

# Parents' Handbook



WORLD ACADEMY

**BHOPAL**

**A Cambridge  
International School**

## Welcome Message

Welcome to the VIBGYOR World Academy Bhopal community. This handbook is designed to help parents and guardians understand our philosophy, curriculum, policies, and day-to-day procedures. We value strong partnerships between home and school to support every learner's academic and personal growth. In April 2026, the school was granted the status of a CIE-affiliated institution (Centre Number: IA758). Our aim is to build a school that offers a wide range of opportunities for all students in terms of personal, social and academic growth.

## About Cambridge International Education (CIE)

Cambridge International Education is part of the University of Cambridge and offers internationally benchmarked curricula and qualifications.

### Key Features of CIE:

- Internationally recognised and accepted by universities worldwide
- Focus on conceptual understanding, critical thinking and application of knowledge
- Flexible pathways to suit different learning styles and abilities
- Emphasis on learner attributes: confident, responsible, reflective, innovative and engaged

## School Vision, Mission, and Values

### Vision:

To transform lives across the world by reinventing elemental ecosystems through passion, innovation and purpose.

### Mission:

To provide the highest quality of education in a safe, secure and nurturing environment; to help our students develop into progressive thinkers and lifelong bearers of skills that will prepare them for the challenges of a dynamically changing world.

### Core Values:

- Compassion
- Respect
- Integrity
- Service
- Trust

## Academic Programmes

- Our school offers the following Cambridge pathways. In April 2026, the school was granted the status of a CIE-affiliated institution (Centre Number: IA758).

### Pre EY1

- Curriculum planned by VGOS for 2-year-olds that covers the six areas of learning: Personal and Social Development, Communication, Language and Literacy, Mathematics, Understanding of the World, Physical Development and Creative Expression. The focus is on play-based enquiry learning, where students find out about the world through guided teaching.

### EY1, EY2 and EY3

- The Cambridge curriculum covers the six areas of learning: Personal and Social Development, Communication, Language and Literacy, Mathematics, Understanding of the World, Physical Development and Creative Expression.
- **EY1** introduces children to learning through secure, play-based experiences. Children develop listening and attention, early communication, physical coordination and curiosity. They explore numbers, shapes and patterns, begin expressing ideas through mark-making and creativity, and learn to manage emotions, follow routines and build positive relationships with adults and peers.
- **EY2** focuses on developing confident, curious learners through play. Children strengthen communication and early literacy, number sense and problem-solving, scientific exploration, creativity and physical development. They build independence, self-regulation and positive relationships, using talk, movement and mark-making to explore ideas and represent meaning across everyday learning experiences collaboratively.
- **EY3** prepares children for the transition to primary learning through purposeful play and structured experiences. Children develop confident communication, early reading, writing and number skills, problem-solving and scientific thinking. They show independence, self-regulation and collaboration, apply fine and gross motor skills effectively, and use creativity and reflection to explain ideas, make choices and learn across contexts.

### Cambridge Primary (Ages 5–11)

- English, Mathematics, Science, Global Perspectives, Physical Education, Computing, Hindi/French as Modern Foreign Languages
- Emphasis on foundational skills and inquiry-based learning
- Broad and balanced curriculum

## Cambridge Lower Secondary (Ages 11–14)

- Broad and balanced curriculum
- Development of independent learning and analytical skills

## Cambridge Upper Secondary

### Cambridge IGCSE (Ages 14–16):

- Internationally recognised qualification
- Wide range of subjects

### Cambridge AS & A Levels (Ages 16–19):

- Advanced academic preparation for university
- In-depth subject specialisation

### Assessment and Reporting

- Ongoing formative assessments
- Cambridge checkpoint (where applicable)
- Internal examinations and Cambridge external assessments
- Termly progress reports and parent-teacher conferences

### Grades reflect achievement, effort and engagement.

We follow the Cambridge approach to teaching and learning, where assessment is a continuous process that supports each child's growth and development. Our focus is on helping learners build confidence, deepen conceptual understanding and enjoy the process of learning rather than experience pressure about marks or tests.

**In the Primary Grades (1 to 3):** Assessment is largely formative, taking place through daily class interactions, participation and activities. Teachers observe each child closely, provide regular feedback and guide them toward steady progress. This helps ensure that learning is holistic, creative and meaningful.

**In Grades 4 to 7:** We introduce a balance between formative and summative assessment.

- **Formative assessment** continues throughout the term and captures understanding, curiosity and consistent effort.
- **Summative assessment** consists mainly, but not only, of written tasks that allow students to apply what they have learned in a structured format. These are conducted during regular school hours and within the familiar classroom environment to maintain comfort and confidence.

While summative assessments are marked, they should not be viewed as the only measure of a child's ability. They represent one part of the broader learning journey. Our aim is to keep the process stress-free, encouraging students to think, connect and apply concepts rather than revise chapters solely for a test.

As learners progress to the senior grades, the balance between formative and summative assessment evolves naturally. This gradual shift helps them build the discipline, clarity and confidence needed for advanced stages of learning—without losing focus on enquiry, reflection and real understanding.

## Teaching and Learning Approach

- Student-centred and enquiry-based learning
- Emphasis on critical thinking and problem-solving
- Use of practical work, projects and discussions
- Integration of digital learning tools

## Homework Policy

Homework reinforces classroom learning and builds independent study habits.

- Assigned regularly according to age and grade
- Parents are encouraged to provide a supportive study environment
- Excessive parental assistance is discouraged

## School Timings and Attendance

### School Hours:

- Monday to Friday (exact times vary by section and in accordance with the orders of the MP Government).

### Attendance:

- Regular attendance is essential for academic success. Attendance above 90% is important, as the Cambridge curriculum builds learning progressively through discussion, enquiry and skill development. Regular attendance ensures continuity, participation in collaborative learning, consistent assessment evidence and timely support. Missing learning experiences limits understanding, slows progress and reduces a learner's ability to meet Cambridge learning objectives with confidence.
- Parents must inform the school of absences in advance where possible.
- Medical certificates may be required for extended absences.

## Student Behaviour and Discipline

We promote positive behaviour based on mutual respect.

### Code of Conduct:

- Respect for self, others and property
- Punctuality and responsibility
- Academic honesty

Disciplinary actions may include warnings, parent meetings or further consequences as per school policy, which is currently being devised.

## Uniform Policy

- Students must wear the prescribed school uniform
- Uniform should be clean, neat and worn with pride
- Specific guidelines apply for sports days and special events

## Health, Safety, and Wellbeing

At VIBGYOR World Academy, Bhopal, the health, safety and overall wellbeing of our students are of paramount importance. The school is committed to providing a safe, secure and nurturing environment that supports both physical safety and emotional wellbeing.

### Safe and Secure Campus

- The school maintains a safe and secure campus environment, with appropriate security measures in place.
- Access to the campus is monitored to ensure student safety during school hours.
- Safety protocols are regularly reviewed to align with best practices and regulatory guidelines.

### Health and Medical Support

- First aid facilities are available on campus to address minor injuries or medical needs during school hours.
- Trained staff members are available to provide immediate assistance when required.
- In case of a medical emergency, parents will be informed promptly, and appropriate action will be taken as per school protocol.

## **Medical Information and Parent Responsibility**

- Parents are required to inform the school in writing of any existing medical conditions, allergies or special health needs of their child at the time of admission and whenever there is a change.
- This information helps the school take necessary precautions and provide appropriate care during school hours.

## **Student Wellbeing and Safeguarding**

- The school places strong emphasis on student wellbeing, safeguarding and emotional safety.
- Age-appropriate wellbeing practices are integrated into the school culture to support students' social and emotional development.
- The school follows safeguarding guidelines to ensure that every child feels safe, respected and supported at all times.

We believe that a safe and caring environment is essential for effective learning and the holistic development of every child.

## **Communication with Parents**

At VIBGYOR World Academy, Bhopal, we believe in open, transparent and regular communication with our parent community. Effective communication is a shared responsibility between the school and parents and plays a vital role in a child's holistic development.

To ensure seamless two-way communication, the school uses a dedicated Parent App, currently being developed specifically for VIBGYOR World Academy, Bhopal.

### **Parent App – A Single Window for Communication**

The Parent App serves as a central platform for all school-related communication.

Through the Parent App, parents will receive information such as:

- Circulars and notices
- Important announcements and updates
- Attendance records
- Academic and school-related information

In return, parents are encouraged to communicate directly with teachers and the leadership team as needed. They can also communicate with the school by raising concerns or queries through:

### **Parent Service Requests (PSR)**

The Parent Service Request (PSR) system has been designed to make it easy and structured for parents to raise their concerns.

- All queries and requests can be submitted through the Parent App
- Each request follows a defined, time-bound redressal process
- This ensures clarity, accountability and timely resolution

We request parents to use the PSR system for all formal communication to help the school respond efficiently and effectively.

### **Other Communication Channels**

In addition to the Parent App, communication may also take place through the following channels:

- School portal or student diary
- Emails and official circulars
- Parent–Teacher Meetings (PTMs)
- School website and newsletters

Parents are encouraged to communicate any concerns respectfully and through appropriate channels to maintain a positive and constructive partnership between the school and home.

## **Co-Curricular Activities**

### **Co-Curricular Activities**

- A range of sports, arts, clubs and leadership opportunities
- Activities are designed to support holistic development
- Participation is encouraged as part of a balanced education

#### **Objectives:**

- To promote overall wellbeing, confidence and discipline
- To encourage teamwork, leadership, resilience and responsibility
- To provide opportunities for children to discover and develop individual talents
- To support a healthy, active and balanced lifestyle

## Sports Programme

We offer a structured sports programme led by **trained coaches**, focusing on skill development, fitness and sportsmanship.

### Sports Offered

- Football
- Basketball
- Cricket
- Judo
- Skating

### Sports Programme Focus

- Development of **motor skills, coordination, balance and agility**
- Building **teamwork, cooperation and respect for rules**
- Encouraging **discipline, perseverance and fair play**
- Age-appropriate training with a strong emphasis on **safety**
- Opportunities to participate in **inter-house and inter-school events**

## Performing Arts Programme

Our Performing Arts programme nurtures creativity, self-expression and communication skills in a supportive and encouraging environment.

### Performing Arts Offered

- **Dance**
- **Speech & Drama**
- **Music**

### Performing Arts Programme Focus

- Developing **confidence, stage presence and self-expression**
- Strengthening **communication, listening and presentation skills**
- Enhancing **creativity, rhythm and coordination**
- Encouraging **collaboration, imagination and emotional awareness**
- Providing exposure to and hands-on experience with a **variety of musical instruments**
- Offering opportunities for students to showcase their learning during **school performances and events**

## Transport Policy

VIBGYOR World Academy, Bhopal, proposes to offer a safe, secure and comfortable school transport facility for students across the city. The school plans to commence transport services from the academic session 2026–27, subject to operational readiness and route finalisation.

### School Transport Facilities

- The school will provide air-conditioned buses equipped with safety and security features.
- Transport services will be available on designated routes covering all major areas of Bhopal.
- Routes, pick-up points and schedules will be planned based on student requirements and operational feasibility.
- Allocation of transport will be subject to availability and compliance with school transport norms.

### Safety, Supervision and Tracking

- All school buses will be operated by trained and experienced drivers.
- Dedicated caretakers/attendants will be present on each bus to ensure student safety, discipline and support during transit.
- Buses will be equipped with GPS tracking, enabling parents to track the movement of the bus in real time through the Parent App.
- Safety rules and guidelines must be strictly followed by all students using school transport.

### Parent Responsibilities

- Parents must inform the Transport Office in writing of any changes related to:
  - Residential address
  - Pick-up or drop-off details
  - Temporary or permanent discontinuation of transport services
- Parents are responsible for ensuring that students arrive on time at designated pick-up points and are received by an authorised adult at drop-off points, wherever applicable.

### General Guidelines

- Transport fees, route details and operational information will be communicated separately.
- Availing of school transport is optional and subject to the school's transport policy.

- The school reserves the right to modify routes, timings or transport arrangements in the interest of student safety and operational efficiency.
- The school will not be responsible for delays caused by factors beyond its control, such as traffic or weather conditions.

## Fees and Payments

Timely payment of fees is expected to ensure the smooth functioning of academic and administrative processes.

### • Fee Payment Schedule

Fee Component	Due Date / Payment Timeline
Registration Fee	At the time of admission
Admission Fee	At the time of admission
Installment 1	At the time of admission
Installment 2	1st April
Installment 3	1st July
Installment 4	1st October
Installment 5	1st January

### Payment Details

- The school provides multiple online payment options, including E-Mandate and UPI, for the convenience of parents.
- For payments made via cheque or demand draft (DD), kindly ensure that the instrument is made payable to:  
“VIBGYOR WORLD JUNIOR BHOPAL A Division of Eduspark International Private Limited” or “VIBGYOR WORLD ACADEMY BHOPAL A Division of Eduspark International Private Limited”
- A charge of Rs. 500/- will be levied for any returned or dishonoured cheque.
- The fee structure is available on demand and will be shared with the parents.
- The Fee documents are available [here](#).

### Parent Responsibilities

#### Parents are expected to:

- Support school policies and values
- Ensure regular attendance and punctuality
- Monitor academic progress and well-being
- Maintain respectful communication with staff

## Withdrawal and Transfer Policy

VIBGYOR World Academy follows a transparent and structured process for student withdrawal and inter-school transfers to ensure clarity, continuity and proper academic planning.

### Inter-VIBGYOR Transfer (IVT)

The Inter-VIBGYOR Transfer (IVT) facility enables parents to transfer their child seamlessly from one VIBGYOR school to another, subject to availability and applicable norms.

- VIBGYOR currently operates 40 schools across 15 cities.
- Parents seeking a transfer within the VIBGYOR group may apply through the IVT process.
- The IVT allows continuity in curriculum, systems, and school culture, making transitions smoother for students.
- Detailed information regarding eligibility, documentation and timelines is available in the IVT Policy, which may be referred to for guidance.

### Withdrawal of Admission

All admission withdrawals are managed through a structured and formal process.

- Parents intending to withdraw their child's admission are required to raise a Parent Service Request (PSR) for withdrawal through the Parent App.
- Upon submission of the PSR, the following two-tier counselling process will be conducted:
  - Counselling with the Head of Admissions
  - Counselling with the Head of the School
- These sessions are intended to understand concerns, explore possible resolutions and support informed decision-making.

### Processing of Withdrawal Requests

- After the counselling sessions, parents will be provided a decision window to confirm their intent to proceed with the withdrawal.
- The withdrawal request will be processed as per school policy once confirmation is received within 7 working days.
- Applicable rules regarding notice period, refunds (if any), and documentation will be governed by the school's withdrawal policy.

Parents are requested to follow the above process to ensure smooth handling of transfers and withdrawals and to avoid any administrative delays.

## Acknowledgement

Parents are requested to read this handbook carefully and acknowledge their understanding and acceptance of school policies.

February 2026

**We look forward to a successful partnership in supporting your child's educational journey at VIBGYOR World Academy Bhopal**



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