equipped co-educational school located in Kimdole Marg, Chhauni. It is an extension of your child's quality learning experience at Euro Kids or any other Pre-School/ Montessori and aims at preparing the young learners for their future thereby ensuring a smooth transition from the Pre-School to a Primary Level.

### Message from the Principal

We hope this is the start of a long and fruitful relationship with you and your family. The new session brings with it excitement for the students, parents and teachers. New students and returning students are anxious to know more about their teacher and classmates. They wonder if they will find new friends and even what to wear on the first day. Parents are eager to meet the teachers and to share details about their child. The teachers are hoping to gain insight into their students and provide them with learning experiences that enrich and prepare them for the future. Creating a team that includes the teacher, parents and students supports student success.

'Start Smart' is not just a tagline but the intent of how we want our children to be. Through individual focus, we aim to facilitate an environment and culture that enables your child to achieve their true potential. Teaching and learning processes in our School will also be based on different resources through Connecting Classrooms and Schools Online portal of British Council, Smart Classes, and partnership with foreign schools and sports clubs too.

### Meeting hours with the Principal:

**11:00 AM – 3:30 PM (Monday, Wednesday and Friday only)**

## What we are: Our Philosophy, Mission and Vision

The school strives to be one of the best to offer students numerous opportunities to learn beyond the walls of the classroom taking them into the real world. We provide a safe and positive learning environment that encourages the scholastic achievement of our students as well as the development of the spiritual and social lives. Each teacher in the school possesses the knowledge, experience and love for teaching that is necessary to guide and inspire students to realize their full potential. The precepts of respect, obedience, good mannerisms, responsibility, persistence and fairness are instilled in our students as part of their education. This, in turn, creates a nurtured environment in which they can learn. Adoption of these principles with **the LRPA (Learning, Reinforcement, Practice, and Application) system**, further prepares them to become Global Citizens ready for any conflict.

### Our Mission:

We provide a platform for students to understand and contribute to a rapidly changing society, thus taking steps towards being a Global Citizen **giving equal priority to our local status**.

### Our Vision:

We will be the preeminent creative center for effective engagement to create simple yet smart students to meet the social needs; communication being the core concern.

### International School Award (ISA)

We are proud to share that we have received the British Council International School Award on August 13<sup>th</sup> 2015 and again got reaccredited in August 2018. The ISA is a benchmarking scheme that accredits schools as having an outstanding level of support for nurturing global citizenship in young people and enriching teaching and learning. Working towards it gives pupils and teachers a new perspective on the world, and the skills to work in a global economy. It also provides a motivational framework for teachers to develop themselves professionally, adding an international dimension to their skills. Our students are again engaged in various projects of a higher level for the Re-accreditation of the ISA this year.

### Our Partner Schools:

Our partner schools, Holy Rosary Primary School in Northern Ireland and Kender Primary School in London, UK are large city schools with excellent resources and a unique environment. They try to ensure that the children make an outstanding contribution to the life of the school and the local community.

Our students also frequently share projects with the students of our partner school, Holy Rosary Primary School in Northern Ireland. Starting with the teacher's reciprocal visit a few years back, we are also planning for the student's exchange programs with our partner schools in the coming years.

Local partnership includes well-established links with Kanya Mandir Higher Secondary School (A Government School in Kathmandu)

## School rules created by our students in association with all the Partner Schools

- Look smart, Think smart, Eat smart, Be smart
- Always talk in English
- Respect your elders and love your Juniors
- Respect yourself and the whole school community
- Respect the school area and the environment
- Take care of your belongings and keep it neat
- Listen, speak and take part at the correct times
- Be a friend, not a bully
- Treat each other and adults with respect
- Do your best to give 100%

## Expeditions in Euro School Chhauni. Refer to -

<https://www.facebook.com/eschhauni> and our website [www.eschhauni.edu.np](http://www.eschhauni.edu.np)

- Exciting field trips
- Numerous Extra-Curricular Activities/Co-curricular activities
- Subject-wise research and projects
- Life-learning exercises
- Gardening (Making of an Organic Garden)
- Outdoor sports/Indoor games
- Hiking/Picnic
- Music Feasta, lead by Students
- Fun Carnival
- Demonstration of Project works

## Delivering the National Curriculum

The staff constantly reviews the best and creative way to deliver the curriculum. We encourage a creative approach to teaching and learning, planning topics from the National Curriculum that ensures Whole class teaching, Group teaching as well as Individual teaching. The school recognizes the importance of learning directly from hands-on experience. We aim to make the delivery of the National Curriculum more creative, therefore, we also focus on Project-based learning too. The subjects included are English, Nepali, Mathematics, Science, Social Studies, Computers, Moral Education, General Knowledge, Physical Education, Foreign Language, Art and Craft etc.

## Admission Policy and Procedure

All parents must follow the terms and conditions mentioned during the time of Inquiry/Admission.

1. The completed admission form along with the copies of birth and health certificates, 3 passport size photographs must be submitted to the school office.
2. Along with the admission form, we would need an essay (written by the students themselves) on the topic of the students' choice (Eg. "My School", "My Family" etc.)
3. After the admission form and the essay is received, a date is given for the applicant's interview.
4. Parents are informed of the outcome within two days of the date of interview. If a place is offered, the child's admission/enrollment must be confirmed and all the necessary fee payments must be made within 3 days of the date of the offer.
5. If, within three days, enrollment is not confirmed, the child's place is offered to another candidate.

## Student Engagement Policy

It is compulsory for all students to engage themselves in the following activities offered by the school unless any medical emergencies stated in the admission form or in any official letter provided to the school.

- **Project-Based Learning**

**Project-Based Learning** is a teaching method in which student's gains knowledge and skills by working for an extended period of time to investigate and respond to a complex question, problem, or challenge. Essential elements of PBL include significant content, 21st-century competencies, in-depth enquiry, driving questions, voice and choice etc.

- **Maths/Science/Reading corner**

Math is an integral part of the school days. All the math concepts are taught in an interesting manner. All the calculations necessary in the elementary school are combined with a variety of fun experiences from which the child learns to distinguish and classify and observe similarities and differences in the world around them. Similarly, reading is given equal importance and necessary resources are kept in each class in the library section for references. For library classes, a Reading Log is given to each student who needs to be filled by students, teachers and parents as and when they finish reading the books provided.

- **Physical Education**

Elementary school children need to be physically active every now and then. From kindergarten to middle school, children need quality activities to develop the musculoskeletal and neurological structures that will support them for a lifetime of health and activity, as well as improved cognitive function and social well being.

It is an integral part of the quality education of any child and is closely linked to other creative and learning experiences and skill acquisition. It makes a significant contribution to the all-round harmonious development of the mind and body.

Therefore, **Karate and many other outdoor (Gymnastics, Basketball, Badminton, Table tennis, Football), as well as indoor sports**, will be included as a part of the Education through an experienced physical trainer.

- **Language classes (Chinese)**

Euro School's language courses offer students the opportunity to explore and discover languages in an engaging, interactive and self-paced environment. Designed specifically for elementary students, Euro School is confident in providing an age-appropriate introductory foundation with an emphasis on exposure and appreciation for language and world culture.

- **Swimming classes**

Swimming is lots of fun for people of all ages. Children love getting in the water and enjoying themselves. But it is not just fun, swimming also provides loads of health benefits which can help to keep your children healthy and happy at the same time. Therefore, we even provide swimming classes during May, June, July, August and September so that our students are confident in the water. They will be under proper adult supervision.

- **Visual Arts**

"Art does not solve problems, but makes us aware of their existence," sculptor Magdalena Abakanowicz has said. Arts education, on the other hand, does solve problems.

The elementary visual arts curriculum helps students understand how media, technique and process are used to create works of art; how artworks are structured; how art has a variety of functions; how to identify, analyze and select subject matter, symbols and ideas for personal/cultural expression; how historical and cultural contexts provide meaning for works of art, and how to assess the merits of their own artworks and the artworks of others.

- **Maker Space**

The maker movement is about teaching and learning that is focused on student centered inquiry. Makerspaces provide hands-on, creative ways to encourage students to design, experiment, build and invent as they deeply engage in science, engineering and tinkering. A makerspace is not solely a science lab, woodshop, computer lab or art room, but it may contain elements found in all of these familiar spaces.

- **Instrument and Vocal classes**

Reading music is converted in the brain to the physical motion of playing the instrument. Those who play instruments have improved hand eye coordination over those who do not. Learning to play an instrument can help kids grow socially and academically. Knowing the importance of it, Euro School Chhauni focuses on giving the best learning experience through the members of KUTUMBA band and the associated musicians.

# Student Assessment Policy

## Enhancing Learning through Continuous Assessment System

Continuous assessment in exploring students' progress on a regular basis through various strategies. It is intended to achieve two major purposes: to improve both the validity and reliability of the results of students' performance on tests and exercises and secondly to help the pupil to develop effective learning and work habits. Continuous assessment provides students with a constant stream of opportunities to prove their mastery of the material and sends the message that everyone can succeed if given enough time and practice. When 'mastery' instead of 'competition' with other students becomes the point of assessment, the focus shifts from superficial competition to true understanding and personal learning goals.

- **Home Learning**

We see that there is a benefit to children from working in partnership with parents at home on learning initiated in school. We have a home learning policy which outlines current practice and expectations for all children. A Reading Log will be maintained to monitor and record progress which is an essential part of Home Learning. This is specifically designed to complement the reading skills taught in school.

- **Projects and Assignments**

Topic-wise projects and assignments are also assigned and evaluated. Through this, their work is recorded and given back for reference for future learning. A certain percentage is assigned for the project contents, creativity and the student's involvement in it too.

- **Attendance and Discipline**

Attendance records and behavioural charts will be maintained and a certain percentage of marks will be allocated with respect to the analysis of these records. We expect parents to send a leave note in our school app, in case the child fails to attend the class. All students should be in proper uniform as instructed in the routine given by the respective class teachers - failure of doing so without a note in the student's diaries or a prior message from the parents will lead to it being recorded in their assessment sheets.

## School Uniform:

Children who attend school are expected to wear school uniforms.

**Girls:** Scottish green/red check tunic (with logo), bloomers, Red cardigan or pullover (with logo), Green Blazer (with logo), white socks/ stockings, black shoes, white ribbon/hairband.

**Boys:** Green trousers, green/red check shirt (with logo), red cardigan or pullover (with logo), Green blazer (with logo), white socks and black shoes.

**For PT:** House T-shirts (with logo), tracksuit (mandatory for everyone), white keds, specific house colour ribbons/headbands for girls, Taekwondo gown & belt (from school).

Please contact the school office for the details of the main supplier of our school uniforms.

## Communication Policy

### School App

School app is an integral communication tool at Euro School Chhauni. The database is a great place to find class routine information, school calendars, report card, notice and photographs of the student. Parents will be provided with a username and password to access the school app, as soon as the child has been enrolled. Parents are expected to receive, read, and respond to all communication from the school.

### School Diary

Parents can also use the school diary to send any information to the teacher.

### Euro school Chhauni website-www.eschhauni.edu.np

The website is a great source of overall information about the school, including the school's vision, mission, updates, newsletter, students corner etc.

### Parents Teachers Meeting

Parents are required to attend orientation at the beginning of the session. It is also required that parents should attend Parents Teachers Meeting quarterly to communicate student's progress and other important information.

### Phone calls

We do not interrupt class activities for phone calls. Messages can be left for any teacher on the reception, that will be conveyed to the respective teacher after school.

### Appointment

Appointments with teachers may be scheduled throughout the year, as necessary. Teachers may not be available for unplanned meetings and discussions, as they will be conducting the classes. Please ask

your child's teacher about his/her available times so that he/she can be truly present, and not distracted, when speaking with you.

## Safety and Security Policy

Your child is our concern

### Safety

- ✓ Doctor on call
- ✓ Nurse available in the school infirmary
- ✓ Safe ambience.
- ✓ Regular checks of damaged/broken equipment.
- ✓ Escorted van facility.
- ✓ Planned Field Trips.
- ✓ Maids trained in handling children.
- ✓ Nutritious meal
- ✓ Security at the Main Gate.
- ✓ Hygiene our top priority

### **Child Protection Policy (Please refer to our school website (Downloads Tab) for the full compilation of our school's Child Protection Policy)**

The School's child protection program aims to prevent and respond to abuse, neglect, exploitation and violence affecting children. Children have a right to feel safe regardless of their situation. Yet girls and boys in every country, in every culture and at every social level face some forms of abuse, neglect, exploitation and violence. Nepal is by no means an exception. These violations include sexual exploitation and abuse, trafficking, harmful child labour, harmful traditional practices and humiliating punishment and treatment, to name just a few. Protecting children is a universal obligation. While the UN Convention on the Rights of the Child (UNCRC) and other human rights instruments and national laws create legal obligations for the government to protect children, all adults share a responsibility to do so. Our child protection policy seeks to address the issues of a different form of abuse, children without appropriate care, harmful child labour, and violence against children. Building and strengthening both local as well as national child protection systems has been a focus of the child protection work. While it is important to bring about legal and policy reform to establish the required child protection framework, building local capacity to undertake both prevention and response services for child protection is a key to ensure that each and every child in the School or Community is protected. Our engagement at the local level for child protection, for example through setting up and strengthening Child Protection Committees, has remained remarkable. More importantly, this Policy

helps to empower children themselves to ensure their own protection. Every child is potentially at risk of abuse and exploitation. Therefore it is crucial that every person connected with School understands child abuse, as well as his or her own role and responsibilities in protecting children. Any definition of child abuse assumes a definition of the child. According to the United Nations Convention on the Rights of the Child (UNCRC) a child is “every human being below the age of 18 years”.