



BOARDING HANDBOOK - 2026–27

"A Home Away From Home - *“Who is the child becoming?”*

Dear Students and Parents,

Welcome to the Boarding Community at Indus International School Pune. Our boarding houses are more than a place to stay—they are a home away from home where students learn, grow, and develop the values of Love, Empathy, Discipline, and Respect. Through a caring and supportive environment, we aim to nurture confident, responsible, and compassionate young leaders who are prepared to thrive in an ever-changing world. We look forward to partnering with you in making your child's boarding journey safe, enriching, and memorable.

Our Vision

To create global citizens and leaders of tomorrow through the traditional values of Love, Empathy, Discipline and Respect.

Our Core Values

Love
Empathy
Discipline
Respect

The Indus Boarding Experience

Boarding at Indus International School Pune is designed to provide students with a safe, supportive and enriching residential environment that promotes independence, responsibility, leadership and holistic development. Through community living, students learn to collaborate, communicate effectively, respect diversity and develop lifelong skills.

Our Goals

- Promote student wellbeing.
- Foster leadership and responsibility.
- Build character and resilience.
- Encourage collaboration and compassion.
- Prepare students for a VUCA world.

Purpose of this Boarding Handbook: This Boarding Handbook has been designed to provide students and parents with a clear understanding of life in boarding at Indus International School Pune. It outlines the

values, expectations, routines, policies, support systems, and opportunities that shape the boarding experience. The guide serves as a practical reference to help students settle successfully into boarding life while fostering a safe, supportive, and enriching environment where they can learn, grow, and develop into responsible global citizens and future leaders.

All school policies, rules, and guidelines remain fully applicable to boarding students. This Boarding Handbook is intended to supplement the school's existing policies and provides additional expectations, procedures, and standards necessary for maintaining a safe, disciplined, and harmonious boarding environment.

1. BOARDING HOUSES AND REPORTING

1.1 Boarding House Structure

Indus International School Pune provides separate boarding facilities for boys and girls. The boarding programme comprises three boarding houses: two Boys' Boarding Houses and one Girls' Boarding House. Each house is designed to provide a safe, comfortable, and supportive living environment that promotes personal growth, independence, and community living.

1.2 House Parent System

Each boarding house is supervised by dedicated House Parents who reside within the boarding facilities in designated accommodation. House Parents provide round-the-clock care, guidance, supervision, and pastoral support, ensuring the safety, well-being, and holistic development of every boarder.

1.3 House Communities

The boarding houses function as close-knit communities where students learn to live, study, and grow together. Boarders are encouraged to build positive relationships, demonstrate mutual respect, and contribute actively to a supportive and inclusive boarding culture.

1.4 Room Allocations

Students are accommodated in shared rooms occupied by two or three students, depending on availability and age group requirements. Shared accommodation encourages cooperation, responsibility, teamwork, and respect for personal and communal spaces.

1.5 Student Responsibilities

Boarders are expected to maintain their rooms in a neat and orderly manner, respect the privacy and belongings of others, follow boarding routines and expectations, and contribute positively to the boarding community.

1.6 Reporting to the Boarding Houses

Parents must inform the House Parent and Resident Doctor of any significant medical conditions, recent travel history, contagious illnesses, COVID-related concerns, or any other important information relevant to their child's health and wellbeing prior to reporting to boarding.

Key Guidelines

- Students must report as per the dates specified in the School Calendar.

- At the start of the academic year, parents/local guardians should accompany students to their respective boarding houses.
- During the academic year, returning boarders must report at the Administration Building.
- Students will be escorted to their boarding houses by boarding staff.
- All boarders are expected to report by **6:00 p.m.** of the reporting day, unless prior approval has been obtained from the Head of Boarding.

2. STUDENT CODE OF CONDUCT

The Student Code of Conduct outlines the standards of behaviour, appearance, and personal responsibility expected of all boarders at Indus International School Pune. These expectations apply at all times:

- While attending classes.
- While on the school campus.
- During school-sponsored or school-approved activities and events.
- While travelling by school transport or authorised vehicles.
- During interactions with any member of the school community, whether on or off campus.

2.1 Standards of Behaviour

Students are expected to:

- Demonstrate honesty during tests, examinations, and assignment submissions.
- Be courteous, respectful, and polite to all members of the Indus community.
- Participate actively in academic, sporting, and co-curricular activities.
- Use computers, laptops, and digital devices responsibly.
- Respect school property and the belongings of others.
- Follow healthy eating, sleeping, and personal hygiene habits.
- Maintain cleanliness and help keep the campus litter-free.
- Use school resources responsibly by switching off lights, fans, and taps when not required.
- Uphold the values of Love, Empathy, Discipline, and Respect in all interactions.

Students must not engage in any form of bullying, intimidation, harassment, or ragging. Such behaviour is considered a serious violation of the school's expectations and may result in disciplinary action, suspension, or expulsion.

2.2 Respect and Responsibility

Boarders are expected to demonstrate personal accountability and respect for others by:

- Respecting the rights, dignity, and privacy of fellow students and staff.
- Taking responsibility for their actions and decisions.
- Caring for school facilities and personal belongings.
- Contributing positively to the boarding community.
- Following instructions provided by House Parents, teachers, and school staff.

Any damage to school property caused by a student may be repaired or replaced at the student's expense through the pocket money account.

2.3 Dress and Grooming Expectations

Students are expected to maintain a neat, clean, and appropriate appearance at all times. None will be excused at any time when at school or representing the school for any activities.

School Uniform

- Students must wear the prescribed formal school uniform or P.E. uniform during academic hours (school time table)
- On formal occasions, school events, and inter-school programmes, students may be required to wear the school blazer and formal attire.
- For girls, the school uniform can only be an inch above the knees which includes PE uniform shorts, that cannot be tight.
- Appropriate clothing discretion will be maintained at all times by the students.

Hair and Personal Appearance

- Hair must be clean, neat, and well groomed.
- Hair colouring, streaking, or dyeing in unnatural colours is not permitted.
- Girls with shoulder-length hair or longer must tie their hair neatly using black hair bands, with all loose strands securely pinned.
- Boys' hair must be trimmed above the collar and ears. Long hair, gelled hairstyles, sideburns, stubble, beards, and moustaches are not permitted.
- Hats, caps, and sunglasses must not be worn during school hours.
- Long or painted fingernails are not permitted during the academic session.

Jewellery and Accessories

- Jewellery and ornaments are not permitted.
- Girls may wear one small plain ear stud in each ear.
- Boys are not permitted to wear earrings or ear studs.
- Simple, standard-sized wristwatches may be worn. Oversized, decorative, or smart watches are not permitted.

Clothing Guidelines (When Not in School Uniform)

- Students may wear neat, clean, and modest casual clothing.
- Pants, shorts, trousers, and skirts must fit properly at the waist and be below knee length.
- Clothing displaying offensive words, images, or messages is prohibited and may be confiscated.
- Sheer, transparent, or tight-fitting clothing is not permitted.
- Tattoos and other skin decorations are not permitted. Existing tattoos, if any, must remain fully covered.

Footwear

- Students must wear appropriate footwear whenever they leave the boarding house.
- Slippers, flip-flops, and sandals are not permitted.
- Boys must wear shoes. Crocs may be worn only during the rainy season.
- Girls may wear shoes, ballerina flats, or Crocs during the rainy season only.
- Sneakers are compulsory during sports activities unless alternative footwear has been authorised by the Resident Doctor or House Parent.

Boarding Expectations

- Students are expected to dress appropriately for study hours, meals in the dining hall, and all boarding activities.
- House Parents have the authority to determine the appropriateness of a student's dress and accessories. Students may be required to return to their boarding house to change if their attire does not meet the expected standards.
- Repeated violations of the dress code may result in disciplinary action in accordance with the school's boarding policies.

2.4 Academic Integrity

Students are expected to demonstrate honesty, fairness, and responsibility in all academic work.

This includes:

- **Attendance:** Students are required to maintain a minimum of **95% attendance** in academic classes to be eligible to appear for examinations including FAs.
- Avoiding plagiarism and cheating.

- Respecting examination regulations.
- Submitting authentic work.

Academic dishonesty will be addressed in accordance with school policies.

2.5 Community Living Expectations

Living in a boarding community requires cooperation, mutual respect, and consideration for others.

Students are expected to:

- Respect personal and shared spaces.
- Maintain positive relationships with peers.
- Follow boarding routines and expectations.
- Contribute to a safe, inclusive, and supportive environment.
- Demonstrate empathy and consideration for others.

2.6 Consequences and Corrective Measures

All disciplinary actions are recorded and may include one or more of the following, depending on the gravity and seriousness of the discipline case:

- 1 Verbal Warning (recorded and supported by counselling)
- 1 Written Warning (supported by counselling)
- 3 Loss of Privileges (mobile phone use, tuck shop access, outings, etc.)
- Internal Suspension
- External Suspension
- Expulsion from Boarding and/or School

Certain serious offences may result in immediate suspension or expulsion. Following a thorough investigation by the Senior Management Team, Anti-Bullying Committee, and Discipline Committee, the Principal's decision shall be final.

3. MEDICAL PROTOCOLS IN THE EVENT OF A COMMUNICABLE DISEASE OUTBREAK

To safeguard the health and wellbeing of all boarders, IISP has established protocols to be implemented in the event of a communicable disease outbreak, including COVID-19 or similar public health concerns.

Key Measures

- A trained medical team, supported by reputed healthcare partners, will be available to respond to medical emergencies and health concerns.
- Designated nursing staff will monitor student health, conduct routine wellness checks, and identify any symptoms of illness.

- Students displaying flu-like or infectious symptoms may be isolated for observation, treatment, and further medical evaluation as required.
- Parents and students may be required to comply with temporary health, isolation, or quarantine protocols as advised by the school and medical authorities.
- Where applicable, students may be required to submit a fitness certificate prior to reporting to boarding.
- Regular health updates will be reviewed by the school's medical and boarding leadership teams.

Health Response Team

A Health Response Team may be activated to oversee health and safety measures, including preventive protocols, medical monitoring, sanitation procedures, and communication with parents. The team may include:

- Resident Doctor
- Director Administration
- Head of Boarding
- 2 Designated Campus Staff Members

The school reserves the right to modify these protocols in accordance with government regulations, public health advisories, and prevailing health conditions.

4. BOARDING ROUTINES & SCHEDULES

The boarding schedule is designed to provide students with a balanced routine that supports academics, wellbeing, and personal growth. Timings may vary across grades. The sample schedule below is for MYP students; grade-specific schedules will be shared by the respective House Parents.

a. Weekdays (Monday – Friday)

Jr. Boys Boarding - Week Days Schedule - Monday To Friday		
Sr. No.	Time	Activity
1	5:45 AM	Wake Up Call
2	5:45 – 6:15 AM	Wash and Change for Morning Activity
3	6:15 – 7:00 AM	Morning Activity
4	7:00 – 7:45 AM	Change, Shower and Get Ready
5	7:50 – 8:15 AM	Breakfast
6	8:15 – 8:45 AM	Get Ready for School
7	8:45 AM – 3:20 PM	Students Are in School
8	3:20 – 3:30 PM	Students Return to Boarding
9	3:45 – 5:00 PM	Sports
10	5:00 – 6:00 PM	Tuck Shop and Snacks
11	6:00 – 6:30 PM	Change, Shower and Get Ready for Studies

Jr. Boys Boarding - Week Days Schedule - Monday To Friday		
Sr. No.	Time	Activity
12	6:30 – 7:50 PM	Evening Prep / Studies
13	7:50 – 8:30 PM	Dinner
14	8:30 – 9:00 PM	Phone Time and Night Milk Time
15	9:00 – 10:00 PM	Second Study Hour
16	10:00 PM	Laptop Deposit for MYP 1, 2, 3, and 4 Students
17	10:15 PM	Lights Off for MYP 1, 2, 3, and 4 Students
18	10:30 PM	Laptop Deposit for MYP 5 Students
19	10:45 PM	Lights Off for MYP 5 Students

b. Weekends (Saturday & Sunday)

Sr. No.	Time	Activity
1	8:00 AM	Wake Up Call
2	8:00 – 8:50 AM	Change, Shower and Get Ready
3	8:50 – 9:00 AM	Attendance
4	9:00 – 9:45 AM	Breakfast
5	10:00 – 10:30 AM	Cleaning Room & Organising the Cupboard
6	10:30 – 11:45 AM	Swimming (Saturday Only)
7	12:00 – 1:00 PM	Self Study
8	1:00 – 2:00 PM	Lunch
9	2:00 – 3:30 PM	Hobby Club Activity
10	3:30 – 5:00 PM	Sports
11	5:00 – 6:00 PM	Tuck Shop and Snacks
12	6:00 – 7:00 PM	Night Sports
13	7:00 – 8:00 PM	Change, Shower and Get Ready
14	8:00 – 8:30 PM	Dinner
15	8:30 – 9:30 PM	Phone Time / Night Milk / Leisure / TV / Self Time
16	9:30 PM	Laptop Deposit for MYP 1, 2, 3, and 4 Students
17	10:00 PM	Lights Off for MYP 1, 2, 3, and 4 Students
18	10:30 PM	Laptop Deposit for MYP 5 Students
19	10:45 PM	Lights Off for MYP 5 Students

5. THINGS TO CARRY

To ensure smooth identification and management of personal belongings, all clothing and personal items must be clearly labelled with the student's full name.

Personal Clothing & Essential Items:

- Formal uniforms and PE Uniforms are to be collected from School Store during the - Single Window/ CRM Day or on the first day of school for a student who joins later in the academic year.

- Below Items to be brought by Boarders

Sr. No.	Item	Quantity
1	Black Sports Shoes / Sneakers (preferably all black)	1 Pair
2	Formal Shoes	1 Pair
3	Boys' Swimming Trunks	1 Pair
4	Girls' One-Piece Swimsuit	1
5	Swimming Cap	1
6	Night Suit (Boys)	3 Sets
7	Night Suit (Girls)	3 Sets
8	Handkerchiefs	12
9	Coat Hangers	4
10	Bathrobe	2
11	Innerwear	6 Sets
12	Girls' White Camisoles / Half Slips (to be worn under the school uniform)	4
13	Boys' Cotton Vests	6
14	White Socks	6 Pairs
15	Casual Wear (T-shirts, shirts, trousers, shorts, and knee-length or longer skirts for girls)	6 Sets
16	Formal Wear – Boys: Light-coloured shirt, dark trousers, belt and tie; Girls: Ethnic wear, formal suit or knee-length western dress. Girls must wear stockings/denier tights with dresses or skirts.	2 Sets
17	Table Lamp	1
18	Permanent Marker Pens	2
19	Toiletries	As Required
20	Torch with Batteries	1
21	Nail Clipper	1
22	Brown Shoe Polish	1
23	Stationery	As Required
24	Locks with Keys	2 Sets
25	Zip-Lock Pouch/Bag	2
26	Crocs	1 Pair
27	Folding Umbrella	1
28	Please refer to the ISL List of Items (Page 41)	As Applicable

Important Notes

- Bed sheets, blankets, pillows, and pillow covers will be provided by the school.

- Students must bring their own toiletries. Essential toiletries are also available for purchase at the Tuck Shop.
- Hair sprays, hair colour products, and make-up are not permitted.
- School uniform details will be shared at the beginning of the academic year or upon reporting to boarding.
- House Parents will assist students with uniform collection and requests for additional uniforms.

Eye Care

Students who wear spectacles or contact lenses must bring:

- Three pairs of spectacles/contact lenses along with a copy of the current prescription.
- Two pairs will remain with the student.
- One spare pair will be kept with the House Parent for emergencies or breakage.

For students using contact lenses, the lens colour must match the natural eye colour.

This version reads like a professional handbook section, is easier for parents to follow, and is print-ready.

6. GENERAL INFORMATION

A. STUDY HOUR

Structured study hours are an integral part of the boarding programme and are designed to promote academic excellence, independent learning, and effective study habits.

A.1 First Study Hour (Monday – Friday)

The First Study Hour (Evening Prep) is conducted from **6:15 p.m. to 7:50 p.m.** and provides students with dedicated time for subject support, homework completion, self-study, and reading. A weekly subject support schedule for each grade is prepared and shared at the beginning of every academic session.

Guidelines

- Attendance is taken by the House Parents on duty at **6:10 p.m.**
- Teachers on duty, House Parents, and students assemble in the Academic Block foyer by **6:15 p.m.**
- Teachers escort students to their respective classrooms for Prep.
- Students are required to visit the restroom, fill their water bottles, and collect all necessary books and stationery before Prep begins, as movement during the study period is not permitted.
- Teachers supervise students throughout the session and ensure active engagement in subject support, homework completion, self-study, or reading activities. PYP and Grade 6 students may engage in reading activities when no homework is assigned.
- Weekly homework schedules are displayed in each classroom, and teachers monitor the completion of assigned tasks.

- Laptops may be used for academic purposes; however, mobile phones and earphones are not permitted during Prep.
 - Teachers ensure that laptop screens remain visible for regular monitoring and appropriate use.
 - Prep concludes at:
 - **7:30 p.m.** for PYP students
 - **7:40 p.m.** for MYP 1 - 3
 - **7:50 p.m.** for MYP 4 -5 and DP 1 and 2
 - At the end of the session, students leave the Academic Block in silence and in an orderly manner. The overall Prep Coordinator and teachers on duty ensure all students have departed before leaving the classrooms.
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A.2 Second Study Hour

The Second Study Hour is conducted for students in **Grades 6–12** in their respective boarding house common rooms and provides additional time for focused academic work and revision.

Grade Group	Start Time	End Time	Lights Off
MYP 1 - 3	8:15 p.m.	9:00 p.m.	9:45 p.m.
MYP 4 - 5	9:00 p.m.	10:00 p.m.	10:15 p.m.
DP 1 - 2	9:00 p.m.	10:00 p.m.	11:00 p.m.

Guidelines

- The Second Study Hour is supervised by the respective House Parents.
 - Laptops may be used for academic purposes.
 - Study and lights-out timings may be extended during examination periods, if required.
 - PYP students have designated reading time before lights out.
-

A.3 Weekend Study

Weekend schedules include designated periods for self-study and personal time, allowing students to manage their academic responsibilities while maintaining a balanced routine.

- Students are encouraged to use self-study periods productively for revision, project work, reading, and assignment completion.

- Additional practice material, particularly in English and Mathematics, is provided through worksheets and assignments prepared by subject teachers to support continuous learning and skill development.

This version retains **every operational point from the original text** while improving structure, readability, and handbook presentation.

B. DINING HALL

All boarders are required to attend meals unless otherwise advised by the Resident Doctor. Students are expected to adhere to the prescribed meal timings.

Meal	Monday – Friday	Saturday & Sunday
Breakfast	7:30 a.m. – 8:00 a.m.	9:15 a.m. – 9:45 a.m.
Lunch	As Scheduled	1:00 p.m. – 1:30 p.m.
Evening Snack	4:50 p.m. – 5:20 p.m.	4:50 p.m. – 5:20 p.m.
Dinner	7:30 p.m. – 8:30 p.m.	7:45 p.m. – 8:20 p.m.

Dining Hall Expectations

- Attendance at all meals is mandatory unless exempted on medical grounds.
- Students are expected to observe proper dining etiquette, queue respectfully, and clear their own trays after meals.
- Food wastage should be avoided. Students should serve themselves only what they can comfortably consume.
- Any concerns regarding food quality or menu options may be communicated to the House Parent or the Food Committee.
- Food is not permitted inside the boarding houses unless approved for medical reasons.
- Students are not permitted to enter the pantry.
- Every boarder shares responsibility for maintaining the cleanliness and orderliness of the dining hall. Tables and chairs must be properly arranged after meals, and used utensils, trays, and crockery must be placed at the designated washing counter.
- Mobile phones, laptops, and other electronic devices may not be used during meal times.
- Outside food is not permitted in the Dining Hall without prior approval from the Head of Boarding or Director Administration.
- Students with specific dietary requirements must inform the Medical Team and their respective House Parent in advance.

C. FOOD COMMITTEE

The Food Committee is a student-led initiative established to gather feedback on food quality, dining services, and menu planning.

Responsibilities

- Represent boarders' views and suggestions regarding meals and dining services.
- Review feedback received from students.
- Meet with the catering team on a weekly basis.
- Discuss concerns, propose improvements, and support enhancements to the dining experience.

Student members are nominated by the School Senior Management Team.

D. TUCK SHOP

The Tuck Shop stocks a variety of approved items including snacks, fruit juices, seasonal fruits, toiletries, and stationery. Student purchases are recorded boarding-house-wise and monitored by the respective House Parents.

Tuck Shop Timings

- Weekdays: 4:45 p.m. – 5:45 p.m.
- Weekends: 4:45 p.m. – 5:30 p.m.

Guidelines

- Fruit juices and seasonal fruits are available throughout the week.
 - Stationery and toiletries may be purchased with the permission of the House Parent.
 - Cash transactions are not permitted.
 - All purchases must be consumed during designated tuck timings.
 - Food items may not be taken into the boarding houses.
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E. CAFÉ COFFEE DAY (CCD)

The Café Coffee Day outlet on campus offers a range of food and beverages for students and staff.

Guidelines

- Boarding students may make purchases up to a weekly limit of ₹250.
- Purchases are recorded and deducted from the student's pocket money account.
- Cash transactions are not permitted.

- The outlet operates from Monday to Saturday, between 4:30 p.m. and 5:30 p.m.
 - Students may be assigned specific days for purchases.
 - The school reserves the right to modify menu items, purchasing procedures, and operating guidelines.
 - Food items purchased from CCD may not be taken into the boarding houses.
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F. TELEPHONE CALLS

Students are encouraged to maintain regular communication with their families through scheduled phone usage.

Guidelines

- Students may use their mobile phones for 30 minutes on weekdays.
 - Mobile phones are issued for one hour on weekends.
 - Students are responsible for arranging their own SIM cards. Vodafone currently provides the best connectivity on campus.
 - Each student is permitted to have only one mobile phone and one SIM card.
 - Mobile phones must be deposited with the respective House Parent upon arrival.
 - House Parents will issue and collect mobile phones according to the approved schedule.
 - Any phone found in a student's possession outside authorised timings will be confiscated and returned only at the end of the academic term.
 - Additional phone usage for online tuition or exceptional circumstances may be approved by the Boarding House Parent.
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G. LAPTOP USAGE

Students are responsible for the safe and appropriate use of their laptops.

Guidelines

- Students are responsible for the security and safekeeping of their laptops.
- Laptops must be stored securely under lock and key when not in use.
- Weekly boarders may take laptops home during weekends.
- Laptop usage is permitted only in classrooms, academic blocks, the library, resource centres, and boarding houses.
- Use of laptops outdoors on campus is not permitted.
- Students must not access unauthorised websites or engage in inappropriate online activities.

- School email accounts are to be used solely for academic and official purposes.
- Personal banking, online shopping, social media, entertainment, streaming, and gaming activities are not permitted using school resources.
- Use of VPNs, prohibited software, banned websites, torrents, and gaming platforms is strictly prohibited.
- Borrowing, lending, exchanging, or sharing laptops is not permitted.
- Violation of these guidelines may result in confiscation of the laptop for one week or other disciplinary consequences.
- All boarders are required to deposit their laptops with the House Parent according to the prescribed schedule.
- Additional laptops or electronic devices must be declared and deposited with the House Parent.
- **Surprise inspections may be conducted to identify prohibited software, websites, or applications.**
- **Repeated violations may result in suspension of Wi-Fi privileges, confiscation of devices, or further disciplinary action, including suspension from school.**

H. ELECTRONIC GADGET USAGE

Permitted Items

- Cameras
- iPods
- Tablets / iPads

These items must be deposited with the House Parent upon arrival.

Prohibited Items

- Voice Assistants (e.g., Alexa)
- Loud Speakers
- Smart Watches
- Robotic Devices
- IP Cameras
- Drones
- Video Games and Controllers
- Any non-academic electronic devices

Guidelines

- Electronic devices will be issued on designated weekends after approved activities.
 - Electronic devices may not be used during study hours or meal times.
 - Use of cameras and recording devices requires prior approval from boarding staff.
 - Any student found recording or photographing another student or staff member without permission may have the device confiscated for one academic term and may face disciplinary action.
 - Students may bring only one mobile phone and one laptop.
 - Any additional devices must be declared and deposited with the House Parent.
 - **Boarding staff are authorised to conduct surprise checks to ensure appropriate use of electronic devices.**
 - **Unauthorised devices may be confiscated.**
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I. COMMUNICATION WITH BOARDING

Parents may communicate with the boarding team through:

- i. Email
 - ii. Telephone
 - iii. Scheduled meetings at the Administration Building
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J. COUNSELLING

Student wellbeing remains a priority at IISP. Professional counselling support is available to all boarders.

- Counselling services are available Monday to Friday from 2:30 p.m. to 8:00 p.m., and on weekends as required.
 - The counsellor works closely with students to support their emotional, social, and personal development.
 - Where appropriate, parents, the Head of Boarding, and the Principal may be informed.
 - All counselling interactions are treated with appropriate confidentiality while ensuring student safety and wellbeing.
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K. EMERGENCY EVACUATION & FIRE DRILL PROCEDURES

Regular emergency evacuation and fire drills are conducted to ensure all boarders are familiar with safety procedures.

In the Event of an Emergency follow instructions issued by the House Parent immediately:

- Remain calm and avoid panic.

- Exit the building using the designated emergency exit routes.
 - Alert others by clearly calling out "Evacuate".
 - Do not stop to collect personal belongings.
 - Proceed directly to the designated evacuation point.
 - Remain quiet and await further instructions.
 - House Parents will conduct a roll call and report any missing students.
 - The Director Administration and Head of Boarding will coordinate further action and inspections.
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L. SAFETY & SECURITY

The safety and security of all boarders is of paramount importance at Indus International School Pune. A comprehensive security framework is in place to ensure a safe, secure, and well-supervised residential environment.

Security Measures

- Boarding houses are staffed by trained security personnel, including lady security guards, on a 24-hour basis.
- All boarding houses are monitored through CCTV surveillance systems, with a dedicated CCTV operator overseeing boarding operations.
- Night wardens conduct regular rounds to monitor student safety and maintain security within the boarding houses.
- Parents and guardians are not permitted to enter the boarding houses. Meetings with students must be conducted in the Administration Building and coordinated in advance with the respective Boarding House Parent (BHP).
- All boarders are required to nominate a Local Guardian before the commencement of the academic session. Local Guardian details must be submitted to the school as part of the boarding documentation process.
- Students who do not have a designated Local Guardian may nominate the parent of a day scholar classmate, subject to school approval.
- A parent or adult may undertake the role of Local Guardian for only one student or a set of siblings.
- Student baggage will be inspected upon return from holidays, breaks, and leave periods. In addition, surprise inspections may be conducted periodically to ensure compliance with school policies and safety regulations.
- For security reasons, Term Boarders are not permitted to use school bus services. In exceptional circumstances, prior approval must be obtained from the Director Administration (DA), and applicable charges will be deducted from the student's pocket money account.

- All vehicles dropping off or collecting students must do so at the Administration Building and proceed immediately to the designated parking area.

These measures are designed to maintain a secure boarding environment while ensuring the wellbeing and protection of all students.

M. LAUNDRY

The school provides a structured laundry service to support students in maintaining cleanliness and personal hygiene throughout the academic year.

Laundry Procedures

- A designated laundry facility is available for all boarders.
- Students are required to submit their laundry on the scheduled days assigned to them.
- Separate laundry submission and collection schedules are allocated for boys and girls.
- The complete laundry process will be explained to students by their House Parent upon reporting to boarding.
- Students are responsible for maintaining a record of items submitted for laundry and must verify and sign for their clothing upon collection in the presence of the laundry staff and House Parent.
- Any clothing found damaged, faded, or missing must be reported immediately to the House Parent.
- Personal blankets, shoes, and dry-cleaning requests may be processed on a chargeable basis, with applicable charges deducted from the student's pocket money account.

Important Note for Parents

Laundry identification markings will be placed on students' clothing by the laundry team. Parents are also encouraged to label all clothing and personal items with the student's name or initials before arrival at school.

N. OPEN FORUM

Indus International School Pune encourages open and constructive communication between students, parents, and the boarding team.

Communication and Support

- Parents and students are encouraged to contact the respective Boarding House Parent whenever guidance, assistance, or clarification is required regarding any aspect of boarding or school life.
- Open Forums may be organised by the school, when required, to strengthen communication and address concerns constructively.
- The school believes that effective communication and collaborative dialogue are essential to ensuring a positive boarding experience for every student.

O. HOBBY CLUB ACTIVITIES

Hobby Clubs form an important part of the boarding experience and provide students with opportunities to explore interests beyond the academic curriculum.

Objectives

- Hobby Club activities are conducted during weekends.
 - Students may choose activities based on their interests and preferences.
 - These activities encourage creativity, skill development, teamwork, and personal growth.
 - Hobby Clubs provide valuable hands-on learning experiences and opportunities to discover new talents beyond the classroom environment.
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P. WEEKEND OUTINGS

Weekend programmes are designed to provide students with recreational, educational, cultural, and experiential learning opportunities outside the classroom.

P.1 Weekend Activities

- Saturdays (excluding working Saturdays) are dedicated to participation in clubs, activities, and enrichment programmes such as Music, Art & Craft, Dance, Cooking, Time Management, Etiquette, Health & Hygiene, and visits to historical and educational places of interest.
- Students may also participate in supervised city outings, including theatre performances, movie screenings, concerts, and other approved activities.
- Students are not permitted to leave campus unaccompanied under any circumstances.

P.2 Leave and Return Procedures

- Local Guardians or parents must personally collect Term Boarders and Regular Boarders. Students may not travel alone or with drivers, acquaintances, or unauthorised persons.
- Term Boarders and Regular Boarders may be granted permission to leave campus only for medical appointments, emergencies, official commitments, or close family functions.
- All Weekly and Term Boarders must return to campus by **6:00 p.m. on Sunday**.
- If a student is unable to return on time, parents must inform the House Parent or Head of Boarding in advance. Extensions will only be granted in genuine emergency situations.
- All baggage will be checked upon return from outings, holidays, or leave periods.
- Food items are not permitted inside the boarding houses.

P.3 Transport

- Weekly and Term Boarders may avail of school bus services with prior approval from the Transport Manager.

- Applicable transport charges will be levied for use of the school bus service.
 - Parents may contact the Transport Manager directly for seat allocation and transport arrangements.
-

Q. VISITORS TO THE CAMPUS

The school welcomes parental involvement while ensuring the safety, security, and privacy of all boarders.

Visitor Guidelines

- Parents and guardians must obtain prior approval from the Head of Boarding or the respective Boarding House Parent before meeting their child.
 - Approved visits should be scheduled after school hours or during weekends.
 - Parents are required to meet students in the Administration Building before **6:00 p.m.**
 - Any exceptions or emergency visits require special approval from the Director Administration or Head of Boarding.
-

R. BIRTHDAY CELEBRATIONS

The school encourages simple and meaningful celebrations that allow students to mark important milestones with their peers.

Birthday Cake Requests

- Birthday cakes may be ordered through the Sodexo Catering Team.
 - Boarding House Parents will assist students in placing cake orders.
 - Applicable charges will be deducted from the student's pocket money account.
 - Birthday celebrations may be conducted in the Dining Hall after dinner.
 - **Parents are requested not to send cakes, sweets, or food items from outside the school.**
-

S. POCKET MONEY

The Pocket Money System is designed to provide students with access to essential services while ensuring financial accountability and safety.

Approved Uses of Pocket Money

Pocket money may be used for:

- Tuck Shop purchases
- Toiletries
- Medical expenses

- Academic projects
- Mobile phone recharges
- Stationery
- Grooming and haircuts
- School-authorised activities and events
- **Any damage to school property by a student will be recovered or replaced from the pocket money account of the student.**

Guidelines

- Students are not permitted to engage in cash transactions or barter arrangements within the school.
- Students may purchase books up to a value of ₹2,000 per academic year during authorised Book Fairs.
- Students may not retain cash, credit cards, or expensive jewellery. Such items must be deposited with the House Parent for safekeeping.
- Parents are requested not to provide cash directly to students during returns from holidays, vacations, or leave periods.
- Pocket money statements are shared with parents by the Bursary Office at the end of December and June.
- Any damage caused to school property may be recovered from the student's pocket money account.
- Parents must provide at least ten working days' notice if funds are required to be withdrawn and issued to their child for special purposes or travel requirements.

T. HEALTH & HYGIENE

The health, safety, and wellbeing of every boarder is a shared responsibility between parents, students, and the school. The Boarding and Medical Teams work closely together to ensure that students receive appropriate medical care and support throughout their boarding experience.

T.1 Medical Information and Health Records

- Parents are required to provide complete and accurate medical information, including any past medical history, allergies, ongoing treatments, or special health requirements, at the time of admission.
- A detailed medical history must be submitted through the prescribed Medical Information Form to enable the school to provide appropriate care and respond effectively in the event of a medical emergency.

T.2 Medical Care and Infirmary Procedures

- Any student feeling unwell must immediately inform the House Parent.
- The House Parent will provide a written permission slip for the student to visit the Infirmary.
- Students who become unwell during school hours must obtain permission from the respective Coordinator before visiting the Infirmary.
- Students will not be permitted to visit the Infirmary without the required permission.
- Self-medication and self-prescribed diets are strictly prohibited.
- Any personal medication brought to school must be handed over to the Infirmary staff upon arrival. Students are not permitted to keep medicines in their rooms or on their person.

T.3 Medical Appointments and Emergencies

- Parents must inform and seek approval from the Head of School (HOS), Coordinator, Director Administration (DA), Head of Boarding (HOB), and Boarding House Parent (BHP) when requesting leave for medical reasons.
- In the event of a medical emergency, the Resident Doctor or Nurse will contact the parent or guardian immediately.
- Follow-up consultations and review appointments may be arranged upon medical recommendation or parental request.
- Wherever possible, external medical appointments will be scheduled on Saturdays.
- Transport charges associated with non-emergency medical appointments will be borne by the student and charged to the student's account.
- Exceptions may be made in genuine medical emergencies.
- All medical expenses incurred outside the school's medical facilities shall be borne by the student/parent.

T.4 Health Monitoring

- Monthly medical check-ups are conducted by the Infirmary Team.
- Students are strongly encouraged to have valid medical insurance coverage before reporting to boarding.
- Health and Hygiene awareness sessions are conducted each term to promote healthy lifestyle practices and preventive healthcare.

T.5 Annual Health Screening

The school conducts periodic health assessments for all boarders. Subject to parental consent, diagnostic investigations may include:

Blood Tests

- Complete Blood Profile

- ESR
- RBC Count
- Platelet Count
- MCV
- MCH
- MCHC
- PCV

Biochemistry

- Random Blood Sugar
- Blood Urea
- Serum Cholesterol
- Serum Creatinine
- Serum Uric Acid

Serology

- HBsAg
- HIV Screening
- Blood Grouping and Rh Typing

Urine Analysis – 2 times in a year

- Routine mandatory Examination
- Microscopy

*** Testing may also be undertaken when there is reasonable suspicion that a student has consumed or is in possession of alcohol, nicotine, drugs, or any other prohibited substance. Such measures are intended to ensure the safety, well-being, and welfare of all members of the boarding community. The charges for the tests will be borne by the parents.**

U. Grooming

Personal grooming is an important aspect of health, hygiene, and presentation. Students are expected to maintain high standards of personal appearance in keeping with school expectations. To promote good personal hygiene and presentation, House Parents will conduct weekly grooming checks and occasional random inspections. Students are expected to participate respectfully and adhere to the school's grooming and appearance expectations at all times.

U.1 Personal Care Essentials

Students are advised to bring personal grooming items including:

- Hair Oil
- Comb or Hair Brush
- Moisturiser
- Lip Balm – none pigmented
- Sunscreen

U.2 Haircuts and Shaving (Boys)

- Hairstyles must be neat, well-groomed, and conservative in appearance.
- Hair should be neither excessively long nor excessively short.
- Sideburns must not extend below the lower part of the ear lobe.
- Hair must be kept off the collar and ears.
- Hair length should not extend beyond the eyebrows, and the forehead should remain visible.
- Hair must remain its natural colour. Hair dyeing, bleaching, colouring, or streaking is not permitted.
- A barber service will be available at the Boys' Boarding as per requirement/request.
- Students are expected to shave regularly, depending on facial hair growth.
- Use of an electric trimmer is permitted.
- Beards, stubble, and moustaches are not permitted and must be kept clean-shaven or zero-trimmed at all times.

U.3 Beauty Services (Girls)

Girls may avail approved grooming services through the school's designated beautician programme.

- A qualified beautician will visit the Girls' Boarding House once each month.
- Students may avail services up to a maximum value of ₹1,500 per month.
- Available services include:
 - Full arm waxing
 - Full leg waxing
 - Waxing and threading

Parent Approval

- Parents must provide prior approval via email to the respective House Parent specifying the services their child may utilise.
 - Charges for approved services will be deducted from the student's pocket money account.
-

V. COURIER SERVICES

Students may send and receive courier packages during the academic year.

Courier Guidelines

- Students requiring assistance with sending or receiving courier items should contact their respective Boarding House Parent.
- All incoming courier packages will be opened in the presence of the respective Boarding House Parent for safety and security purposes.
- Any missing, damaged, or disputed courier items must be reported immediately.
- Formal complaints regarding courier-related issues should be submitted via email to the Director Administration (DA) and the Head of Boarding (HOB).

7. NO TOUCH POLICY

At Indus International School Pune, we are committed to fostering a safe, respectful, and inclusive boarding environment based on the values of self-discipline, respect, personal responsibility, and mutual understanding.

Physical Conduct

- Any form of physical violence, aggression, intimidation, or assault is strictly prohibited.
- Physical violence, regardless of intent or severity, is inconsistent with the values and expectations of the school community and will be treated as a serious disciplinary matter.
- Students are expected to resolve disagreements respectfully and seek support from staff when required.
- Bullying, coercion, or the use of physical force to dominate, intimidate, or harm another individual will not be tolerated.

Appropriate Boundaries

- Public displays of affection (PDA) between students are not permitted.
- This includes, but is not limited to, touching, holding hands, linking arms, placing arms around shoulders, or any other behaviour that may be perceived as inappropriate within the school environment.
- Students are expected to maintain appropriate personal boundaries and conduct themselves in a manner that reflects the values and standards of the boarding community.

The No Touch Policy is intended to promote student safety, mutual respect, and a positive boarding culture for all members of the school community.

8. GENERAL RULES

The following rules are intended to ensure the safety, wellbeing, discipline, and smooth functioning of the boarding community. All boarders are expected to adhere to these guidelines at all times.

8.1 Boarding House Access and Supervision

- House Parents have access to all student rooms at all times for supervision, welfare, and safety purposes.
- Students are expected to cooperate fully with boarding staff and follow all instructions, guidance, and directions provided by school personnel.
- Students must not lock room doors from the inside or cover the glass panels on room doors.
- Surprise room and cupboard inspections may be conducted periodically by House Parents in the presence of the student.

8.2 Personal Belongings

- Students should bring only those personal belongings that can be accommodated within the wardrobes, bookshelves, and storage spaces provided by the school.
- Students are responsible for the safekeeping of their personal belongings.
- Valuable or expensive non-academic items should not be brought to school. The school shall not be responsible for the loss, theft, or damage of such items.
- Borrowing, lending, or exchanging personal belongings is not permitted.

8.3 Cash and Valuables

- Students are not permitted to keep cash in their possession.
- Any cash brought to school must be deposited with the Accounts Department for safekeeping and may be withdrawn when required or returned during term breaks.
- Credit cards, expensive jewellery, and other valuables should not be kept by students and must be handed over to the House Parent for secure storage.

8.4 Electrical Appliances and Fire Safety

- Students may use extension boards where required.
- The use of heat-producing electrical appliances is strictly prohibited. This includes heaters, cookers, electric blankets, halogen lamps, rice cookers, hot pots, electric grills, and similar devices.
- Candles, incense sticks, and any open-flame items are strictly prohibited.
- Any device found to be in violation of fire safety regulations will be confiscated by the boarding staff.

8.5 Movement and Conduct within Boarding

- After lights-out, students are not permitted to visit another student's room or loiter within the boarding premises.
- Inter-hostel visits are not permitted unless prior approval has been obtained from the respective House Parent.

- Day scholars and staff children are not permitted to enter the boarding houses.
- Boarding students are not permitted to enter the residences of House Parents or teaching staff members.

8.6 Food and Dining Regulations

- Parents, guardians, and weekly boarders are strictly prohibited from bringing food items onto campus for distribution to students or their friends.
- Food items, snacks, and tuck purchased from outside sources are not permitted inside the boarding houses.
- Parents are requested not to send food or tuck items to students as:
 - Stored food attracts insects, ants, rodents, and other pests.
 - Food sharing may lead to disciplinary concerns and disputes among students.
 - Excessive consumption of outside food may discourage students from following regular dining hall routines and healthy eating habits.

8.7 Personal Responsibility

- Students are expected to make their own beds and maintain their rooms in a clean, organised, and presentable condition at all times.
- Boarders are required to wear the prescribed full school uniform or full Physical Education (PE) uniform during school days, as applicable.

8.8 Leave and Exit Procedures

- Requests for leave during working school days (Monday to Friday) must be submitted by parents via email to the respective Head of School or Coordinator.
- Leave may only be availed after formal approval has been granted, except in genuine emergencies.
- Requests for weekend or holiday exits must be emailed to the respective Boarding House Parent and the Head of Boarding.
- Exit requests will generally be considered only for medical reasons, emergencies, or significant family events.
- Parents or approved Local Guardians are expected to personally collect students from school.

8.9 Health and Attendance

- Boarders are not permitted to remain in the boarding houses during working school hours.
- Students who are unwell must report to the Infirmary and remain under medical observation as advised by the medical team.

8.10 Communication and Support

- Parents and students are encouraged to contact their respective Boarding House Parent as the first point of contact for any concerns, queries, or support requirements.

- The boarding team is committed to addressing concerns promptly and effectively.
- If a Boarding House Parent is unavailable to take a call, parents and students are encouraged to leave a message, and the House Parent will respond at the earliest opportunity.

These guidelines are intended to promote a safe, respectful, and supportive boarding environment that enables all students to thrive academically, socially, and personally.

9. WEEKEND ACTIVITIES

The Weekend Activities Programme provides students with opportunities for learning, recreation, skill development, and personal growth beyond the regular academic schedule. Activities range as per list below:

Academic and Personal Development

- Study Time
- Goal Setting based on *Personal Vision* and pursuing individual goals
- CAS (Creativity, Activity, Service) Activities, including one main boarding project

Sports and Outdoor Activities

- Sports Activities
- Trekking
- Badminton
- Horse Riding
- Yoga

Hobby and Co-Curricular Activities

- Chess Classes
- Drama Club
- Debate Club

Cultural and Social Activities

- Cultural Visits
- Outings to the Mall
- Outings for Lunch
- Social Activities

Environmental Activities

- Power of Hands (Organic Gardening)

Counselling Workshops

Students participate in workshops and awareness sessions on the following topics:

- Gender Sensitization
- Peer Pressure
- Conflict Management
- Stress Management and Exam Fear
- Cyber Safety
- Responsible Use of Digital Devices
- Substance Abuse
- Health and Hygiene
- Table Manners and Etiquette
- Dressing and Grooming
- Time Management

10. ZERO TOLERANCE POLICY

Indus International School Pune maintains a Zero Tolerance Policy to ensure a safe, disciplined, and conducive learning environment for all students. The purpose of this policy is to uphold the highest standards of conduct, safeguard the wellbeing of the school community, and maximise every student's opportunity to learn and grow in a secure environment.

Policy Guidelines

- **The school reserves the right to conduct mandatory urine screening twice a year for students in Grades 9 to 12** to detect the use of alcohol, nicotine, drugs, or other prohibited substances. In addition, testing may be conducted whenever there is reasonable suspicion that a student has consumed or is in possession of any prohibited substance.
- Following a detailed investigation conducted by members of the Discipline Committee, a student found to be in violation of this policy may face expulsion from the school.
- Students found in possession of alcohol, drugs, cigarettes, e-cigarettes, vapes, or any prohibited substance on the school campus, during Indus School of Leadership programmes, school events, school trips, or while representing the school, may face expulsion following a thorough investigation by the Discipline Committee.
- The use, possession, sale, distribution, or consumption of tobacco products, alcohol, narcotic drugs, intoxicants, or any prohibited substances is strictly forbidden and falls under the Zero Tolerance Policy.
- Before any disciplinary action is taken, the student will be given an opportunity to be heard by the Principal and members of the Discipline Committee as part of the school's due process.

11. ANTI-BULLYING POLICY

a. Policy Objectives

Indus International School Pune is committed to providing a safe, inclusive, and respectful learning environment where every member of the school community is treated with dignity and respect.

The objectives of this policy are to:

- Prevent and address all forms of bullying within the school community.
 - Promote a culture where bullying of students, staff, and members of the school community is not tolerated in any form.
 - Establish clear procedures for identifying, reporting, investigating, and responding to incidents of bullying.
 - Encourage a shared responsibility among students, staff, and parents in creating a positive and supportive school environment.
 - Foster a culture of empathy, respect, and responsible behaviour.
-

b. Responsibilities

Vice-Principal is responsible for:

- Communicating the Anti-Bullying Policy to the school community.
- Ensuring disciplinary measures are applied fairly, consistently, and reasonably.
- Designating a member of the Senior Leadership Team to oversee the implementation of this policy.

Heads of School (HOS) are responsible for:

- Monitoring and reviewing the effectiveness of this policy.
- Supporting investigations and ensuring appropriate action is taken when concerns are reported.

Staff: All teaching and non-teaching staff are responsible for:

- Supporting, upholding, and implementing this policy.
- Promoting a safe and respectful environment.
- Reporting and responding appropriately to concerns related to bullying.

Parents and Guardians are expected to:

- Support their child in understanding and following the policy.
- Work collaboratively with the school when concerns arise.

Students are expected to:

- Treat others with respect and dignity.
- Refrain from any form of bullying behaviour.

- Report incidents of bullying to a trusted adult or member of staff.
-

c. Definition of Bullying

Bullying is defined as the repeated and intentional use of words, actions, or behaviours that cause physical, emotional, psychological, or social harm to another individual.

As defined by the Bar Association of India:

"Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees."

Bullying may include unwanted and repeated written, verbal, physical, or digital behaviour that creates an intimidating, hostile, humiliating, or offensive environment, interferes with an individual's wellbeing, or negatively impacts participation in school life.

Forms of Bullying

Emotional Bullying

- Excluding others
- Threatening behaviour
- Taking or hiding belongings
- Deliberate social isolation

Physical Bullying

- Pushing
- Kicking
- Hitting
- Punching
- Biting
- Any form of physical violence

Personal Background Bullying

- Remarks related to ethnicity, nationality, religion, culture, socio-economic background, or special educational needs

Sexual Bullying

- Unwanted physical contact
- Sexually abusive comments
- Gender-based harassment
- Homophobic behaviour

Verbal and Non-Verbal Bullying

- Name-calling
- Sarcasm
- Rumour spreading
- Teasing
- Offensive gestures
- Graffiti

Cyberbullying

- Sending offensive, abusive, or threatening messages
 - Online harassment through social media, websites, messaging platforms, or gaming platforms
 - Sharing offensive photographs or videos
 - Impersonation and misuse of digital identities
-

d. Warning Signs

Signs That a Child May Be Bullying Others

- Frequently engages in verbal or physical confrontations
- Associates with peers who bully others
- Displays increasingly aggressive behaviour
- Receives frequent disciplinary sanctions
- Possesses unexplained money or belongings
- Blames others for personal problems
- Refuses to accept responsibility for actions
- Displays excessive concern about popularity or reputation
- Spreads rumours or negative stories about others
- Intimidates peers through threats, gestures, or social exclusion
- Engages in teasing, name-calling, or inappropriate behaviour
- Demonstrates increasing insensitivity towards others
- Associates with negative peer groups

Signs That a Child May Be Experiencing Bullying

- Damaged or missing belongings

- Unexplained cuts, bruises, or scratches
- Staying close to teachers or adults during breaks
- Separation anxiety
- Regression in behaviour
- Difficulty getting out of bed or attending school
- Requests for additional money or food
- Withdrawal from family or friends
- Feelings of loneliness or low self-worth
- Few or no close friendships
- Fear of school, school transport, or organised activities
- Reduced participation in class
- Declining academic performance
- Persistent sadness, anxiety, or emotional distress
- Frequent physical complaints such as headaches or stomach aches
- Sleep difficulties or recurring nightmares
- Changes in eating habits
- Self-harm or running away from home
- Talking about suicide or hopelessness
- Frequent teasing, ridicule, or humiliation

Warning Signs of Cyberbullying

Signs That a Child May Be Cyberbullying Others

- Impersonating others online
- Posting hate messages or engaging in digital harassment
- Teasing or name-calling through social media
- Quickly hiding screens or devices when approached
- Operating multiple online accounts
- Demonstrating aggressive online behaviour
- Excessive late-night device usage
- Becoming upset when device access is restricted

Signs That a Child May Be a Target of Cyberbullying

- Sudden avoidance of digital devices
 - Nervousness when using technology
 - Anger, frustration, or sadness after going online
 - Avoiding conversations about online activities
 - Increased secrecy regarding digital behaviour
-

e. Responding to Bullying

The following procedures will be followed when bullying is suspected or reported:

- Any member of staff who witnesses or receives a report of bullying will respond immediately.
 - Appropriate support will be provided to the student affected by bullying to ensure their immediate safety and wellbeing.
 - The student may be referred to the School Counsellor for additional support.
 - The incident must be reported to the respective Head of School and Counsellor without delay.
 - A detailed investigation will be conducted by the Head of School and Counsellor.
 - An Incident Report will be completed and maintained on record.
 - Parents or guardians will be informed and updated as appropriate and in accordance with Child Protection Policies.
 - Appropriate sanctions and support measures will be implemented based on the findings of the investigation.
 - Incidents occurring outside school premises or beyond school hours, including cyberbullying, will be investigated and addressed where they impact student wellbeing or the school community.
-

f. Sanctions

Sanctions for bullying behaviour will be determined by the Anti-Bullying Committee and will be based on the severity, frequency, and impact of the incident.

g. Publishing and Communicating the Policy

To promote awareness and understanding of the Anti-Bullying Policy:

- Key excerpts of the policy will be displayed throughout the school campus.
- The policy will be displayed in classrooms.
- The policy will be published on the school website.
- Relevant sections will be included in the School Diary and Code of Behaviour.

h. Indus Community Anti-Bullying Pledge

All members of the Indus International School community are encouraged to uphold the values of respect, empathy, and inclusion.

Anti-Bullying Commitment

We commit to creating a safe environment where bullying is not accepted and where every individual feels respected, valued, and supported.

Doing the R.I.T.E. Thing

R – Recognise

Recognise that you have the right to feel safe and to learn in an environment free from bullying.

I – Inform

Inform the person engaging in bullying behaviour that you want it to stop. Communicate calmly, clearly, and firmly.

T – Tell

Tell a trusted adult, teacher, counsellor, House Parent, or member of staff about the bullying.

E – Evaluate

Evaluate the situation. If the behaviour continues, seek further support and assistance.

Together, we can build a school culture where respect, kindness, and inclusion are everyone's responsibility.

Student and parent are to sign the pledge and share the signed copy – Annexure 'A'

Record of student behaviour and interventions will be recorded and informed to parents. The sample document is as under for information:

BOARDING BEHAVIOUR OBSERVATION & INTERVENTION RECORD (BBOIR)

Student Information

Student Name: _____

Grade: _____

House/Hostel: _____

House Parent: _____

Date Opened: _____

Behaviour Concern(s)

Please tick the observed concern(s):

☐ Inappropriate Language

- ☐ Disrespectful Behaviour
- ☐ Bullying / Teasing / Intimidation
- ☐ Verbal Aggression
- ☐ Physical Aggression
- ☐ Failure to Follow Boarding Expectations
- ☐ Disturbance During Study Hours
- ☐ Disturbance During Quiet Hours / Lights Out
- ☐ Unauthorised Entry into Another Room/House
- ☐ Damage to Property
- ☐ Dishonesty / Theft
- ☐ Misuse of Electronic Devices
- ☐ Repeated Non-Compliance with Boarding Procedures
- ☐ Other: _____

Incident & Intervention Log

Date Description of Incident Intervention / Action Taken Staff Initials

Escalation Record

Level

Date Action Taken

Verbal Reminder

Warning 1

Warning 2

Warning 3

Behaviour Review Meeting

Disciplinary Committee Referral (if required)

Support & Development Measures

Please tick all interventions provided:

- ☐ Reflective Conversation
 - ☐ Written Reflection
 - ☐ Restorative Meeting
 - ☐ Counselling Support
 - ☐ Peer Mediation
 - ☐ Parent Communication
 - ☐ Behaviour Improvement Plan
 - ☐ Community Service / Restitution
 - ☐ Other: _____
-

Student Reflection

I understand the concerns raised regarding my behaviour and will take the following steps to improve:

Student Signature: _____

Date: _____

Parent Communication Record

Date Contacted: _____

Method: ☐ Phone ☐ Email ☐ Meeting ☐ Other

Summary:

Outcome / Closure

- ☐ Concern Resolved
- ☐ Monitoring Continues
- ☐ Behaviour Contract Issued

☐ Referred to Discipline Committee

☐ Other: _____

Comments:

House Parent: _____ Date: _____

Head of Boarding: _____ Date: _____

Student: _____ Date: _____

Parent/Guardian (if applicable): _____ Date: _____

12. CONTACT DIRECTORY

The Boarding Team is committed to providing a safe, supportive, and nurturing environment for all students. Parents and students are encouraged to contact the appropriate member of the Boarding Team for assistance, guidance, or support.

Name	Designation	Email	Contact Number
Capt. Supriya Patil	Head of Boarding	hob@indusschoolpune.com	+91 70304 46565
Mr. Mahesh Gulia	Senior Boys House Parent	mahesh.gulia@indusschoolpune.com	+91 98134 52659
Mr. Shamsher Alam	Senior Boys House Parent	shamsher.alam@indusschoolpune.com	+91 90753 01698
Mr. Akshay Mujumale	Junior Boys House Parent	akshay.mujumale@indusschoolpune.com	+91 97649 01757
Ms. Aruna Yadav	Junior Boys House Parent	aruna.yadav@indusschoolpune.com	+91 95669 71611
Ms. Neema Satyawali	Junior Boys House Parent	neema.satyawali@indusschoolpune.com	+91 70393 13425

Name	Designation	Email	Contact Number
Mr. Stephen Kamble	Floating House Parent (Senior & Junior Boys)	stephen.garrison@indusschoolpune.com	+91 91451 90886
Ms. Neena Srivastava	Girls House Parent	neena.srivastava@indusschoolpune.com	+91 72188 45394
Ms. Ujwala Kamble	Girls House Parent	ujwala.kamble@indusschoolpune.com	+91 88064 42341
Ms. Meera Kripal	Girls House Parent	meera.kripal@indusschoolpune.com	+91 96074 85015

Communication Guidelines

- The respective Boarding House Parent should be the first point of contact for routine boarding-related matters.
- Matters requiring additional support or escalation may be referred to the Head of Boarding.
- Parents are encouraged to communicate through email for non-urgent matters and telephone for urgent concerns.
- Boarding staff will make every effort to respond to queries and concerns in a timely manner.

13. INDUS SCHOOL OF LEADERSHIP (ISL) PROGRAMS (CAMPS) - SPECIFIC TO GRADES 6 TO 12

The **Indus School of Leadership (ISL)** provides experiential leadership training for students, educators, and professionals from all Indus Schools, as well as other educational institutions and corporate organizations. The ISL campus is spread across 10 acres of lush greenery in Kanakapura, Ramanagara Taluk, near Bengaluru, offering an ideal environment for outdoor learning, leadership development, and personal growth.

As part of the student development curriculum, all students from **Grades 6 to 12** participate in a **mandatory five-day residential leadership program** at the ISL campus in Bengaluru. The program is designed to build confidence, resilience, teamwork, communication skills, and leadership capabilities through a variety of experiential learning activities.

The schedule for each grade's ISL program is published in the school calendar. Prior to departure, parents are required to complete and sign the necessary consent and declaration forms. (**Annexure F – Trip Application and Consent Form:**) A detailed list of items to be carried by students are also mentioned for students bring along.

For boarding students, the medical information (**Annexure E – Medical Information Form**) form will be completed and certified by the school doctor at IISP, incorporating both current and relevant past medical

concerns. Parents are requested to carefully review and sign all attached consent forms and submit them within the stipulated timeline.

Further details regarding travel, accommodation, program expectations, and packing requirements will be communicated by the school closer to the departure date.

List of Items to be carried by the participants to the camp.

Sl. No.	ESSENTIAL ITEMS TO BE CARRIED
1	Filled in and signed "Trip Application Form" and "Medical Information Form"
2	Notebook and Pen
3	Cap / Hat
4	Sunglasses
5	Sufficient toiletries
6	Full-sleeved shirts / T-shirts
7	Long-legged trousers/ Track pants/Jeans
8	Socks- 4 and shoes – 2 (1 High Ankle)
11	Mosquito repellent cream
12	Thin Comforter (to cover self in the night)
13	Sunblock and moisturizers
14	Personal medication if any
15	Personal water bottle
16	Torch
17	Rain coat
18	Mobile phone (if allowed by the school management)

- Please label all the belongings and take utmost care of your belongings, as the leadership school will not be liable for the loss of any personal belongings at the camp.

14. FORMS TO BE SIGNED (ANNEXURES) All forms and documents attached as Annexures to this Handbook are important and must be completed, signed, and submitted to the respective House Parent upon joining the boarding house.

These documents help us understand and care for your child better, ensuring their safety, well-being, health, and overall boarding experience. The information you provide enables us to create a supportive environment where every student feels secure, valued, and at home.

We kindly request parents and students to take the time to carefully complete all annexures and submit them within the prescribed timelines. Your cooperation and support are greatly appreciated as we work together to make the boarding house a true "Home Away From Home"

Conclusion

Boarding at Indus International School Pune is more than a residential experience—it is a journey of learning, growth, independence, and character development. Guided by our core question, "Who is the Child Becoming?", we strive to nurture confident, compassionate, and responsible young individuals who are prepared to thrive in an ever-changing world.

Through a strong partnership between students, parents, and staff, we are committed to creating a safe, supportive, and enriching environment where every child feels valued, challenged, and inspired to achieve their full potential.

Thank you for placing your trust in us and for being a valued part of the Indus Boarding community. We look forward to sharing this meaningful journey with you and your child.

Warm Regards,

Capt. Supriya Patil

Head of Boarding

Indus International School Pune

PARENT ACKNOWLEDGEMENT

INDUS INTERNATIONAL SCHOOL - ANTI-BULLYING PLEDGE

We the students of Indus International school agree to join together to stamp out bullying and cyber bullying at our school.

We believe that everybody should enjoy our school equally and also enjoy a peaceful life at homewhile on the Internet and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. "Cyber bullying" is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones. Bullying and cyber bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalization. The victim is never responsible for being a target of bullying or cyber bullying.

By signing this pledge, we the students agree to:

- Value student differences and treat others with respect.
- Not become involved in bullying or cyber bullying incidents or be a bully or cyberbully.
- Be aware of the school's policies and support system with regard to bullying/cyber bullying.
- Report honestly and immediately all incidents of bullying/cyber bullying to a faculty member.
- Be alert in places around the school where there is less adult supervision such as bathrooms, Corridors and stairwells.
- Not be a passive bully and remain quiet when I see my schoolmates picking on someone.
- Support students who have been or are subjected to bullying/cyber bullying.
- Talk to teachers and parents about concerns and issues regarding bullying/cyber bullying.
- Work with other students and faculty, to help the school deal with bullying/cyber bullying effectively.
- Acknowledge that if I don't report bullying/cyberbullying, I am guilty of supporting the bully.
- Provide a good role model for younger students and support them against bullying/cyberbullying occurs.

Student's Sign, name and date: _____

By signing this Anti Bullying pledge, I, an Indus parent agree to: -

1. Work in partnership with the school to encourage positive behavior and valuing differences.
2. Talk to my child about his/her school day daily and reinforce school Anti-bullying policies.
3. Inform school staff if any bullying has occurred.
4. Agree to follow the advice and decision of the school if my child is involved in any bullying offence.

Parent's Signature, name and date: _____

BOARDING HANDBOOK DECLARATION

I/We, the parent(s)/guardian(s) of,

studying in **Grade**, and enrolled as a **Week Boarder / Regular Boarder**,

hereby confirm that we have carefully read and understood the *IISP Boarders' Handbook*. We

agree to abide by all the policies, rules, and guidelines outlined therein and to support the

school in ensuring adherence to the same.

Parent's name and Signature: _____

Date: _____

Student's Signature: _____

Date: _____

Note: This form must be duly filled and submitted to the respective House Parent upon arrival at the boarding house.

BOARDERS' INFORMATION SHEET
(Please complete all details in BLOCK LETTERS)

Student Information

Student's Name: _____

Grade: _____ Date of Birth (DD/MM/YYYY): _____

Hostel: ☐ Junior Boys Hostel ☐ Senior Boys Hostel ☐ Girls Hostel

Food Preference: ☐ Vegetarian ☐ Non-Vegetarian

Allergies / Dietary Restrictions (if any):

Medical Conditions / Special Requirements (if any):

Any Other Information the School Should Be Aware Of:

Parent Information

Father's Name: _____

Father's Mobile Number: _____

Father's Email ID: _____

Mother's Name: _____

Mother's Mobile Number: _____

Mother's Email ID: _____

Residential Address _____

Local Guardian Information

Name: _____

Address: _____

ID Card Number: _____

Mobile Number: _____

Email ID: _____

Declaration

I/We certify that the information provided above is true and accurate to the best of our knowledge and undertake to inform the school of any changes during the academic year.

Parent/Guardian Signature: _____

Date: _____

Student Signature: _____

Date: _____

ELECTRONIC EQUIPMENT REGISTRATION FORM

- Boarder's Name: _____ Grade: _____
-

1. Mobile Phone

- Mobile Number: _____
 - Brand & Colour: _____
 - SIM Card Number: _____
 - Description: _____
-

2. Tablet

- Brand: _____
 - Serial Number: _____
 - Description: _____
-

3. iPad

- Brand: _____
 - Serial Number: _____
 - Description: _____
-

4. Laptop

- Brand: _____
 - Serial Number: _____
 - Attachments (Chargers, Cables, Accessories): _____
 - Description: _____
-

5. Camera

- Brand: _____
 - Serial Number: _____
 - Description: _____
-

6. Other Devices (if any)

Device 1

- Type/Name: _____
- Brand: _____
- Serial Number: _____
- Description: _____

Device 2

- Type/Name: _____
- Brand: _____
- Serial Number: _____
- Description: _____

Declaration

I hereby declare that the above information is accurate and complete. I understand that the school is not responsible for any loss or damage of unregistered electronic items.

- Parent/Guardian Name: _____
- Signature: _____
- Date: _____

For School Use Only

- Verified By (House Parent): _____
- Signature: _____
- Date: _____

Note

This form must be completed by the parent/guardian and submitted to the respective House Parent at the time of arrival to the boarding house.

Medical Information Form - ISL

We rely on the information provided by you in this form, in case there is a requirement for any medical assistance.

If required, your signature on the form also gives the physician selected by Indus School of Leadership, Bengaluru the permission to hospitalize or provide medical treatment to your ward.

Please use an extra sheet if you wish to bring anything to the notice of the trainers / doctor.

Name of the student, Grade and Sec:

Blood Group:

Motion Sickness: Y - N

Other details:

1. Please state clearly if there is anything you wish the Nursing assistant / trainers should know regarding your ward's health and medical needs.
2. Please specify if your ward is allergic to any substance, foods or medicines. What remedial actions do you adopt in case of an allergy?
3. Does your ward suffer from asthma or convulsion? If yes, please mention the medicines your physician recommended medication or that is being currently used.
4. Provide information of any muscle, bone, and ligament related problems or recent fractures, if any.
5. If your ward is currently using any medication, please mention the medication and ensure that it is carried to the program. Mention the dosage and timings.
6. The participant must take the TT (Tetanus) Vaccine before coming for the program. (If taken in last 6 years, fresh vaccine is not required).

If these questions are answered in full, there shouldn't be a need for a 'medical examination'. However, if there are doubts regarding any medical conditions, it is highly advisable to arrange for an examination by your family medical practitioner and furnish the details.

Name and signature of the Parent/Guardian/On-Campus Medical Officer:

Name of the Student:

Grade and Sec of the student:

Date:

Annexure 'F'

Trip Application Form - ISL

Personal Consent:

I acknowledge receipt of the general guidelines and have carefully read the same. My signature below indicates genuine and voluntary desire on my part to enroll my ward for the program.

I fully understand the inherent risks associated with outward bound adventure programs, high rope course and travel.

I also allow Indus School of Leadership (ISL), Bengaluru, to use images and footage involving my ward taken during the program.

I have carefully read the letter above, understood and sign below voluntarily in the capacity of a major.

.....

Name and Signature of Parent/Guardian/Head of boarding:

Name of the student:

Grade and Sec:

Date: