



# LEGACY SCHOOL™

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## IMPORTANT SCHOOL POLICIES, NORMS & INFORMATION (APPLICABLE FROM THE ACADEMIC YEAR 2018-19 ONWARDS)

### GENERAL

- 1. School Policies:** A copy of all the applicable school policies will be made available at the start of the academic year to all parents and students. Every student, parent and/or guardian is required to read, be familiar with and abide by all the prescribed policies as indicated, and as and when updated. Any violation of the school policy could result in a cautionary notice, suspension or any other appropriate action depending upon the severity of the situation.

### SAFEGUARDING & WELL-BEING

- 2. Child Safeguarding:** Please be informed that Legacy School prioritizes the safety and well-being of all our learners and members of our school community. Our practices are established in accordance with international benchmarks for child safeguarding in schools. All forms of abuse, whether perpetrated in person or online, which causes any harm – be it verbal, physical, emotional or sexual, and any form of neglect of the child, will all be reported to the concerned authorities.
- 3. Harassment & Anti-tolerance Policy:** The school requires all members of our community to remain professional and respectful in their interaction, behaviour and communication (expressed, implied, written and electronic/cyber) with each member of the community, which includes students, teachers, parents, administrators and Board members. Any action or communication that is deemed to be derogatory, demeaning or disrespectful, such as speaking rudely, speaking in a harsh or raised tone, passing disparaging or sarcastic comments, threatening and arm-twisting will not be tolerated and will result in appropriate action being taken immediately depending upon the severity of the situation.

### GOVERNMENT MANDATES

- 4. Right to Education (RTE) Act:** Legacy School reserves 25% of our available seats for applicants seeking admission under the Right to Education (RTE) Act. Admissions under the Right to Education (RTE) Act are accepted at the Montessori II (LKG) class level and also in Grade 1, unless a change in policy is notified by the Department of Education indicating otherwise. As a result, 25% of our available seats also remain reserved in the Montessori 1 (Nursery) class.

### ACADEMICS

- 5. Curriculum:**
  - a. Pre-Primary (Ages 3-6):** Legacy School follows the Montessori method and approach to engaging children in the process of learning in the M1 (Nursery), M2 (Lower Kindergarten) and M3 (Upper Kindergarten) grades. Upon the completion of the Montessori program, we enable a child's successful transition to the International Primary qualification in Grade 1.  
**Legacy School is an authorized Cambridge International School and offers the complete set of qualifications:**
  - b. Primary School (Ages 6-11) : Cambridge International Primary** for students enrolled in Grades 1 – 5\* - We are a candidate school will offer the new 2018 Primary curriculum
  - c. Middle School (Ages 11-14): Cambridge International Lower Secondary** for students enrolled in Grades 6 – 8.
  - d. High School (Ages 14-16): Cambridge International Upper Secondary (IGCSE)** for students enrolled in Grades 9 & 10. Students enrolled in Grade 10 will complete this qualification by appearing for the **IGCSE examinations** in **March** of the respective year of completion.
  - e. Senior School (Ages 16-18): Cambridge International Advanced Level (AS & A Levels; AICE Diploma)** qualifications for students enrolled in Grades 11 & 12.
    - i.** Students can choose to either pursue the Advanced (A Level) Certificate or Cambridge Advanced International Certificate of Education (AICE) Diploma.
    - ii.** Students will be required to appear for the **AS Level examinations** in Grade 11.
    - iii.** Students enrolled in Grade 12 will complete this qualification by appearing for the A Level

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# LEGACY SCHOOL™

B A N G A L O R E

**examinations in March or May** of the respective year of completion.

- iv. Upon completion of this qualification, a student is eligible to pursue their undergraduate (Bachelor's) degree
- f. **Senior School (Ages 16-18): International Baccalaureate Diploma Program (IBDP)** qualifications for students enrolled in Grades 11 & 12.  
*\*Disclaimer: Legacy School is a candidate school for the International Baccalaureate (IB) Diploma Programme and pursuing authorization as an IB World School. Only schools authorized by the International Baccalaureate can offer any of its four academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme or the Career-related Programme (CP). Candidate status gives no guarantee that authorization will be granted. For further information about the IB and its programmes, visit [www.ibo.org](http://www.ibo.org).*
- g. The curriculum is subject to revisions as mandated by the board. The school reserves the right to make any such revisions in the curriculum when deemed appropriate, relevant or necessary.

**6. Assessments:** At Legacy School, we conduct both - Formative and Summative assessments to support students' development and progress. Formal examinations commence from Grade 5 onwards.

## 7. Standardized & Board Assessments:

- a. **Progression Tests (Grades 2 – 8):** These tests are developed by Cambridge Assessment International Education (CAIE), and are administered by the school at the end of each academic year. These diagnostic assessments are only used to determine a child's level of proficiency and academic progress, and are used to help bridge any gaps in conceptual understanding before a child progresses to the next grade.
- b. **International Benchmarking Tests (Grades 3 – 10):** The International Benchmarking Tests are mandatory skill-based assessments that are conducted in the areas of English, Math and Science for all students enrolled in Grades 3 – 10.
- c. **Cambridge Checkpoint Examinations (Grade 5 & 8):** These tests are administered by Cambridge Assessment International Education upon the completion of the Primary (Grade 5) and Lower Secondary (Grade 8) qualifications, to ensure that the student is proficient with the primary and middle school curricula and is eligible to transition to the High School for the Cambridge Upper Secondary – IGCSE qualification. These mandatory diagnostic assessments are conducted in the areas of English, Math and Science at the end of Grade 5 and 8.
- d. **Cambridge Upper Secondary – IGCSE (Grade 10):** These examinations are administered by Cambridge Assessment International Education (CAIE) upon the completion of the Upper Secondary qualification for students in Grade 10; students will be assessed in 7 subject areas.
- e. **Cambridge Advanced – A Level Certificate / AICE Diploma (Grades 11 & 12):** These examinations are administered by Cambridge Assessment International Education (CAIE) upon the completion of the Cambridge AS (Grade 11) and Cambridge A Level (Grade 12) qualifications; students will be assessed in 5 subject areas.
- f. **International Baccalaureate Diploma Programme (IBDP - Grades 11 & 12):** Legacy School is pursuing authorization as an IB World School and is currently a **candidate school** for the Diploma Programme. Only schools authorized by the IB Organization can offer this program. Candidate status gives no guarantee that authorization will be granted. <http://www.ibo.org>

## ENROLLMENT & ACADEMIC PROGRESSION

**8. Montessori 3 (Upper Kindergarten):** Students admitted under the 'general admission' category into the pre-primary school for the Montessori program, will be required to reconfirm their intent (in writing) to continue into Grade 1 for the International Primary program at Legacy School. Confirmations must be received when a student is enrolled in the M3 (Upper Kindergarten) class by the date specified by the school. Failure to do so will result in the seat being forfeited in Grade 1. (This is not applicable for students enrolled under the RTE Act.)

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# LEGACY SCHOOL™

B A N G A L O R E

9. **Cambridge Assessment International Education - Upper Secondary - IGCSE (Grades 9 & 10):** Upon the completion of the Lower Secondary qualification, students desiring to continue with the Cambridge Assessment International Education – Upper Secondary - IGCSE qualification are required to meet the eligibility criteria as specified in point 11 below. The school reserves the right to determine if a student is eligible to be enrolled in the Upper Secondary qualification, and also if they can be registered for the IGCSE examinations.
10. **Cambridge Assessment International Education - 'A' levels & International Baccalaureate Diploma Programme (IBDP)\* (Grades 11 & 12):** Upon the completion of the IGCSE (Grade 10) examinations, students can continue into Grade 11 and pursue either the Cambridge International 'A' levels or International Baccalaureate Diploma Program qualification. The applicant must satisfy the eligibility criteria as specified in point 11 below. The school reserves the right to determine if a student is eligible for entry and also if they can be registered for the examinations.
11. **Association of Indian Universities (AIU) :** AIU has specified that a student must have 5 passes, including English, with Grades of A, B or C in the IGCSE examinations and 2/3 passes in the 'A' Level examinations in order for their qualifications to be recognized in India. Hence, upon the completion of the Cambridge Assessment International Education - Lower Secondary qualification, a student at Legacy School must have maintained an overall grade of 'C' (70%) and an overall attendance of 90% to be considered eligible to continue into and pursue the IGCSE or A Level qualification. Additionally, a student must also have maintained a minimum of a 'C' grade (70%) or higher in every subject that he/she would like to pursue further in the IGCSE / program.
12. **Recognition** The Cambridge Assessment International Education (CAIE) IGCSE and A Level qualifications are recognized around the world and in India. Recognition details are available on the CIE website: [www.cie.org.uk](http://www.cie.org.uk)
13. The International Baccalaureate Diploma Program (IBDP) is also accepted and recognized for admission to undergraduate programs around the world and in India.
14. For more information about the acceptance policy for the IBDP qualification in India, please visit: <http://www.ibo.org/contentassets/d883e8b8f46446079f14679a9a6971c3/india-recognition-guide-jan-2017.pdf>

## PARENT COLLABORATION

15. Legacy School views learning as a collaborative process, and may request parents to assist with student programs, events, field-trips, projects, activities, clubs, sports, internships, etc.
16. Parent-Teacher-Student interactions are held at regular intervals in the academic year. It is mandatory that one parent attend each meeting.

## LEARNING OR BEHAVIOURAL CHALLENGES

17. If a student is identified with either of these challenges, the school will first conduct an informal assessment, based upon which an official educational or behavioural assessment report could be required from an external certified professional. The results of the report will remain confidential and the recommendations given will only be used to help further support the child's learning. In such a situation, it is mandatory that the parents work in cooperation with the child, the consultant and the school (teachers, administrators, counselors and special educators.)

## MISCELLANEOUS

18. **Yoga:** It is mandatory for all students of Grades 1 to 5 to attend Yoga classes. Only students with certified medical conditions will be exempted.
19. **Photograph / Video Policy:** Photographs or videos of classes, students (individual or group), sports, literary events, cultural performances, field-trips, competitions or any other school associated activities could be published on the school website, internal school portal, school magazine, social media sites or in the school's promotional material. At the time of enrollment, parents must complete and submit a media consent form.
20. **Transport:** Services are outsourced and managed by an external service provider. Transport services are provided from a main pick-up point to school and back to a main drop-point. Transport services are not guaranteed to all locations. The school reserves the ultimate right to select and / or change the service provider. Please refer to the transport policy document for all other pertinent details.

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# LEGACY SCHOOL™

B A N G A L O R E

**21. Lunch:** Lunch services are outsourced and managed by an external service provider. The school only offers a vegetarian menu. Availability of this service is dependent upon the number of students who opt for the program to ensure that it remains viable for any service provider. The school reserves the ultimate right to select and / or change the vendor.

If you have any queries or require any clarification regarding these policies, please address them to the Front Office at [info@lsb.edu.in](mailto:info@lsb.edu.in)

## ENROLLMENT, FEES & WITHDRAWAL POLICIES

The Legacy School Fee policies and guidelines are designed to help us implement our strategic and annual plans effectively, so that we can enable every student to experience a meaningful education. This document provides detailed information to provide a clear understanding of our procedures relating to fees, enrollment and withdrawal. The fee policies and guidelines are applicable to all Legacy parents / guardians (new and existing). We encourage you to please read, understand and familiarize yourselves with the dates and processes mentioned in this policy. These procedures are critical for us to deliver a quality educational experience for your child.

If you have any queries or require any clarification regarding these policies, please address them to the Accounts Office at [accounts@lsb.edu.in](mailto:accounts@lsb.edu.in)

### TO APPLY FOR ADMISSION

**Application Fee:** This is a non-refundable fee; it is to be submitted along with your child's application form

### TO CONFIRM ADMISSION

**Registration Fee:** This is a non-refundable fee; once you have received an offer of acceptance, it is to be submitted to confirm your child's admission to the school.

### TO CONFIRM ENROLLMENT

- 1. Development Fee:** This is a non-refundable fee; it is to be submitted when confirming your child's enrollment at the point of entry
- 2. Annual Tuition Fees:**
  - a. The fees are to be paid for the full year (12 months) as indicated in the fee schedule
  - b. The academic year consists of three (3) terms, and each term comprises of four (4) months

### SECURITY / CAUTION DEPOSIT (Refundable)

1. Is a non-interest bearing, cautionary, refundable '**Security Deposit**'
2. Parents must always maintain the equivalent of one term's fees, for the specific grade that their child is enrolled in, as a cautionary deposit
3. Any damage to school property, loss of school materials, dues and non-payment of fees will be adjusted against the security deposit
4. This security deposit will be refunded when the student either graduates or withdraws from school
5. Parents must formally apply for withdrawal from the school in writing and complete all school leaving procedures prior to receiving a refund of the security deposit
6. The security deposit will only be refunded at the end of the respective academic year for students who transfer / withdraw mid-year, or at the end of the respective academic year

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# LEGACY SCHOOL™

B A N G A L O R E

## OTHER / SUPPLEMENTARY FEES

The costs for books, stationery, uniforms, foreign language (optional), lunch (optional), transport (optional), recreational trips, school events, board / standardized exam fees, after school activities, outbound experiential learning programs and graduation fees are supplementary

## FEE PAYMENT OPTIONS

- For the convenience of parents / guardians, the fees can be paid either in Monthly, Term or Yearly payment options
- The fees must be paid either by Personal Cheque, Demand Draft, Credit Card or ACH payment
- Demand Drafts and cheques must be drawn in favour of 'Legacy School' and made payable at Bangalore
- We accept either Master Card or Visa; however, there is a 3% surcharge on the total billable amount
- Monthly:** For those opting to pay the fees on a monthly basis, the annual fees can be paid in 10 equal monthly installments through the ACH payment method only. The processing date for the collection of fees will be the 8<sup>th</sup> of each respective month
- Term Fees:** Are payable in the month of May (Term 1), September (Term 2) and January (Term 3) of the corresponding academic year

## FEE PAYMENT INFORMATION

- All fees are payable and accepted in Indian Rupees (INR) only
- Please note that Legacy does not accept any payment of fees by cash
- Receipts will be issued for all fee payments
- All Bank charges pertaining to inward remittance of school fees, charges for dishonour of cheques/DDs and applicable late fees, if any, will be debited to the student's account and deducted from the security deposit
- ACH service fee, cheque return charges, ACH payment return charges and late payment charges will be billed at the applicable rates notified in the annual fee schedule
- It is the responsibility of the parent to pay the school fees by the prescribed date
- Delay in payment of fees would result in a late fee penalty being levied per day until the outstanding dues are paid in full and a temporary suspension will be instated
- Failure to pay the fees to the school, or any service provider of the school, would result in the fees being recovered from the security deposit; appropriate measures would be taken thereafter to recover the same
- Any unpaid fees or charges will be treated as amounts due and will be adjusted to the extent possible against the balance of the security deposit

## STUDENT WITHDRAWAL POLICY

Parents / Guardians may request to transfer/withdraw their child from Legacy School prior to the commencement of the academic year by submitting a letter addressed to the Director, stating the reason/s for their withdrawal. They must also submit the **'transfer application form'** to the Student Records office.

Schools are dependent upon a confirmed enrollment, and the corresponding revenue from the tuition fees of each child, to plan their operations and services for the next entire academic year. Based upon the admissions and confirmed enrollment, the school plans future development, procures resources, hires faculty and confirms contracts. Each withdrawal has an impact on the school's planning and preparation for the next academic year. As a result, if a parent/guardian opts to withdraw a new student's enrollment prior to the commencement of the academic year, the annual fees and security deposits will be processed as per the school's policies stated below, and will only then be refunded as follows:

**Requests for withdrawal received on or prior to March 31<sup>st</sup>, 2018**

**Annual and Foreign Language Fees:** A total of one month's fees of the 2018-19 academic year will come due, and will be debited to the student's account correspondingly

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**Refund of Security Deposit:** A refund of the Security Deposit will be provided by July 10<sup>th</sup> 2018. The payment will be made after the adjustment of fees dues for the next academic year have been processed

***Requests for withdrawal received after March 31<sup>st</sup> and prior to May 13<sup>th</sup>, 2018***

**Annual and Foreign Language Fees:** A total of one term's fees of the 2018-19 academic year will come due, and will be debited to the student's account correspondingly

**Refund of Security Deposit:** A refund of the Security Deposit will be provided by July 10<sup>th</sup> 2018. The payment will be made after the adjustment of fees dues for the next academic year have been processed

***Requests for withdrawal received on or after May 14<sup>th</sup> 2018***

**Annual and Foreign Language Fees:** The entire year's fees will come due, and will be debited to the student's account correspondingly. No portion of the fee paid for the 2018-19 academic year will be refundable or refunded.

**Refund of Security Deposit:** A refund of the Security Deposit will be provided 90 days from the date of receipt of the letter and application for withdrawal. The payment will be made only after the adjustment of all fees due for the next academic year have been processed

**Supplementary Fees (Refundable):** Only the cost of food shall be refunded on a pro-rata basis, proportionate to the number of days actually spent on the meal plan

**Supplementary Fees (Non-Refundable):** All other costs such as Bus Transport, Books, Stationery, Educational Supplies, Outbound & Experiential programs will not be refunded, as they are pre-determined annual fixed costs that have been committed to the various service providers.

**Mid-Year Withdrawals**

**Annual and Foreign Language Fees:** Are non-refundable under all other circumstances, except in the event of a documented out-of-state or overseas job transfer; a minimum of one month's notice would be required to be given to the school. In such a situation, if the student withdraws in the First Semester, 50% of the annual fees would be due. However, if the student withdraws in the Second Semester, fees for the remainder of the academic year would be due.

**Refunds**

In the event of a certified life-threatening medical illness, or death, the fees for all days that the child was scheduled to be enrolled (in the future) would be refunded. A refund would only be processed and credited 90 days from the date of withdrawal.

**Non-Refundable Amounts**

Once paid, the one-time non-refundable Application, Registration and Development Fee paid at the time of enrollment are not refundable.

**Deferred Admissions**

If a request is received prior to May 13<sup>th</sup> 2017, a confirmed admission may be deferred at the discretion of the School Management. Admissions may be deferred for a period of 1 year upon payment of the one-time, non-refundable Application, Registration and Development Fee. Please note that all fees shall be applicable as per the Fee Notification relevant to the year the student physically begins attending school and any difference in the Application, Registration and Development Fee will also have to be paid at the time of commencement.

**Transfer Certificates**

Transfer Certificates will be issued 14 working days after the student's last working day at Legacy only when the school is in session. A "No Dues Certificate" must be obtained by the parent/guardian before student performance reports are issued. Please note that no Transfer Certificate or refunds will be issued while the student is still enrolled in school. Any student, who wishes to rejoin the school after a Transfer Certificate is issued, will be considered as a new applicant.

**ACKNOWLEDGEMENT**

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# LEGACY SCHOOL™

B A N G A L O R E

### DISCIPLINARY HISTORY :

Has the child ever been found responsible for any disciplinary violation at any previous educational institution attended, whether related to academic or behavioural misconduct, which resulted in probation, suspension, removal, dismissal, or expulsion from the institution?

Yes  No

Has either parent ever been found responsible for any disciplinary violation at any previous educational institution attended, whether related to academic or behavioural misconduct, which resulted in probation, suspension, removal, dismissal, or expulsion from the institution?

Yes  No

Has either parent ever been involved in any legal, civil or criminal dispute that has resulted in their prosecution?

Yes  No

### DISCLAIMER:

1. Please be advised that there will be an annual escalation of the fees to account for the yearly increase in RTE students, inflation and regular operational costs
2. Prior to the end of the each academic year, the fee structure is revised and notified for the next academic year
3. If the Central or State Government introduce any new policies that impact the effective functioning, operations or finances of the school, such as GST, the school reserves the right to revise the fee schedule. The School will always take a decision that is in the best interest of the institution and the community it serves, and will therefore not bear the financial burden of any such policies that are introduced by the Government.
4. The school reserves the right to amend the current fee schedule if there are any external or extenuating factors that warrant the same.
5. Legacy School reserves the right to amend any of the school policies as and when deemed appropriate or necessary.

### SIGNATURE CONFIRMATION :

*Please acknowledge your acceptance of this policies by signing and submitting it along with your application form.*

*We certify that all the information submitted in the admission process is factually true and honestly presented. We understand that our child may be subject to a range of possible disciplinary actions, including admission revocation, should the information we have certified be false. This is to confirm that I have read, understood, and willingly accept the policies stated above. I agree to be governed by these policies and will abide by all the policies of the school, at all times; I will also ensure that my child abides by them as well.*

Name of Student : \_\_\_\_\_ Grade : \_\_\_\_\_

Name of Parent 1 : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Name of Parent 2 : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_