

THE HAZELMOON SCHOOL, CHANDPUR

STUDENT SETTLING PLAN

FROM ADMISSION DESK TO CLASSROOM DESK

ADMISSION PROCESS

PART I

- Admission to be taken after written test (Grade JKG onwards)
- The Academic Head of the branch who has taken admission to certify that the child is age appropriate for the respective class.
- We need to discuss in detail before taking the admission of Children with Special needs. Children with Severe needs require different kind of Set-up in School. Admission In-Charge needs to take permission of the Branch Head before enrolling such Children.
- Admission form to be completely filled with all required documents by Admission In-charge.
- ✓ I-card Performa to be filled by the parent at the time of admission and the same to be handed over to the Admission In-charge.
- House and section to be allotted by the Admission In-charge at the time of admission.
- Based on the admission test, the class and section to be allotted by the Academic Head.
- Principal- Meeting with parents of new joinees(particularly senior classes).
- All receipts to be handed over to the parents by the Fee In-charge.
- If the child is seeking transport, parent to meet the Transport Manager to discuss the route. Form for availing transport must be duly filled .
- ✓ Fee In-charge to guide the parent for books and uniform.
- Class Teacher to make an introductory/welcome call to the parent on the same day of admission.

PART II

- Coordinator to take the new joinee to the class and introduce the Class Teacher and the children. Class Teacher to handover the time table and share the important telephone numbers.
- (Administrator. Transport Manager) with the parents through a diary note if applicable).
- Class Teacher to invite the parent on the following Saturday to meet all the subject teachers for a brief introduction and to discuss all the school policies (late arrival policy, assessment policy, annual progression, homework policy, birthday celebration policy and uniform policy). Administrator to meet the new joinee parent on Saturday for information related to l-card, uniform and transport.
- Academic Head/Class Teacher to extend the support to the parents for providing book/notebook for photocopies of the previous work.

Settling Process

- Class Teacher to ensure all stationery items and books are with the child.
- Class Teacher and Coordinator to ensure the complete book set/uniform has been given and nothing is pending
- Class Teacher to ensure that the relevant pages of the School Diary are filled.
- Class Teacher to ensure the child is well settled and has a buddy (who will help the child in covering up the previous work and will be an emotional anchor).
- Attach a buddy for dispersal (Walker room or bus or cab)/break.
- After a week or 10 days, a call from Coordinator about the progress of the child and to make sure that the child is well settled