



Galileo International School

P.O Box 12968, Muaither North, Doha-Qatar
(Affiliated to C.B.S.E, New Delhi, No:6630268)



PASS / FAIL POLICY	Policy Number	A 02
	Effective Date	02/03/2023
	Issue Date	02/03/2023
	Valid Until	28/02/2026

REVISION HISTORY				
Revision No	Issue Date	Amendment Description	Date Effective	Revalidated
00	Nov 2020	First Issue	Nov 2020	
01	25.11.2020	Review and update	25/11/2020	
02	02.03.23	Review and update	02/03/2023	



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VISION: "Empowering learners for life" تمكين الطلبة للعيش ".

MISSION: "To provide an extraordinary environment for learning, bonding and all-round development that helps create and mould world-class future leaders " لتوفير بيئة غير عادية للتعليم " والتربية الشاملة التي تساعد على إنشاء وتشكيل قادة المستقبل على مستوى عالمي والترباط .



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PASS / FAIL POLICY	Prepared By	
	Issued By	HR Department
	Page 1 of 4	

1. Rationale:

Galileo International School has all children's best interest at heart. Every child learns at a different pace and it is therefore important to take this into account throughout and especially towards the end of each academic year. If a student does not meet the required level expectations as laid out in the curriculum document, Galileo International School reserves the right to hold the student back from moving on to the next year group and/or next curriculum level, resulting in the student repeating their present year group and/or curriculum content level.

2. Applicable to:

- i. All students from Grade 4 to Grade 9 who do not meet the expected grade (33%). This pass grade must be achieved in all core subjects that the student is enrolled in (for example: English, Mathematics, Science, Social, and 2L).



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- ii. At the end of the academic year, a cumulative report with Term 1 and Term II, stating if the student has passed or not passed the academic year overall.
- iii. Students who have not passed: In Term 1, parents will be informed to let them know the student is in danger of not passing the year via a letter, and an intervention program will be put in place. Parents will sign that this information has been received. In Term 2, a formal parent meeting will be held with the parent that the child will be re-assessed. The parents will sign a letter to confirm this meeting. The students who have not met the pass mark of 33% in the cumulative end of year report are re- tested, with parents being notified in writing about the date, time and subject of the re- test. If the student still does not meet the required pass mark (33%) after the re-test, the student will be retained at the current grade level.
- iv. If a student fails in more than one core subjects, no retest will be offered, and the student will be detained in the same grade.
- v. All students who have attendance of less than 75% throughout an academic year will be detained in the same grade.

Note: Absences that are authorized (doctor's note, leave request form) will be taken into account.

1. Parental involvement:

All teaching staff at Galileo International School are committed to updating all parents on a regular basis on their child's academic progress, with at least one school report every term. Parents of children who are in danger of failing their year group in an academic year will be called to discuss their children's progress well in advance, but latest towards the end of the second term. They will be informed in writing and such a letter will be handed over at the aforementioned meeting. If the parents fail to attend the meeting, the letter is accountable as delivered using the electronic means of communication. This is to ensure that the necessary support can be given, and



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children are given the opportunity to improve in the areas addressed to meet the required expectations for the year group.

Appendix 1:

Doha, 9 January 2019

Term 1: MEETING REGARDING THE ACADEMIC PROGRESS OF YOUR CHILD

To the parents of: _____

Grade & Sec _____

This is to inform you that the academic progress of your child is currently not up to the expected level for his/her year group, as he/she is not achieving the required pass grade of 33 % in one or more of his/her subjects. We need to discuss your child's learning so far and discuss further steps and options with regards to his/her academic future.

While the school will extend every assistance and support necessary to aid your child in his/her progress, we need your assistance in the matter, as the learning and support at home is also of great importance and value.

Therefore, the school will contact you shortly to schedule an appointment with you to discuss the above matter.

Yours sincerely,
School Management



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Administration:

Parent phoned: _____

Parent meeting date: _____

I have attended a meeting stating that my child is not passing in some of his/her subjects, as stated in the above letter.

Parent Signature: _____

Parent Name: _____

School Manager Signature: _____

School Manager Name: _____

Appendix 2:

(Date)

Term 2: FAILING GRADES – PARENT MEETING AND RE-ASSESSMENT

To the parents of: _____

Grade & Sec _____

You are receiving this letter because your child has failed one or more subjects in the second term of the *(insert appropriate date)* academic year.

It is important to note that for a student to move up a year level, both Galileo International School Policy, CBSE and the Ministry of Education and Higher Education policy states that a student is required to achieve an average pass grade of 33% across the academic year in each subject. By failing to achieve a pass grade in one or more subjects this term, your child is in danger of not achieving the cumulative grade necessary at the end of the academic year.



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While the school will extend every assistance and support necessary to aid your child in his/her progress, we need your assistance in the matter, as the learning and support at home is also of great importance and value.

Therefore, the school will contact you shortly to schedule an appointment with you on the above matter.

Yours sincerely,

School Management.

Administration:

Parent phoned: _____

Parent meeting date: _____

I have attended a meeting stating that my child is not passing in some of his/her subjects, as stated in the above letter. I am aware that he/she is in danger of not passing the Year level.

Parent Signature: _____

Parent Name: _____

School Manager Signature: _____

School Manager Name: _____



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Appendix 3:

(Date)

Term 3: FAILING GRADES – RE-TEST FOR PROMOTION TO THE NEXT YEAR LEVEL

To the parents of: _____ Year _____

You are receiving this letter because your child has failed to achieve a cumulative grade of 33% over one or more subjects the *(insert appropriate year)* academic year. To move up a year level, students at Galileo International School are required to achieve a pass grade of 33%. By failing to achieve this grade, your child will need to repeat the year group. It is the Ministry of Education and Higher Education's policy as well as CBSE's that students must pass with 33% in every subject before passing to the next year level.

It is important that you understand that we, as a school, need to ensure your child's readiness to move up to the next year level. Promoting any child who is not at the academic level for the next grade would be detrimental to their overall academic progress, as they will not be able to access the following year's curriculum successfully.

We will offer your child the opportunity to show his/her ability in the subjects that the 33% grade has not been achieved. He/she will have to re-test in the subjects that he/she failed in this academic year.

The school will contact you shortly to schedule a meeting to discuss the above matter.

Thank you for your cooperation in the best interest of your child.

Yours sincerely,

School Management



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Administration:

Parent phoned: _____

Parent meeting date: _____

Re-tests scheduled: _____

I have attended a meeting stating that my child has not achieved a cumulative grade of 33% in some of his/her subjects, as stated in the above letter. I am aware that he/she will not be promoted to the next grade level if the retest is not passed with at least a 33% grade.

Parent Signature: _____

Parent Name: _____

School Manager Signature: _____

School Manager Name: _____



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