

PASS / FAIL POLICY	Policy Number	A 02
	Effective Date	02/03/2023
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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	

PASS / FAIL POLICY	Prepared By	
	Issued By	HR Department
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Pass and Promotion Policy

Galileo International School

1. Rationale

Galileo International School is committed to fostering the academic excellence and holistic development of every student. We recognize that students have diverse learning needs and progress at varying paces. To ensure each student achieves their full potential, continuous monitoring and evaluation of academic performance is integral to our educational approach. As part of this commitment, students are expected to meet the minimum academic standards specified in the school's curriculum framework by the end of each academic year. In cases where a student does not demonstrate adequate mastery of foundational concepts and skills, the school reserves the right to retain the student in their current grade level. This is to ensure the student receives the necessary support and opportunities to succeed in future academic pursuits.

2. Scope and Applicability

This policy is applicable to all students enrolled in **Grades 4 to Grade 11**.

- All **core academic subjects**, which include:
 - **English**
 - **Mathematics**
 - **Science**
 - **Social Science**
 - **Second Language (2L)**



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3. Academic Promotion Criteria

i. Minimum Pass Percentage

To qualify for promotion to the next grade level, students must attain a minimum of **33%** in each core subject.

ii. Cumulative Assessment Basis

Promotion is determined by the **cumulative performance** of the student across both Term 1 and Term 2 assessments. A **consolidated academic report** will be issued at the end of the academic year to reflect the overall performance.

iii. Parental Notification and Intervention Support

Term 1:

- Parents of students who do not meet the academic expectations will receive a formal written notification.
- A **parent-teacher meeting** will be scheduled to discuss the student's academic standing.
- An **intervention plan** will be initiated, tailored to the student's academic needs.
- Parents are required to provide a **signed acknowledgment** of this notification and the proposed intervention.

Term 2:

- A follow-up meeting will be held with parents of students still at risk.
- The student's academic status will be reviewed, and a final decision regarding eligibility for promotion will be shared.
- A **re-test** will be scheduled for students who have failed **only one** core subject, and parents will be informed in writing.
- A **signed acknowledgment** will again be required.

iv. Re-Test and Retention Policy

- A **single-subject failure** qualifies the student for one opportunity to appear for a **re-test** in that subject.



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- Failure to meet the 33% pass mark in the re-test will result in the **student being retained** in the same grade.
- If a student fails in **more than one** core subject, **no re-test** will be offered, and the student will be **automatically retained**.

v. Attendance Requirement

This policy is applicable to all students enrolled in **Grades 1 to Grade 11**.

- Students must maintain a **minimum attendance of 75%** throughout the academic year.
- **Authorized absences** supported by valid documentation (such as medical certificates or pre approved leave applications) will be considered while computing the attendance percentage.

4. Parental Involvement and Communication

Galileo International School places strong emphasis on effective and transparent communication with parents. Their cooperation is vital in supporting students who are academically at risk.

- **Academic reports** will be issued at the end of each term, highlighting the student's progress and areas of concern.
- Parents of students at risk of not meeting promotion criteria will be invited to the school for **individual academic review meetings**.
- In cases where parents are unable to attend scheduled meetings, the school will ensure the information is shared via **electronic communication** (email or WhatsApp).
- **Timely parental response and collaboration** are expected to facilitate the successful implementation of academic intervention strategies.

This policy reflects Galileo International School's commitment to upholding academic standards while ensuring that every student is given fair opportunities and appropriate support to succeed.



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Appendix 1

Doha, 9 January 2019

Term 1: MEETING REGARDING THE ACADEMIC PROGRESS OF YOUR CHILD

To the Parents of: _____

Grade & Section:

This is to inform you that your child's academic progress is currently not meeting the expected level for his/her grade. He/she is not achieving the required pass grade of 50% in one or more subjects.

We would like to meet with you to discuss your child's academic performance and identify further steps and support required to help improve his/her learning.

While the school will extend all possible academic assistance, support at home plays an equally important role in helping your child succeed.

Our team will be contacting you shortly to schedule a meeting regarding this matter.

Yours sincerely,

School Management

Administration Record:

Parent Contacted by Phone: _____

Parent Meeting Date: _____

Acknowledgement:

I acknowledge that I have attended a meeting regarding my child's academic underperformance as outlined above.

Parent Signature: _____

Parent Name: _____

School Manager Signature: _____

School Manager Name: _____



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Appendix 2

(Date)

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

To the Parents of: _____ Grade & Section:

You are receiving this letter because your child has failed one or more subjects in Term 2 of the _____ academic year.

As per the policies of Galileo International School, CBSE, and the Ministry of Education and Higher Education, a student must secure an average pass grade of 33% across the academic year in each subject to be promoted to the next grade level.

Failure to achieve this requirement places your child at risk of not passing the academic year.

The school will provide all academic support required; however, your involvement and support at home are equally essential.

We will be contacting you shortly to schedule a meeting to further discuss this matter and the necessary intervention.

Yours sincerely,

School Management

Administration Record:

Parent Contacted by Phone: _____

Parent Meeting Date: _____

Acknowledgement:

I acknowledge that I have attended a meeting regarding my child's failure to pass one or more subjects, as outlined above. I am aware that my child is at risk of not being promoted to the next grade.

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: _____ Grade & Section:

You are receiving this letter because your child has not achieved a cumulative pass grade of 33% in one or more subjects for the academic year _____.

According to Galileo International School and the Ministry of Education and Higher Education, students must achieve at least 33% in each subject to be promoted.

If this requirement is not met, the student will have to repeat the academic year.

We would like to offer your child a re-test opportunity in the subjects where the 33% benchmark was not achieved.

Promoting a student who is not academically ready would hinder their ability to cope with the next year's curriculum.

Our team will contact you shortly to schedule a meeting and inform you of the retest schedule.

Thank you for your cooperation and commitment to your child's academic success.

Yours sincerely,

School Management

Administration Record:

Parent Contacted by Phone: _____

Parent Meeting Date: _____

Re-tests Scheduled: _____

Acknowledgement:

I acknowledge that I have attended a meeting regarding my child's failure to achieve the required cumulative pass grade. I am aware that he/she must pass the retests with at least 33% to be promoted to the next grade.

Parent Signature: _____

Parent Name: _____

School Manager Signature: _____

School Manager Name: _____



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