



Oshwal Academy Nairobi

Guidelines and Regulations for Cooperative Engagement Between the School and Parents

A positive and constructive working relationship between the School and a student's parents (or guardian) is essential to the fulfilment of the school's mission. We wish to ensure that you, as parent (or guardian) of an OAN student, understand that the enrolment agreement is for the entire stay of your child/ward at OAN, and that you agree that the School may require the withdrawal or dismissal of any student if, in its sole discretion, the School concludes that such student's attitude, influence, or behaviour does not serve the best interests of the School.

We wish to ensure that you know, understand and accept:

1. That the Oshwal Academy Nairobi is a community run faith based institution, owned, managed and administered by members of the Jain Community guided by the principles of Jainism. The basic tenets of Jainism include non-possessiveness, non-absolutism, forgiveness, truthfulness, honesty and non-violence.
2. That the School has a very strict no meat policy while at School or while on trips or excursions outside the School in keeping with the principle of non-violence. All students are expected to comply with this policy while at School or while on School trips, School events or School excursions.
3. That, while the School is based on Jainism and the values thereof, recognizing the diversity of our Student Body, and desirous to encourage integration and community cohesion for all, the School does not provide for the practice or engagement of any religious rites, rituals, or expressions but rather provides an environment where all regardless of their faith can equally participate and engage in the School community. No religious classrooms, spaces, teachings, clubs or School resources whatsoever shall be designated to religious practice.
4. That the welfare, health and wellbeing of your child is paramount to the School. The School operates a strict anti-bullying policy. If your child is the subject of or witnesses any bullying, kindly let us know and we as the School shall endeavor to resolve the situation. If your child is involved in an incident of bullying, we may take action as stipulated in the anti-bullying policy, after investigating the incident.
5. That the School operates a strict Substance Abuse Free environment. Any substance abuse shall not be tolerated in the School in any format or event whatsoever. By signing this Guideline form and further, if your child successfully joins the School, you hereby give permission to the School to, upon notifying you, test your child for the presence of any banned substances including but not limited to illicit drugs, chemicals, alcohol, psychotropic or other mind-altering substances. The cost of the said test shall be borne by the parent.
6. That the School recognizes that addiction is a form of illness. We encourage our students to seek appropriate medical and psychological assistance with the support of their parents, guardians and loved ones.
7. That if you are desirous of withdrawing your child or do not want your child to proceed to the next higher class in a sister campus, a notice of one term should be served in writing to the school. Otherwise, a term's fees must be paid in lieu of notice.

8. That you may withdraw your child from OAN after the completion of the IGCSEs. In this case, no notice is required from you.
9. That the School may terminate enrolment, or decline to re-enroll a student, if the School, in its sole discretion, concludes that the actions or inactions of a parent (or guardian) make a positive and constructive working relationship impossible, or interferes with the School's accomplishment of its mission.
10. That no portion of any tuition or fees for a student for the entire school year, either paid or outstanding, shall be either refunded or cancelled upon early withdrawal or dismissal of a student.
11. That OAN reserves the right to clear its archives after a 5-year storage period.
12. That 24 hours written notice must be given to the Principal/Head of School if a parent wishes to see his or her child's file.
13. That parent is financially responsible for any lost or damaged material belonging to the OAN which has been provided to them or their children.
14. That the School will have a window of six (6) months for the parents to claim refund of the caution fee. Any claims received thereafter will not be honored.

15. **Deregistration**

The school reserves the right to deregister a student from the class rolls as a consequence of failure to pay fees by mid-term of the said term.

16. **Penalty**

The Academy will issue you with a fee note for the fees due every term. The fee note will be issued at least 4-6 weeks before the start of the term and the fee note will contain a deadline by when the fees is to be paid. In the event that you delay in payment of the fees on or before the deadline, the Academy will no doubt suffer loss and for that reason, a penalty will be charged. The penalty is intended to ensure that fees are paid on time and that the Academy does not suffer loss. The amount of the penalty is calculated by the Academy from time to time and will be communicated in the fee note.

Students will have no access to our facility and any paid activities if they have not paid fees, penalties and any other arrears.

17. **Additional information**

In the event textbooks are not immediately available for any reason, the school will do all it has in its power to ensure the students lessons are covered without any hindrance to the student.

18. **Privacy policy**

All personal data of students, parents or guardians that is issued in any form means the said data is being consented and offered to Oshwal Education and Relief Board and its associates / affiliates to use and process the personal data for purposes of ensuring that it provides services in accordance within its mandate and that of its associates / affiliates. This consent is given freely without any undue influence or coercion and the Institution will not be held liable for use of the data within its mandate.