



Established :1983

Bangladesh International Tutorial

UTTARA OFFICE :
PLOT NO. – 13
ROAD NO. – 1/A
SECTOR NO. – 14
UTTARA MODEL TOWN,
DHAKA
TEL. NOS. 7920334, 7920340,
7920341, 8956952

E-MAIL

WEBSITE

GULSHAN OFFICE :
CO-ED SECTION
HOUSE # N.E.L. (6)
ROAD # 83
GULSHAN – 2,
DHAKA - 1212
TEL : 8821065

info@bitschool.org
bitschool1983@yahoo.com
www.bitschool.org



This is to certify that I, parent of _____
have read the details in the Parent Handbook and agree to abide by all the rules and requirements of the school. The Parent Handbook details the following topics and I recognize and I abide by these rules:

- Fees Structure _____ (initial)
- Curriculum _____ (initial)
- School Timing _____ (initial)
- Visiting Hours for Teacher Conferences _____ (initial)
- Progress Report of Students _____
- Retention and Promotion _____ (initial)
- Questions and Concerns of Parents _____
- Absences _____
- School Trips _____
- Calendar _____ (initial)
- Conduct _____
- School Rules _____
- Eating, Drinking Chewing _____
- Reprimand or Action due to Student Offences _____ (initial)
- Uniform _____ (initial)

Parent's Name _____

Signature _____

Date _____



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NOTICE TO PARENT/GUARDIAN ON SCHOOL REGULATIONS

All parents/guardians of students do here by agree to abide by the following rules and regulations of Bangladesh International Tutorial (hereinafter referred to as “B.I.T.”):

1. All fees at B.I.T. must be paid punctually when due for each fiscal school term in accordance to the payment policy of the B.I.T. There are (6) six fiscal terms, each a (2) two-month period. School fees should be paid by the first day of each new term.
2. Fees paid to B.I.T. are non-refundable. The B.I.T. School Fees structure which is issued from time to time shall be deemed to be a part of these Regulations.
3. In event of non-payment of fees within fifteenth of any new term, a late fine of 2% (two percent) per week will be attracted, commencing from the date when such fee was first due for payment until full payment of the amount.
4. If any fee remains outstanding after (12) twelve days from the due date of payment, the School shall be entitled to send the relevant student back home until the fees are paid in full.
5. Fees are subject to yearly increase in line with the inflation rate.
6. B.I.T. is not liable for any injury suffered by any student while he/she is attending the School. If any student suffers from a specific malady of health problem, the parent/guardian of such student is required to inform the Principal, of the School of such malady/health problem. Once such information is provided to the Principal, B.I.T. will make all reasonable efforts to ensure that during school hours, teachers provide the concerned student with necessary attention.
7. Parent/guardian has gone through the Parent Handbook, which outlines the appropriate rules of behaviour and dress code of the students of B.I.T.
8. Returning students will have to formally apply for re-admission at the start of every school year, which is subject to approval of the administration authorities of B.I.T.
9. The Principal of B.I.T. reserves the right to present a student with a transfer certificate in case of any act/conduct of omission of the student and/or his/her parent/guardian, which at the sole discretion of B.I.T., is regarded as inappropriate or prejudicial to the reputation and goodwill of B.I.T., the school environment or the other students of B.I.T. Such transfer certificate will generally not be issued on the basis of a student's poor academic performance. B.I.T. will make all reasonable efforts to ensure that the parent/guardian of the student presented with a transfer certificate is provided with a copy of the student's complete academic records.
10. Upon signing of these Regulations, the same shall be deemed to be a legal agreement between the School and the parent/guardian and shall be binding of both the parties.



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11. The School reserves the right to make amendments/changes in these Regulations (including but not limited to any increase in the fee structure), as it reasonable deems fit, without notice to the parent/guardian and any such changes(s) shall be binding on the parent/guardian. The parent/guardian of the student expressly waives any right relating to providing of notices etc. in this regard. Should the parent/guardian have any objection to the amendments/changes in these Regulations, he/she shall be at liberty to remove the student and admit him/her to any other school upon payment of all accrued dues to B.I.T.
12. The parent/guardian of the applicant agrees to hold B.I.T. harmless and indemnified against all actions, suits, proceedings, cost, claims, damages, losses and liabilities whatsoever arising in consequence of or related to any information of change in these Regulations (including but not limited to any increase in the fee structure), notwithstanding the outcome to the suits/proceedings.
13. In no event shall B.I.T. be liable for any damages whatsoever (including, without limitation, incidental, direct, indirect, special and consequential damages of other pecuniary loss) arising out of any information contained in or any change in these Regulations.
14. Without prejudice to any other rights, B.I.T. reserves the right to cancel the admission of a student at any time if the parent/guardian fail to comply with these Regulations of any changes therein, Upon receipt of notice of cancellation, the parent/guardian shall take all necessary steps to remove the concerned student from B.I.T. failing which they will be liable for any damages, cost of expense incurring by B.I.T. in connection therewith.
15. Any dispute between B.I.T. and the parent/guardian relating to these Regulations shall be resolved amicably. If the dispute cannot be amicably resolved, the same will be referred to arbitration in accordance with the provisions of the arbitration Act, 2001 (as may be amended from time to time). The award of the arbitrator shall be final and binding on the parties. All costs of arbitration shall be borne by the party invoking arbitration.
16. Other than the parents/guardians of students – none is allowed inside the school premises. Prior permission must be sought from the authority a week ahead with proper identification – if such a situation occurs.

N.B. The Hizab is acceptable at all times-but parents must never enter the school premises with their faces completely covered. As this affects the security of our school.

No authorised person in full burkha will be allowed to pick up the child.

Signature of Parent /Guardian

Date: _____



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INTRODUCTION TO BIT PARENT HANDBOOK

Welcome to Bangladesh International Tutorial. BIT (Co-educational and a Girl's Section) founded in 1983 is an English medium School of about 2500 students serving the International and Bengali communities in Dhaka. We hope your child's stay with us will be a happy and productive one. This parent handbook has been designed to answer some of the questions you may have about our school.

CURRICULUM

All subjects will be taught in accordance to the Edexcel G.C.E. syllabi. English is the medium of instruction. A second language is essential for every student and currently we offer French and Bengali. French is optional from class VIII and Bengali is compulsory for all Bangladeshi children.

B.I.T. has a fully equipped modern laboratory to complete the IGCSE and A' Level science syllabi.

Edexcel IGCSE Subjects Offered:

1. Accounting
2. Art
3. Biology
4. Bangladesh Studies
5. Bengali
6. Chemistry
7. Chinese
8. Commerce
9. Economics
10. English Language
11. English Literature
12. French
13. Geography
14. History
15. Human Biology
16. ICT
17. Mathematics 'B'
18. Pure Mathematics
19. Physics

Edexcel IAL (International Advanced Level) Subjects Offered:

1. Accounting
2. Art
3. Biology
4. Business Studies
5. Chemistry
6. Economics
7. English Literature
8. French
9. Law
10. Mathematics
11. Physics



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NORMAL AGES OF PUPILS AT THE TIME OF ADMISSION

Class	Age
Playgroup	3
Nursery	4+
KG I	5+
KG II	6+
Class I	7+
Class II	8+
Class III	9+
Class IV	10+
Class V	11+
Class VI	12+
Class VII	13+
Class VIII	14+
Class IX	15+
Class X	16+
A Level First Year	17+

SCHOOL TIMINGS

Section	Campus	Starts	Finishes
GULSHAN	Play Group	8:25 a.m.	11:00 a.m.
	Nursery	8:25 a.m.	11:30 a.m.
	KG I & KG II	8:25 a.m.	12:30 a.m.
	Class I & II	7:55 a.m.	12:40 a.m.
	Class III – VI	7:55 a.m.	1:20 p.m.
	Class VII to X	7:55 a.m.	2:00 p.m. / 2:20 p.m.
UTTARA	Play Group	8:55 a.m.	11:30 a.m.
	Nursery	8:55 a.m.	12:00 noon
	KG I & KG II	8:55 a.m.	1:00 p.m.
	Class I & II	8:25 a.m.	1:20 p.m.
	Class III – VI	8:25 a.m.	1:50 p.m.
	Class VII to XII	8:25 a.m.	2:00 p.m./2:30 p.m./2:50 p.m.

VISITING HOURS FOR TEACHER CONFERENCES

Parents are requested to only enter the school premises for the fixed parent teacher meeting time which is every Thursday from 1:20 to 2:00 pm for students from Class 1- Class X. Nursery and Playgroup teachers are available for consultation on Thursdays from 12:00- 12:30 p.m.



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PROGRESS REPORT OF STUDENT

Report cards are issued twice a year – in January and July- parents will be invited on the last day of each term to collect report cards and discuss their child's progress with class and subject teachers. The grading scale is printed on the back of the report cards which are given to students. Parents and students will be able to review exam scripts on the report card day. Parents unable to attend on the assigned day and time are asked to collect the report card directly from the office. Students who are failing in any subject will be sent warning letters after ten-twelve weeks of the First term and Second Term.

RETENTION AND PROMOTION

At the end of the academic year in June, the teaching staff will recommend those students who will be promoted to the next class which will be noted in the report card. In order to be promoted all students must pass in the three matriculation subjects which are English, Mathematics and a Second language.

Retentions are examined individually: students will be retained in the same class if he or she is academically poor, socially or physically immature and if another year in the same class will lead to a substantial improvement in the student's performance. Parents are always consulted but the school will make the final decision. In special cases, when it is likely to benefit the student, mid year promotions or demotions may be recommended.



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QUESTIONS AND CONCERNS OF PARENTS

The school staff is always available to discuss classroom activities and other problems. We suggest that an appointment be made with the student's class teacher, subject teachers or department head before referring the matter to the Headmaster/mistress. A prior appointment is not needed for visiting the teacher on Thursday after school.

ABSENCES

Students may not leave the school premises during school hours without prior written permission from the parents and the consent of the Headmaster/mistress. The telephone may be used in case of an emergency. When absent, on return all students must bring a written absence written excuse. Students who arrive late more than twice a month may be sent home.

ATTENDANCE/ABSENCES DUE TO ILLNESS

Mumps, Measles, Chicken Pox and Conjunctivitis are very contagious diseases. Hence children should not come to school until the quarantine period of twenty-one days is over. A doctor's certificate is required on return to school.

If a child becomes ill in school, every effort will be made to contact the parents so that he or she may be sent home. However, as communication or transport may be difficult, it is suggested that a sick child not be sent to school.

Please inform the class teacher and Headmaster/mistress if your child is on medication or have any other special health issues.

SCHOOL CALENDAR

A copy is given to each student at the beginning of each school year. In order to make the most of his or her educational experience, the student should attend as many school days as possible. Please cooperate and try not to extend vacation times. Generally, teachers will try to help a student to make up work missed due to absences.

TRIPS

If conditions in the country are satisfactory, trips will be organized for different classes through out the year with written permission of the parents. Your suggestions and help in this respect will be welcomed.

TIFFIN

Please provide only dry finger food such as fruit, cake, sandwiches, etc.



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CONDUCT

School Rules

The goal of the school's discipline policy is to assist each student in developing self-discipline and to learn to take responsibility for his or her actions. Please refer to the general school rules that all students must abide by which are as follows:

1. No child may leave the school premises during school hours without permission from their parents either by letter or by telephone in case of emergency.
2. No smoking or drugs permitted on school grounds and buildings.
3. Modesty of dress and behavior is expected at all times
4. Punctuality and attendance is required: a letter is required to excuse absences.
5. Students must return home as indicated on their registration cards.
6. Free periods are to be used for study in designated rooms.
7. For a first offence, a letter will be sent home and for subsequent offences, a student may be given a T.C.

Eating, Drinking and Gum Chewing

Gum-chewing is not permitted during the school day. Eating and drinking is permitted only in the cafeteria during break and lunch hour.

REPRIMAND OR ACTION DUE TO STUDENT OFFENCES

Students will respect the decisions laid down by the school administration and staff. This shall include conforming to school rules and regulations, community standards and local laws where appropriate. They are also expected to respect the rights of others and to cooperate with members of the school community. Penalties for rule violations are as follows:

Minor Offences

Teachers are urged and expected to handle most discipline problems that occur at school. Minor offences will result in a reprimand by the teacher and a telephone notification to the parents.

Serious Offences

The Principal, Headmaster/mistress and department head will take necessary corrective action and parents will be notified by telephone or post.

Probation

A student may be placed on probation for failures in either academic achievement or disciplinary matters. Probation serves as a warning that the continuance of the same pattern of behavior may result in suspension or expulsion. A student does not have to be on probation as a condition of being suspended or expelled.

Expulsion

Expulsion is given as a last resort when the problem or situation is beyond the school's ability to resolve.



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SCHOOL UNIFORM

Boys must come to school clean shaven at all times: facial hair and beards are not allowed. Failure to comply will result in removal from the school.

Girls and boys are not allowed to wear jewelry to school.

Play School & Kindergarten

Girls' :	Checkered Frocks (BIT prescribed) red, green, blue or orange (any colour)
Boys' :	Checkered Shirts (BIT prescribed) red, green, blue or orange (any colour).
	Knee length shorts (Khaki colour tropical suiting material).
	with BIT logo colour on shirt pocket
	Summer – elbow length sleeved.
	Winter – long sleeved.
Sweater:	Bottle Green with B.I.T. logo
Shoes:	Black (daily use)
	White Keds (for games)
Socks:	White
Class I – Class III	
Girls' :	Long pants or culottes skirt (Khaki colour, tropical suiting material)
Boys' :	Bermuda Pants (Knee length khaki colour shorts)
Shirt :	Khaki colour, (fine fabric but not transparent, cotton mixed)
	with BIT logo colour on shirt pocket
	Summer – elbow length sleeved shirts
	Winter – long sleeved shirts
Tie :	Navy Blue.
Blazer :	Bottle Green with B.I.T. logo on pocket.
Sweater :	Bottle Green with B.I.T. logo
Shoes :	Black (daily use)
	White Keds (for games)
Socks :	White.
Class IV – Class X	
Girls' :	Long pants or culottes skirt (Khaki colour, tropical suiting material)
Boys' :	Long pants (khaki colour)
Shirt :	Khaki colour, (fine fabric but not transparent, cotton mixed)
	with BIT logo on shirt pocket
	Summer – elbow length sleeved shirts
	Winter – long sleeved shirts
Tie :	Navy Blue
Blazer :	Bottle Green with B.I.T. logo on pocket
Sweater :	Bottle Green with B.I.T. logo
Shoes :	Black (daily use)
	White Keds (for games)
Socks :	White



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Class XI and XII	
Girls' :	Sky blue Kameez, white salwar, white dupatta
Boys' :	White shirt, long pants (khaki colour)
Shoes :	Black or white
Socks :	White

N.B. The uniform colour (Khaki) can be seen with the prescribed school tailor.



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ADDRESSES & CONTACT NUMBERS OF B.I.T. CAMPUSES

2013 – 2014

Uttara Administrative Building (Play – Advanced Level)

Plot # 13, Road # 1/A
Sector # 14, Uttara, Dhaka.
Phone: 7920334, 7920340,
7920341, 8956952

KG Section (Play – KG-II)

House # 24, Road # 114,
Gulshan – 1, Dhaka – 1212
Phone : 8828955

Gulshan Administration & Admissions Coed Section (Class I – Class V)

House # N.E.L. (6), Road # 83,
Gulshan – 2, Dhaka – 1217
Phone : 8821065

Girls' Section (Class I – Class X)

House # 36, Road # 43,
Gulshan – 2, Dhaka – 1212
Phone : 8825983

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E-mail : bitschool1983@yahoo.com
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