



PROTOCOL FOR SCHOOL EVENTS

Approved By : Sreenidhi Board of Directors

Date Updated : January, 2025

Review Date : January, 2027

Table of Contents

1. SREENIDHI INTERNATIONAL SCHOOL MISSION AND VISION STATEMENT	3
2. Protocol Statement:	5
3. Use of Commercial Music Policy	5
4. Investiture Ceremony	6
5. Primary School Annual Day	7
6. Secondary School Annual Day	7
7. Annual Sports Day (Annual Sports Days/ Super Mini-sports Days)	8
8. Independence Day & Republic Day Celebrations	9
9. International Students' Day	9
10. Exhibitions (PYP, Personal Project, CAS, Art, TOK, etc.)	9
11. Early Years Graduation Day	10
12. PYP Graduation Day	10
13. DP Graduation Day	10
14. IB EVENTS (IN-SCHOOL & REGIONAL WORKSHOPS)	11
15. SUPER MINI SPORTS FEST	11
16. BOARDERS' EVENING	12
17. FIESTA (A CAS EVENT)	12
18. Chairman's Dinner (Annual Staff Get-together)	12
19. Passing out batches and Sports Team Photographs	13

1. SREENIDHI INTERNATIONAL SCHOOL MISSION AND VISION STATEMENT

Vision

To create internationally minded, socially responsible global citizens.

Mission

Sreenidhi International School cultivates an intellectually challenging environment through holistic and impactful learning, fostering innovation, diversity and student voice, choice and ownership of learning to create internationally minded individuals.

Guiding Statements

- a safe, supportive and legally compliant environment which encourages respect, responsibility, tolerance and compassion.
- a high-quality education that promotes the pursuit of academic excellence, innovation, ethical perspectives and lifelong learning.
- education to be a shared partnership of mutual cooperation amongst all members of the school community.
- an environment of cultural diversity that enhances our school community as well as our understanding of the world.
- a continuum of IB curriculum that is comprehensive to prepare students for the future.
- the ability to demonstrate international-mindedness and attributes of the IB Learner Profile.
- behaviour standards that promote a respectful and responsible school environment.
- an inclusiveness in holistic opportunities dependent on the school resources and availability.
- an understanding of a collective responsibility towards society.
- a commitment to enshrine agency across the community.

IB Mission Statement:

The IB aims to develop inquiring, knowledgeable, caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.



IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

2. Protocol Statement:

Sreenidhi International School – Events and Protocol reflect the vision and the mission statement of school. It fosters the spirit of collaboration, celebration, empowerment, creativity, internationalism, and respect. It brings together all sections of the school to further enhance that learning and celebrations go hand in hand.

Board Chairman will preside in all events (excluding the in-house workshops, IB In-school workshops, IB Regional workshops, or any other professional development events of IB) followed by the Managing Trustee & Executive Director, and Head of School. In case of Board Chairman is invited as Chief Guest for a particular event, the Managing Trustee & Executive Director will preside over the event followed by the Head of School. This document highlights the procedures and protocol/decorum to be followed at the various school events.

Guidelines

The Head of School (HOS) shall:

- Ensure that the protocols are followed at all events.
- Ensure minute to minute agenda of the respective event is sent to the board 24 hours before the event.
- Ensure that a formal invitation (or e-invite) is sent to the Chairman, Managing Trustee & Executive Director, and the members of Executive Board Members.
- Ensure at all events seating arrangements to be made by the Estate department with Chairman, Managing Trustee & Executive Director in the center along with the Senior Leadership Team (SLT) and the Academic Leadership Team (ALT) on either side.
- Ensure the policy of the school of having the two youngest children (a boy and a girl) present along with the Chief Guest or the Presiding/ Guest of Honor in all the events.
- Instruct the school office to prepare a consolidated guest/invitees list which should include dignitaries from the local community, important Government officials, members of the school advisory committee, Principal and Directors of SNIST, and Department Heads from the Corporate office, etc as appropriate.
- Ensure that programs by staff and students reflect the [Use of Commercial Music](#) policy listed below.

3. Use of Commercial Music Policy

This policy is to clarify the guidelines for the use of commercial music in both formal and informal events. This policy is to coincide with the document labeled “School Events & Protocols”.

Formal Events include those in which members of the Executive Board are expected to be present. They include but are not limited to:

1. Investiture Ceremony
2. Annual Days (Primary and Secondary)
3. Annual Sports Day (Annual Sports Days / Super Mini-Sports Fest)
4. Independence Day /Republic Day Celebrations
5. International Students’ Day

6. Exhibitions (PYP, Personal Project, CAS, Art, TOK, etc.)
7. Graduation Days (EYP, PYP, MYP, DP)
8. IB Events (In-school & Regional Workshops)
9. Engage Workshop
10. Boarders' Evening
11. Alumni Events

Informal Events include but are not limited to:

1. Student Assemblies (Primary, Secondary, Whole-school)
2. Classroom or Grade Level Celebrations of Learning
3. Classroom Activities
4. Other informal school activities

The School's philosophy with regard to creativity, innovation, and originality must be reflected in all our events /programs. The preference is for music and lyrics to be student-created original work as much as possible rather than using commercial pieces. Whether student-created or not, a vetting process takes place for all lyrics and movements used in school events and activities.

All lyrics and movements (dance steps/motions/dramatic elements) that are to be used in any form must be vetted by the Head of Arts, the Events Coordinator and Teachers in charge of Formal Events and Teachers in charge of informal events. The vetting process includes reviewing the lyrics and movements to ensure that the music is age-appropriate, fits with the theme/ content of the event, and is appropriate for our school setting. **No Bollywood or Tollywood music and/or dance will be permitted.** The intention is to avoid all lyrics and movements that are sexually suggestive, and contain swearing, cursing, double entendres, and prejudicial or disparaging words through intended or unintended meaning or actions.

The Head of School will be the final authority should the Head of Arts, the Events Coordinator and the Teacher in charge disagree about the use of the musical piece.

4. Investiture Ceremony

Chairman, Managing Trustee & Executive Director to be received by the Head of School, SLT / ALT at the administration block.

The HOS, SLT /ALT to lead the Chairman, Managing Trustee & Executive Director towards the venue and from there student council will escort Chairman, Managing Trustee & Executive Director, SLT, and ALT.

The new student council to be invested by the Head of School.

Pinning of Head Boy by Head of School

Pinning of Head Girl by Managing Trustee & Executive Director

Pinning of Sports Captain (Boys) by Chairman

Pinning of Sports Captain (Girls) by Chairman

Head of the School will address the gathering.

Chairman, Managing Trustee & Executive Director, Head of the School, and members of SLT and ALT will have pictures taken with the new student council and have high tea with the members of the student council and their families.

INVITEES: Parents of the new student council.

DRESS CODE: Formal

5. Primary School Annual Day

Chief Guest to be received by the Chairman, Managing Trustee & Executive Director, Head of the School, SLT & ALT at the administration block.

Refreshments will be served at the administration conference room after which the Chief Guest will be escorted by the Chairman, Managing Trustee & Executive Director, Head of the School, SLT, and ALT to plant a sapling. The two youngest students will be present and help the Chief Guest plant the sapling.

The Chief Guest is escorted to the place of the event and will light the lamp along with the Chairman, Managing Trustee & Executive Director, HOS, SLT, and ALT.

Immediately after the lighting of the lamp, the program will begin with the students' performance, and speeches will be presented during/ before the halftime break.

The Primary Principal or PYP Coordinator will welcome guests and address the audience.

The Managing Trustee & Executive Director will introduce the Chief Guest and deliver the address.

The HOS will give his/her address.

The Chief Guest will address the gathering.

The Chairman and Managing Trustee will present a memento and flowers to Chief Guest as a token of appreciation.

The Primary Principal or Coordinator will propose a vote of thanks.

INVITEES: All Parents of the School.

DRESS CODE: Semi-Formal

6. Secondary School Annual Day

The Chief Guest is to be received by the Chairman, Managing Trustee & Executive Director, Head of the School, SLT, and ALT at the administration block.

Refreshments will be served at the administration conference room after which the Chief Guest will be escorted by the Chairman, Managing Trustee & Executive Director, HOS, SLT, and ALT to plant a sapling. The two youngest students will be present and help the chief guest plant the sapling.

The Chief Guest is escorted to the place of the event and will light the lamp along with the Chairman, Managing Trustee & Executive Director, HOS, SLT, and ALT. Immediately after the lighting of the lamp, the program will begin with students' performance. Speeches will be presented during /before the halftime break.

The Students will welcome everyone.

Member of the Executive Board will introduce the Chief Guest and deliver his/her address.

The HOS will address the gathering.

The presiding address will be delivered by the Chairman.

The Keynote address by the Chief Guest.

The Chairman and Managing Trustee & Executive Director will present a memento and flowers to the Chief Guest as a token of appreciation.

The Coordinator of the event will propose a vote of thanks.

INVITEES: All Parents of the School

DRESS CODE: Semi-Formal

7. Annual Sports Day (Annual Sports Days/ Super Mini-sports Days)

The Chief Guest to be received by the Chairman, Managing Trustee & Executive Director, Head of the School, SLT, and ALT at the administration block.

Refreshments will be served in the administration conference room. Members of the Student council will pin the sports day badges for all the dignitaries present after which the Chief Guest will be escorted by the Chairman, Managing Trustee & Executive Director, Head of School, SLT, and ALT to plant a sapling. The two youngest students will be present and help the chief guest plant the sapling.

The Chief Guest is escorted to the place of the event by Chairman, Managing Trustee & Executive Director, HOS, Director Sports, SLT, and ALT.

The Chief Guest will hoist the Sports Flag.

The Chairman will introduce the Chief Guest and deliver his address.

The Chief Guest will deliver his address and declares the annual sports day open.

Events take place which are followed by award distribution, while the chief guest gives away the awards, the Chairman, Managing Trustee & Executive Board, HOS, SLT, and ALT to be present along with the chief guest for pictures.

The Sports Director, SNSA will give the vote of thanks.

All teachers and staff to be present for this event.

INVITEES: All Parents of the School

DRESS CODE: Students - Sports uniform

Staff - Semi-Formal

8. Independence Day & Republic Day Celebrations

The Chairman, Managing Trustee & Executive Director are to be received by the Head of School, SLT, and ALT at the administration block.

The HOS, SLT, and ALT to lead the Chairman, Managing Trustee & Executive Director towards the venue and the student council will escort the Chairman, Managing Trustee & Executive Director, HOS, SLT, and ALT.

The two youngest students of the school to be present along with the Chairman and other dignitaries, for unfurling the flag and releasing balloons. The HOS and members of the SLT, and ALT will be present on the stage during the ceremony.

The scheduled program for the day will follow as planned by the event committee.

ATTENDANCE: All Staff & Students

DRESS CODE: Students - School Uniform

Staff - Semi-Formal/traditional for the occasion

9. International Students' Day

The Chairman, Managing Trustee & Executive Director are to be received by the Head of the School, SLT, and ALT at the administration block.

The HOS, SLT, and ALT to lead the Chairman, Managing Trustee & Executive Director towards the venue.

The two youngest students of the school are to be present along with the Chairman, accompanied by the HOS and members of the SLT, and ALT, for the inauguration (cutting the ribbon or lighting the lamp) of the event.

The scheduled program for the day will follow as planned and approved.

ATTENDANCE: All Staff & Students

DRESS CODE: Students - School Uniform

Staff - Semi-Formal/traditional for the occasion

10. Exhibitions (PYP, Personal Project, CAS, Art, TOK, etc.)

The Chairman, Managing Trustee & Executive Director are to be received by the Head of School, SLT, and ALT at the administration block.

The HOS, SLT, and ALT to lead the Chairman, Managing Trustee & Executive Director towards the venue for the PYP Exhibition.

The two youngest students of the school are to be present along with the Chairman, accompanied by HOS and members of the SLT, and ALT, for the inauguration (cutting the ribbon or lighting the lamp) of the event.

PYP Principal or PYP Coordinator or MYP Principal or MYP Coordinator shall welcome the gathering that includes the parents and invited guests from other schools.

Students will run the presentation

Exhibition will be formally open to all.

INVITEES: Parents/ Other School staff and students (selective) /Invited Guests

DRESS CODE: Students - School Uniform

Staff - Semi-Formal

11. Early Years Graduation Day

The Chairman, Managing Trustee & Executive Director are to be received by the Head of School, SLT, and ALT at the administration block.

The HOS, SLT, and ALT to lead the Chairman, Managing Trustee & Executive Director towards the venue for the Early Years Graduation Ceremony.

The Graduating Class students will be given certificates and plaques by the Chairman, Managing Trustee & Executive Director, HOS, and members of the ALT. Student(s) of the graduating class will be the master of ceremony and Homeroom Teachers of the Graduating class will present the students.

A Group Photograph will be taken at the end of the Graduation Ceremony

INVITEES: Parents of Graduating class students (EY3)

DRESS CODE: Staff - Semi-Formal

12. PYP Graduation Day

The Chairman, Managing Trustee & Executive Director are to be received by the Head of School, SLT, and ALT at the administration block.

Refreshments will be served at the administration conference room after which the Chief Guest will be escorted by the Chairman, Managing Trustee & Executive Director, Head of School, SLT, and ALT to plant a sapling. The two youngest students will be present and help the chief guest plant the sapling.

Chief Guest is escorted to the place of the event and the procession to the venue will be led by the PYP Principal and PYP Coordinator, followed by the lighting of the lamp as per the procedure laid out.

Estate Department will follow the protocol in arranging the seating on the dais, as appropriate to the function, receiving instructions from the HOS

Structured Programme as approved will follow.

INVITEES: Parents of Grade 5 PYP

DRESS CODE: Formal

13. DP Graduation Day

The Chairman, Managing Trustee & Executive Director are to be received by the Head of School, SLT, and ALT at the administration block.

Refreshments will be served at the administration conference room after which the Chief Guest will be escorted by the Chairman, Managing Trustee & Executive Director, Head of the School, SLT, and ALT to plant a sapling. The two youngest students will be present and help the chief guest plant the sapling.

The Chief Guest is escorted to the place of the event and the procession to the venue will be led by the Head of School, followed by the lighting of the lamp as per the program schedule.

The Estate Department will follow the protocol in arranging the seating on the dais, as appropriate to the function and receiving instructions from the HOS.

The structured program as approved will be followed.

INVITEES: Parents of Grade 12.

DRESS CODE: Formal

14. IB EVENTS (IN-SCHOOL & REGIONAL WORKSHOPS)

The Head of School along with the members of the Senior Leadership Team / Academic Leadership Team will receive the workshop leader at the administration block conference room for a brief introductory meeting.

Refreshments will be served at the admin conference room after which the workshop leader will be escorted by the Head of the School, ALT / SLT to plant a sapling – two youngest students will be present and help the workshop leader plant sapling.

The Head of School will introduce the workshop leader to the faculty members attending the workshop at the workshop venue, after which the workshop sessions begin.

DRESS CODE: Formal as appropriate

15. SUPER MINI SPORTS FEST

Chairman, Managing Trustee & Executive Director to be received by the Head of School, ALT & SLT at the administration block.

Refreshments will be served at the administration conference room after which Chief Guest will be escorted by Chairman, Managing Trustee & Executive Director, Head of School, ALT & SLT to plant a sapling – Two youngest students will be present and help chief guest plant sapling.

Chief Guest is escorted to the place of the event by Chairman, Managing Trustee & Executive Director, HOS, Director Sports, ALT and SLT. The PYP sports prefects will be the compeers for the Fest.

PYP Principal/PYP Coordinator will introduce the Chief Guest and deliver the welcome address.

Chief Guest will deliver his/her address and declares the Super Mini Sports Fest open.

Events take place which are followed by presentation of mementos to all the students of Pre-primary section, by Chief Guest, Chairman and Managing Trustee & Executive Director with HOS and members of ALT and SLT present.

Director, SNSA will propose vote of thanks.

All teachers and staff to be present for this event.

INVITEES: All Parents

DRESS CODE: Formal

16. BOARDERS' EVENING

Chairman, Managing Trustee & Executive Director and Head of School are to be received by the Head of Boarding, Members of ALT & SLT, at the administration block / Amphitheatre.

The Head of Boarding & Members of ALT and SLT will lead the Chairman, Managing Trustee & Executive Director and the HOS towards the Venue. Head of Boarding will deliver a welcome address and felicitate Chairman, Management Trustees and HOS.

Boarders and Staff will be addressed by HOS and then by Chairman.

Scheduled Stage Programme by the boarders will follow:

INVITEES: Boarders' supporting staff-Academic & Admin Staff

DRESS CODE: Formal **School Events & Protocol – Policy**

17. FIESTA (A CAS EVENT)

Fiesta is an event by students of Grade 11, as part of their Diploma Curriculum. Diploma Coordinator and CAS Coordinator will oversee the students' work from the planning stage till the end of the event, periodically reporting to HOS. The proceeds collected from the Fiesta will be handed over to KMR Foundation. HOS will form a committee of students and staff from Diploma Programme and representatives from KMR Foundation to plan and implement the service programmes in the neighbouring villages, based on survey, need, viability and feasibility study. A report should be sent to Executive Board, who will be able to provide legal and administrative support for the success of the programmes.

Chairman, Managing Trustee & Executive Director are to be received by the Head of School, ALT & SLT at the Football Field.

Formal inauguration of Fiesta by Chairman, Management Trustee & Executive Director in the presence of HOS, Members of the ALT & SLT and Grade 11 students, during second half of the Fiesta time (11 am to 8 pm).

INVITEES: Parents & Members of Local Community (an open event through entry ticket)

DRESS CODE: Informal

18. Chairman's Dinner (Annual Staff Get-together)

Annual Staff get-together followed by dinner is hosted by Chairman, Sreenidhi International School, in the month of May, every year. The time during the get-together will be used for celebrating the school's successes for the academic year and also reflect on the work done and plan for the year ahead.

Chairman, Managing Trustee & Executive Director will be received by Head of School, the Pedagogical leadership team and Senior Leadership Team near the amphitheater (Central-spine). The Head of School & Members of ALT and SLT will lead the Chairman, Managing Trustee & Executive Director and Board members towards the Venue (lawns adjacent to swimming pool). Estate Department will arrange the required stage, seating arrangement, IT support and other arrangements as required.

The programme starting from 6 pm will follow a sequence as prepared by the School Events Committee, recommended by HOS and approved by EB. The Programme sequence will have cultural items presented by staff and speeches by Heads of Departments, Pedagogical Leadership Team / Senior Leadership Team, Head of School, Managing Trustees and Chairman.

INVITEES: Staff of Sreenidhi International School and Sreenidhi International Private Limited.

DRESS CODE: Formal

19. Passing out batches and Sports Team Photographs

Chairman, Managing Trustee & Executive Director to be received by the Head of School, ALT & SLT at the Sports Complex near the Estate office by 10:00 am.

Photographs will begin as per the schedule made by the academic team. For DP2 and MYP5 passing out batch - Chairman, Managing Trustee & Executive Director, HOS, CEO, ALT and Homeroom teachers will be seated on the first row. Behind them the students will stand for the photographs. For Sports team photographs - Chairman, Managing Trustee & Executive Director, HOS, CEO, PE Teachers and Coaches will be seated on the first row. Behind them students as per their sports will stand.

Estate department will follow the protocol in making the arrangements.

Dress Code: Passing out batch students - Formal school uniform;

Sports Team - House uniform or their particular team uniforms;

Staff - Formal