

BRIEF HISTORY

INTERNATIONAL INDIAN SCHOOL AL JUBAIL, IISJ formerly known as the Embassy of India School, was founded on 30th November 1987. The establishment of IISJ is the culmination of the dedicated efforts of the Indian community of this region, under the patronage of His Excellency, Ambassador of India and the active co-operation of Directorate of School, Ministry of Education, Dammam and Riyadh. The school has entered a new era from Porta-cabins to four magnificent buildings well equipped with all modern amenities that a school of international standard should possess. A magnificent building was hired to accommodate the growing number of students in the Junior Primary Section from the academic year 2008-2009. The school aims at providing on a 'no-profit no-loss' basis, educational facilities at the Pre-Primary, Primary, Secondary and Senior Secondary levels. The School is meant for Indian citizens, irrespective of their caste, creed region or religion. The School has celebrated Silver Jubilee year of committed service to the Indian community in Al Jubail, KSA. In the year 2012, a new building for Girls named "Silver Jubilee Block" is added to the ever increasing school strength. A further extension and expansion of IIS Jubail was done by adding 18 new classrooms to SJB. The new classrooms were formerly inaugurated and handed over to Girls' Section on 29.03.2015.

The academic year 2015-16 had major expansions in the offing. A new building named 'SPG Block' for Senior Primary Section, Girls of Classes 2-4 was inaugurated by H.E The Ambassador of India on 7/04/2016. MPH-II and New Admin Block are additional infrastructure from the beginning of Academic Year 2016-17 to cater to the growing needs of students and parents.

AFFILIATION AND LICENSE

The school is affiliated to the Central Board of Secondary Education, Delhi and prepares students for All Indian Secondary School Examination (AISSE. CLASS X) and All India Senior Secondary Certificate (AISSC ·CLASS XII). Our School Affiliation Number is 5730007 and School License Number is JEEM-5 Ministry of Education, Kingdom of Saudi Arabia.

CURRICULUM

The academic year starts in the first week of April and ends in March of the following year with two breaks- one in summer and the other in winter. The medium of instruction in the school is English. IISJ is affiliated to the CBSE and follows syllabus prescribed by the board. Under the scheme of studies, the school has the following subjects and languages of study offered in the school. English, Gujarati/Arabic /Urdu / Malayalam /Tamil/Kannada, Mathematics, EVS/Science, Social Sciences, Computer Science, SUPW, Saudi Arabian History & Culture, Islamic Studies / Value Education and Physical Education.

REGISTRATION

Registration for new admission begins every year in February/March of the preceding academic year for the next academic year. An amount of SR. 500/- is to be deposited at the time of registration which is non-refundable.

ADMISSION:

With effect from the academic year 2010-2011, admissions are confined to Indian children only from the age of **three plus** as on 1st April of the current academic year ranging from Kindergarten to Class XII. However, in exceptional cases admissions may be granted to foreign nationals subject to approval from the Ministry of Education (MOE), availability of seats and the given fee structure.

- 1) For admission to LKG, the child must attain the age of **THREE PLUS** as on 1st April of the current academic year. Admission to the other classes will be in the same order so that the child will complete 15 years on 1st April, the year in which *he / she* appears for the AISSE in Class X. Admissions are granted to KG on the basis of priority of registration and results of interview.
- 2) For the Admission Test, a non-refundable fee of SR. 50/- per child will be charged.
- 3) Admission to Classes I - XI is granted on the basis of the results of admission test for students coming from non-CBSE affiliated schools. The standard of admission test will be of the level of annual examination of the class preceding to which admission is sought.
- 4) Admission to Class X and XII will be granted to only those who are transferred from CBSE affiliated schools. When admission is sought after the commencement of the academic session and before 30th September, the students are required to produce records of attendance, grades of previous test and proof of completed assignments and projects.
- 5) Admission Tests will be held in the following manner:
 - LKG and UKG : Only Interview.
 - Classes I - V : English, Hindi, Mathematics and EVS
 - Classes VI - VIII : English, Hindi, Mathematics and Science
 - Class IX, XI : English, Mathematics, Physics, Chemistry, Biology
- 6) From Classes-II onwards, admission will be granted only on submission of Transfer Certificate (issued not more than one month earlier), Progress Report/CCE Assessment Report and Total Attendance up to the time of admission, besides qualifying in the admission test.
- 7) Admission may be granted to students who are weak in one or two subjects provided the parents give an undertaking that their ward will improve within a period of three months. In such cases, his / her performance will be under observation and the students may be shifted to a lower class if found unsatisfactory even after a period of three months from admission.

DOCUMENTS REQUIRED FOR NEW ADMISSION:

The Administrative Section of the school requires the following documents from the parents at the time of new admission:

- a) Online Registration form along with all attachments including Medical Certificate.
- b) Copy of Birth certificate issued by the competent authority
- c) Copies of Passports & Iqama (students & parents)
- d) Original Transfer Certificate or Study Certificate.
- e) Progress Report of Previous Academic Year
- f) Attendance from the previous school for admission from class II (Two) onwards.
- g) Passport size photographs: 05

ESTABLISHMENT LEVY:

From all parents, a non-refundable Establishment Levy will be collected only at the time of first admission of the child in the following manner:

PARTICULARS	INDIAN NATIONALS	FOREIGN NATIONALS
	(Saudi Riyals)	(Saudi Riyals)
First Child	1000/-	3000/-
Second Child	750/-	2000/-
Third Child	500/-	1000/-
Subsequent Children	Nil	Nil

This levy will be refundable only if the child is not admitted or the child does not attend school even for a single day after admission. No Establishment Levy will be collected from students transferred from any of the International Indian School in the Kingdom, provided the same had been paid in the previous IIS.

SCHOOL FEE STRUCTURE:

A) The school charges package of SR. 12,000/- per **Company sponsored student** per academic year. No other charges are payable by the students except the above mentioned SR.12,000/- p.a

B) The school charges the following package per student per academic year for **Company Reimbursed students.**

Students of Classes 1 to VIII – SR. 10,000/-

Students of Classes IX to XII – SR. 12,000/-

Besides the above, Registration Fee of SR. 500/- and Establishment Levy will be charged at time of admission

C) Concessional Fee Structure:

This fee structure is applicable for those parents who are not entitled to get reimbursement for their children's educational expenses or whose children are not sponsored by their employer, provided they produce a declaration certificate to this effect. The details are as follows:

NUMBER OF CHILDREN	INDIAN NATIONALS (Saudi Riyals)	OTHER NATIONALS (Saudi Riyals)
First Child	225/-	400/-
Second Child	200/-	350/-
Third Child	155/-	350/-
Fourth onwards	Nil-	Nil
Special care	400/-	400/-

School Transport users will have to pay Transport Fee for the academic year in 10 equal instalments of SR. 175/- per child.

TUITION FEE (XI & XII) : Monthly Tuition Fee SR. 300/- plus Laboratory Fee SR. 25/-

Diary Fee	SR. 5/-	Payable in April
ID Card Fee	SR. 10/-	Per Issue
Echo Magazine Fee	SR. 15/-	Per Year
Examination Fee for Classes LKG to VIII	SR. 25/-	Payable in February
CBSE registration Fee for Classes IX & XI	SR. 150/-	Payable in May
Board Examination Fee for Class X & XII	SR. 400/-	Payable in May
Exam Fee for classes IX & XI	SR. 150/-	To be paid in February
TC / Progress Report(Duplicate)&Transcription	SR. 50/-	Per Issue
Towards Bonafide Certificate	SR. 10/-	Per Issue
Attestation of Documents / Certificates	SR.5/-	Per Copy
Scout, Guide, Club, Bulbul Annual Registration fees	SR. 60/-	To be paid in April(onetime payment)
Smart Class	SR 25/-	To be paid in April(onetime payment)

PAYMENT OF FEE - GUIDELINES

- Fees for new admission to be realized in three blocks of 4 months each (April to July, August to November and December - March)
- Fee should be paid on or before 28th of every month. Late fee at the rate of SR. 1/-per day will be charged after 28th of each month. If 28th happens to be a holiday for the school office, the same will be collected without late fee on the next working day. Tuition Fee for the vacation can be paid soon after vacation without fine.
- Fee can be paid in advance. Fee once paid, will not be refunded under normal circumstances.
- Parents proceeding on annual or long leave are advised to pay the tuition fee in advance or make arrangements for regular and timely payment of the same. Fine for late payments will neither be reduced nor waived.
- Non-payment of fee for a period of two consecutive months will result in the removal of the student's name from the Class Register.
- If the first child is withdrawn or completed her/his course from IISJ, the second child will be treated as the First Child with immediate effect.
- Students of Classes X and XII are required to clear all their fees up to the end of March, before 6th February so as to receive Admit Cards of their respective board examinations.
- Parents are advised to pay fee at the school Cash Counter.

READMISSION

- If a parent takes TC of his ward in any month of the academic year and readmits the child with the same TC after a few months, the tuition fee for the missing months will be collected along with a re-admission fee of SR 100/-
- If the child is readmitted with a TC from any other school in India or abroad, he/she will be readmitted with a readmission fee of SR.100/-

WITHDRAWAL

- If a parent wishes to withdraw his ward during an academic year, a notice of withdrawal should be given in writing and Tuition fee for and up to the month for which notice for withdrawal is given has to be paid.
- If a child is to be withdrawn after an academic year, Tuition fee is to be payable till the end of the academic year, provided withdrawal notice is given before the end of March. If the child withdraws during an academic year, tuition fee paid in advance corresponding to the calendar months subsequent to the date of withdrawal will be refunded.

COUNSELLING AND CAREER GUIDANCE CELL

School offers counselling service and information guidance service to senior students regarding opportunities available in various Colleges and Universities in India and abroad. Career talks are also being organized throughout the academic year presented by School Counsellor and successful professionals from various fields.

TERMS AND CONDITIONS/ RULES FOR SCHOOL TRANSPORTATION USERS

1. Seats in the School buses will be allowed on first-come-first serve basis. Unallotted applications will be kept in the waiting list.
2. An application has to be submitted at least 2 weeks before the required date for availing of the facility.
3. The buses will ply in accordance with the routes specified by the school without any deviations whatsoever.
4. Child / Children should be present at the respective stops at the given time for picking up. The bus will not wait for child/ children to run up.
5. The parent has to be present at the bus stop to receive the child in the afternoon. In case the child is brought back to the School, the parents will be informed of the same.
6. Use of bus can only be totally discontinued with due notice in writing at least a week in advance, in which case the bus fee for and up to the month has to be cleared if the child has travelled for the full month or part thereof. Partial discontinuation for a short period during an Academic Year is not allowed.
7. School transport user will have to pay Transport Fee for the academic year in 10 equal instalments of SR. 175/- per child.
8. Students are expected to board the bus immediately after the School is over. The School will not be responsible if they do not board the bus in time before the bus leaves the School on its return trip. However, the parents will be informed to pick-up the child from the School.
9. Drinking and eating in the bus and throwing waste paper and empty cans either in the bus or on road are prohibited.
10. Unruly and unbecoming behaviour in the bus will be subject to disciplinary action, besides the temporary withdrawal of transport facility provided by the school.
11. Parents are requested to inform the School authorities before they take home their bus-using children from the School in the afternoons.
12. Children are not allowed to travel by any bus other than the one allotted to them. However, as a very special case a regular bus user may be allowed to go by a different bus route in case he/she brings a written permission from his/her parent.
13. Students using the school transport one way are not entitled for any concession.
14. Bus drivers and conductors have instructions to strictly follow the specified routes and times. Parents are requested not to instruct drivers in this regard. For any complaints, parents are requested to take-up with Transport In-Charge. Any arguments with the drivers should be strictly avoided.

AL-JUBAIL CITY

SABIC CAMP

R.C.CAMPS

(please mention Camp#)

AL-FANNTEER AREA

S.W.C.C.

AREA

OTHERS

(Please specify the area)
