



MOE Licence No.: 325/S, 4351940007
CR No. 47000145 - CBSE Affiliation No.: 5730041

SCHOOL DIARY

Name :

Class : Div.: Roll No.:

House : Category :

(Students are expected to bring the Diary to the School every day)

KENZ
INTERNATIONAL SCHOOL
YANBU, Kingdom of Saudi Arabia

Tel. 014 396 0808 | 054 030 0808 | Fax: 014396 8080
Email: kenzintlschool@gmail.com | kenzyanbu@gmail.com
www.kenzglobal.com | follow us on  kenzinternationalschoolyanbu



Contents

Sl. No.	Contents	Page No.
---------	----------	----------

1	School Diary	1
2	Saudi National Anthem & School Prayer	2
3	Contents	3
4	Student's Particulars	4
5	Medical Record Form	5
6	Message from Patron & Management	6
7	Message from the Principal	7
8	An overview of KENZ International School	8
9	Vision & Mission	9
10	Special Features & General Information	10
11	Subject & Activities	11
12	Admission and Fees	12 - 13
13	Facilities & Transportation	14 - 15
14	The School Day	16
15	Discipline & Instructions to Students	17
16	Note to Parents	18
17	Home Time Table	19
18	Evaluation	20
19	Personal Hygiene Record	21
20	Home work Policy	22
21	Exam schedule	23 - 25

22	Interactive session record	26
23	Home Assignments	27 - 91
24	Leave record	92
25	Co-Curricular Activities Record	93
26	Books I read	94
27	TC requisition form	95 - 96
28	Class Time Table	



Student's Particulars

(To be filled in block letters by parents)

Passport size
photo
of the Student
to be pasted here

Name :

Class: Sec.: Roll No.:

Date of birth : Blood Group:

Residential Address:

.....

Phone:

Father's Name:

Office Address:

E-mail:

Phone: Mobile:

Mother's Name:

E-mail:

Phone: Mobile:

Transport: ☐ School Bus / ☐ Private:

Brothers / Sisters studying in this school

1. Name: Class:

2. Name: Class:

3. Name: Class:

4. Name: Class:

Declaration

All the information provided above are true. We have gone through the rules and regulations of this school and we promise to abide by them and see that our child meets the standards required of him/her in conduct and studies.

Signature of the Parent:

Father: Mother:

Note: All communications with the school through the diary must be endorsed by one of the above signatures.











Admission

Admission to various classes commences in the first week of March.

Registration

Registration for Admission can be done on payment of SAR 100/- (Non refundable). Admission is offered on the basis of priority of registration & performance in admission test / personnel interview.

Age Guidelines

Class	Play Class	LKG	UKG	I	II	III	And so on...
Age	2 ^{1/2} +	3 ^{1/2} +	4 ^{1/2} +	5 ^{1/2} +	6 ^{1/2} +	7 ^{1/2} +	

Admission Procedures

- I Students should get registered first for the admission procedures at the school's office.
- ii) The duly filled in registration form along with the documents (mentioned in the registration form) should be submitted to the office.
- iii) The students (except KG) shall undergo an entrance exam before admission.
- iv) Passing the entrance and payment of the admission fees ensures admission
- v) Principal's approval will be the final mark for the admission.

Leave or Absence

Any absence must be explained in the form of leave note on the page provided in the diary and should be signed by the parent. Students who absent themselves without prior notification will be removed from the rolls.

Guidelines for payment of Fees

1. All fees should be paid at the office before the 5th day of every month.
(10 month)
2. For online fee payment facility contact school administration office.
3. Those who fail to remit the fee on time will be treated as defaulters and is not eligible for attendance until all dues are cleared.
4. A fine of 5 SAR will be levied after the 5th of every month for first five working days.
5. A fine of 50 SAR will be levied for each day on non-payment of fee after 10th of the same month.
6. Parents proceeding on annual leave are advised to pay the school fee in advance or make an arrangement for regular timely payment to avoid late fee or removal of child's name from the school register.
7. Non payment of the fee for two consecutive months will result in the removal of the child's name from the class register. Once the name is removed, it will be reinstated on the payment of the readmission fee as per the school rules.
8. Fee receipts should be kept for reference.

Re - Admission

Students who are removed from the rolls will be readmitted only with convincing reasons and after the clearance of dues and the remittance of readmission fee of 500 SAR.

Transfer - Certificate

TC will be issued after 15 days only on the written request of the parents given on page number 95.

Any Parent planning for Transfer by the end of the session should submit the TC request by December.

Home Time Table

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has rounded corners at the top. There is no handwriting or other markings on the page.

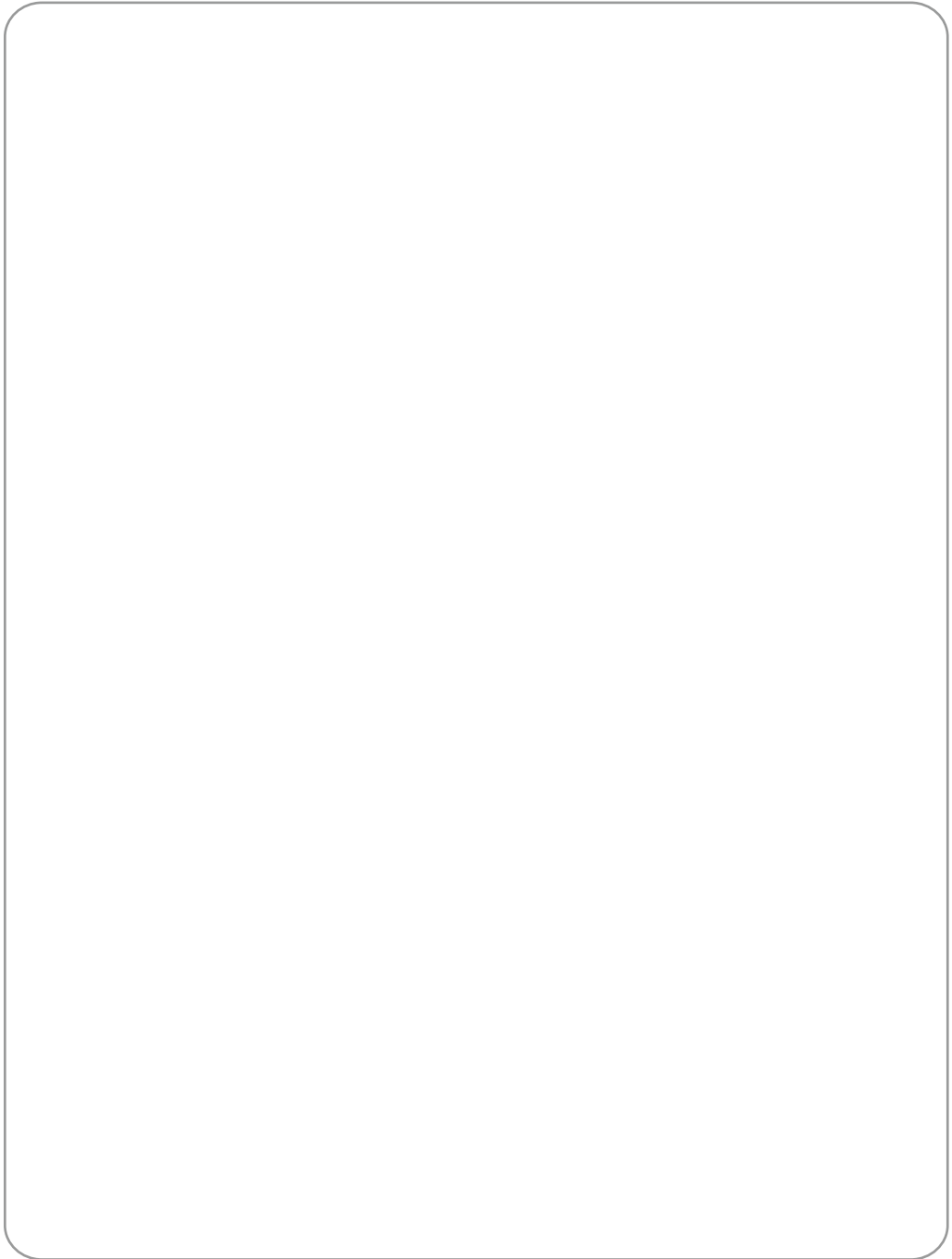
Signature of the Parent : _____

Evaluation

[illegible]

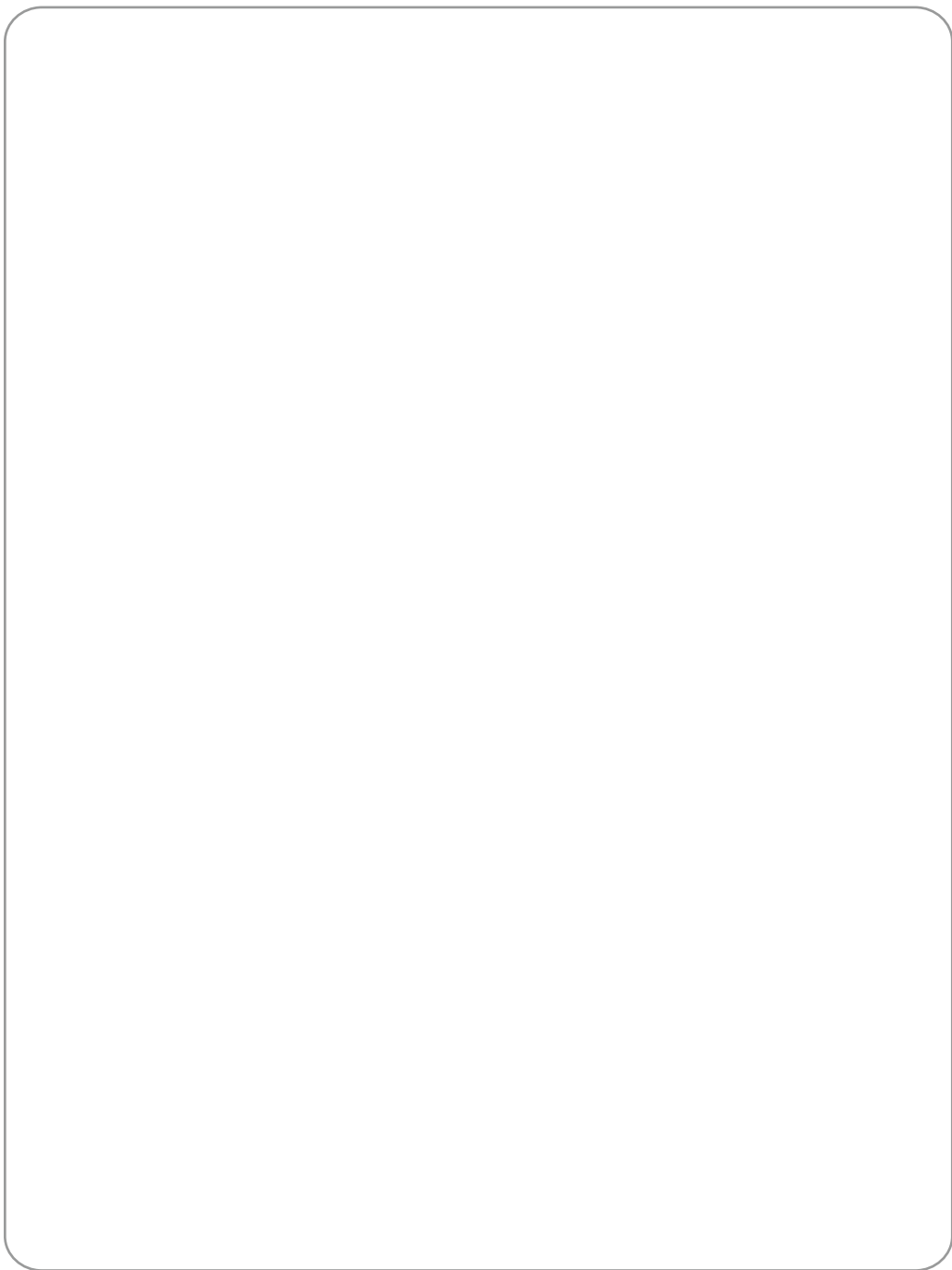
Signature of the Parent : _____

Exam Schedule



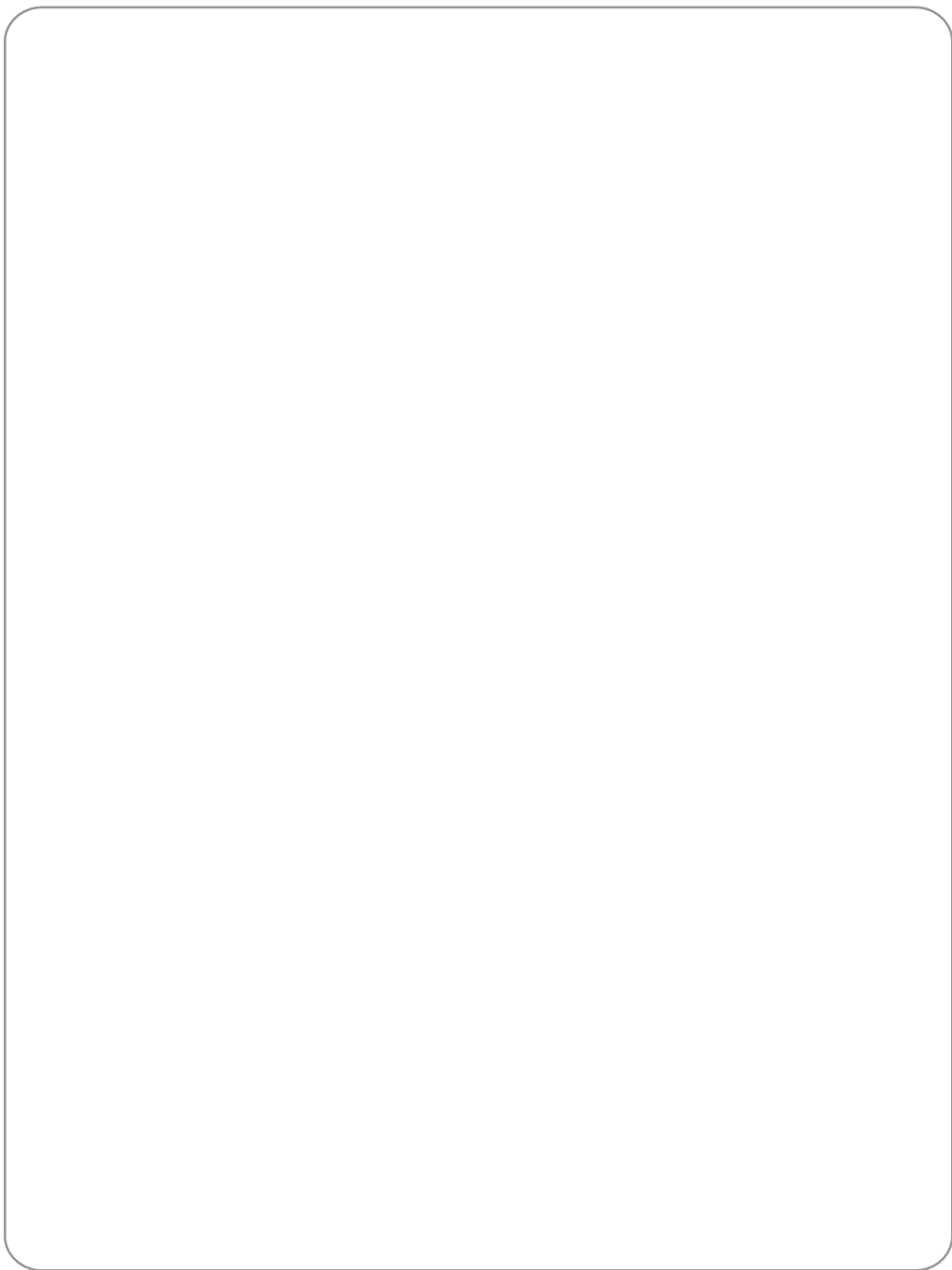
Signature of the Parent :

Exam Schedule



Signature of the Parent :

Exam Schedule



Signature of the Parent :

Interactive Session Record

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Home Assignments

[illegible]

Co - Curricular Activities Record

[illegible]

The Books I Read

[illegible]

