

ஸ்டுட்கார்ட் தமிழ்ச் சங்கம் தமிழ்ப் பள்ளி

Stuttgart Tamil Sangam Tamil School

(Affiliated to Stuttgart Tamil Sangam e.V)

ஸ்டுட்கார்ட் மாவட்ட நீதிமன்றம் (Amtsgericht Stuttgart) - பதிவு எண்: 724741 (Reg.Nr 724741)

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Stuttgart Tamil Sangam Tamil School (STSTS) Rules and Regulations

The main objective of Stuttgart Tamil Sangam Tamil School (STSTS) is to function as a contact centre for Tamil learners in Germany with an official agreement with Tamil Virtual Academy (TVA). Additionally to provide the best Tamil educational program and learning environment to every student. STSTS believe together with other students that every individual student will get a better place to learn Tamil language and Tamil culture. Perfect learning behaviour is expected from all STSTS students during online and offline classes. All STSTS teachers, volunteers and Tamil board provided with the information about STSTS policy, rules and regulations, responsibilities and expectations.

Nominal count and fixed study batch is maintained throughout study duration to achieve an additional bonding and equal chance to interact with STSTS teachers. However, STSTS board has complete control and responsibility to make decisions either before or during the study duration.

Courses

STSTS provides the chances to learn Primary level and all Certificate level classes defined by Tamil Virtual Academy. Pre and/or mid-year student evaluation will be performed to choose the right courses for students.

1	மழலைக்கல்வி I & II (Primary level): இளம் குழந்தைகள் பள்ளிப் பாடங்களைக் கற்பதற்கு முன், தானே பாடங்களைப் பாடல் மூலமாகவும், காட்சிகள் மூலமாகவும், கதைகள் மூலமாகவும் பார்த்தும் கேட்டும் மகிழ்ந்து, ஆர்வத்துடன் கற்கும் வகையில் மழலைக் கல்வி என்ற பகுதியில் பாடங்கள் தரப்பட்டுள்ளன. இதில், எழுத்துகள், உரையாடல், கதைகள், பாடல்கள், வழக்குச் சொற்கள், எண்கள், ஆகியவை படங்கள், இயக்கப் படங்கள், ஒலி, ஒளிக் காட்சிகள் வாயிலாக வழங்கப்படுகின்றன	Primary level 1 & 2: Before getting into the school's usual lessons, to induce interest in kids to learn, the lessons are structured through simple mediums like stories, songs and pictures. Such methods help the children to learn through their senses. Letters, numbers, conversations, stories, rhymes, colloquial words are all presented in the form of pictures, videos and sounds.
2	சான்றிதழ்க்கல்வி - அடிப்படை நிலை (Basic level): எழுத்துகள் அறிமுகம், சொற்களைக் கற்றல், சிறு தொடர் கற்றல், எழுதும் பயிற்சி, மழலைப்	Certificate course - Basic level: Introduction to letters, learning words, making small sentences, practice writing, rhymes and moral stories constitute the

	பாடல்கள், அறநெறிக் கதைகள் ஆகிய பாடப்பொருட்கள் இதில் அடங்கும்	content of this course.
3	சான்றிதழ்க்கல்வி - இடைநிலை (Intermediate level): சொல், பொருள், தொடர், இலக்கணம் ஆகிய மொழிக் கூறுகள்- கேட்டுக் கற்றல், படித்துக்கற்றல், பேசிக்கற்றல், எழுதிக்கற்றல் ஆகிய திறன்களை வளர்க்கும் வகையில் பல தலைப்புகளில் பாடங்களாக வடிவமைக்கப்பட்டுள்ளன. அடிப்படைப் பாடங்களின் தொடர்ச்சியாகவும் மேல் நிலைப் பாடங்களுக்கான முன் தகுதியாகவும் இப்பாடங்கள் உருவமைக்கப்பட்டுள்ளன	Certificate course – Intermediate level: Learning language components such as words, synonyms, phrases and grammar are designed in such a way that kids get to learn them via vocal, writing, listening and reading modes. In order to make the learning sessions interesting and content-rich, numerous topics are presented in the aforementioned modes. We took care that the contents presented in this level forms a bridge between the basic and higher-level course.
4	சான்றிதழ்க்கல்வி – மேல்நிலை (Higher level): அறிவியல் கட்டுரை, பயணக்கட்டுரை, இலக்கியக் கட்டுரை, கடிதம், நேர்காணல், நாடகம், உரையாடல், சிறுகதை, வருணனை, இதழியல் பயன்பாடு போன்ற உரைநடைத் தமிழ் ; வாழ்த்துப்பாடல், நாட்டுப்புறப்பாடல், அறவுரைப்பாடல், மறுமலர்ச்சிப் பாடல், தொடர்நிலைச் செய்யுள், பல்சுவைப்பாடல் போன்ற கவிதைத் தமிழ் ஆகியவற்றில் திறன்களை வளர்க்கும் வகையில் பல தலைப்புகளில் மேல் நிலைப்பாடங்கள் அமைகின்றன. இதனுள் மொழிப்பயன்பாட்டிற்குத் துணையான மரபியல் இலக்கணப் பாடங்களும் தரப்படுகின்றன. மேல்நிலைப் பாடங்கள்-இடைநிலைப் பாடங்களின் தொடர்ச்சியாகவும், தமிழகப் பள்ளிக் கல்வியின் 6 ஆம் வகுப்பு வரையிலான திறன்களைத் தழுவினவாகவும் அமைந்துள்ளன.	Certificate course – Higher level: The focus on this level is to increase the skill sets of students in the areas of articles on science, travel, literature, letter writing, interview, stage play, conversations, short stories, commentary and journalistic use. In addition to that, higher level students will learn to read and understand poems on greetings, folklore, morals, revolutionary thoughts, serialization style, multi-genre contents. To supplement language usage, the aforementioned lessons are accompanied by generic grammar components. As a continuation of basic and intermediate, high level education covers the skill sets of up to Class 6 of Tamil Nadu school education.

Student Evaluation

The minimum age to join any STSTS classes is four years (4 years). However, Tamil board members with teachers and/or parents will do the student pre-evaluation before choosing the right study batches. STSTS Tamil board and teachers will have all rights to re-evaluate and change the class by discussing with Parents. Parents were also given chance to check and request the STSTS board to change the different level classes. STSTS board has all rights to accept, reject or postpone the request.

Additionally, all certificate level (Basic, Intermediate and Higher level) class students should participate and clear TVA certificate exams.

Student admission policy:

Filling admission form with Passport size photo and other relevant documents.

Enrolling in TVA website and getting a student identification number.

Student Attendance Policy:

STSTS will follow the Baden-Württemberg School calendar; meaning that the vacation days will be aligned to that.

Perfect Attendance: 100% attendance is expected from all students. Parents should support to ensure this. STSTS board will honour the student with 100% Attendance at the end of every study year. 100% attendance is required to qualify for a perfect attendance award. The students must be present in the class when the class starts to qualify for perfect attendance. The class teachers / Tamil board members will communicate the class timing well in advance.

Absence Policy: An absence will be marked as absent in the attendance record irrespective of the reason. It is important that the student attends all the classes. However, parents should report the absence timely to avoid any delay to start the class.

Student Progress Report Policy:

Term Progress Report:

At the end of each term, teachers issue a progress report to the students. Parents are encouraged to contact the child's teacher or the school Principal to discuss students' progress. If necessary, a parent teacher meeting can be scheduled to review the student's progress and set goals to promote achievement.

Annual Student's Rank Report:

(Year-round Evaluation of student's skills and knowledge)

Each student will be observed in the class by his/her teacher on every school day for his/her attendance, class participation and homework skills. Additionally, students in the higher grade levels will be observed for reading, recital, writing projects and book reports etc. All these observations are entered into the student's log book.

This information will be used at the end of the year, along with the student's Term Test scores and Final exam score, to calculate the year-round performance of the student and to promote the student to the next grade.

Disciplinary Action:

STSTS believes in disciplining the students in a positive way. STSTS reserves the right to take any appropriate disciplinary action to preserve the orderliness of the class. The student will be given two (2) verbal warnings for any misconduct in the class. After that, the teacher will notify the parent. If needed, the parent will sit in the class to observe their child's conduct and work with the teacher to discipline the student. It is the parent's responsibility to make sure that the student does not disturb the class by bringing toys, comic books, video games, walkman etc., to school. Tobacco, alcohol, weapons, and illegal drugs are prohibited on the school premises.

These items are not allowed in the classroom. Bringing pets is not allowed in the class or school premises.

Student Drop and Pickup policy:

Parents are responsible for dropping the kids in the appropriate classroom and picking up kids from class on time. STSTS is not responsible for any untoward behavior/activities from both kids and parents that affect the general atmosphere of the premises where the classes are held. STSTS is responsible for the kids only during the class hours. Parents/Guardians are requested to take charge beyond the class times. Each parent is responsible for following the parking rules of the premises where the classes are held (e.g. obtaining required parking permits where necessary). STSTS is not responsible for any parking violations by the student, parents, or volunteers.

Usage of teaching materials:

The teaching materials provided are the exclusive property of STSTS and may not be shared with anyone other than STSTS students, with the approval of the teacher. Taking photos or recording/filming during classes is strictly prohibited. If it is deemed necessary, permission must be sought and obtained from the respective class teacher beforehand. Any violations of these rules will result in termination of enrollment.

Emergency Evacuation Procedure:

Every year STSTS conducts emergency drills in all the branches and we give emergency handbooks to all our teachers and officers. Copies of the Emergency Evacuation procedure will be posted in the school premises.

Emergency Medical care for students:

In case of any medical emergency, the student will be taken to the nearest hospital or will be cared for by the emergency medical team. We will call 112 in case of an emergency and will notify the parents. In case of non-life-threatening injuries, we will notify the parents only. The student will be cared for and kept comfortable. It is the parent's responsibility to transport the student to the doctor. **STSTS is not financially responsible for any medical procedures rendered.**

Soliciting in the premises of STSTS:

The STSTS Board does not allow anyone to solicit, advertise, use the STSTS notice board for non-STSTS flyers, or sell tickets for any non-STSTS related events within the premises of STSTS. Any flyers must be approved in writing by the school Principals or the board before they are posted on the school premises.

Announcing Nonpublic information about STSTS and Students:

STSTS Board strictly prohibits disclosing the following confidential information to the public without STSTS Board's consent: "Syllabus, Model question papers, Actual question papers, Skillset document, Education system and processes, Training materials, Financial information, Information about students parents and volunteers. Student handbooks, Teachers logbooks, STS Manual, Course materials including but not limited to books, DVDs, activity materials, etc.,".

Parents teachers meet (PTM):

PTMs will be scheduled at regular intervals during the academic year. Parents/guardians will receive advance notice of these meetings. Parents/guardians are encouraged to attend PTMs to discuss their child's progress, address concerns, and receive feedback.

Tuition fee:

Stuttgart Tamil Sangam e.V., | IBAN: DE44 6025 0010 0015 1850 06 | BIC: SOLADES1WBN

STSTS Board requests the parents/guardians to uphold the following points on transferring tuition fees for the students.

1. Until the SEPA agreement is signed, a standing order MUST be organized by the parent/guardian in their bank account. After the admission, the parent/guardian is asked to send a copy of proof for this standing order.
2. Tuition fees must leave the source account on or before the fifth (5th) of every month without exception. The amount is accounted for from the current month onwards.
3. The tuition fee amount is fixed for every month from January to December (Per month for the kids of **STS members Nine euros (9€)** and for **non-members Ten euros (10€)**).
4. Tuition fee options:

Payment cycle	Members (€)	Non-members (€)
Monthly	9	10
Quarterly (3 months)	27	30
Half-yearly (6 months)	54	60
Yearly (12 months)	108	120

5. Under the transfer purpose it is MUST to add the kid's name and surname.
6. If there is more than one kid in a family, it is necessary to make two different transfers.
7. If for an unformidable reason, the transfer for a particular month didn't happen, the parent/guardian MUST inform the Tamil school admin at the right time. Without further notification, the due must be covered in next month's transfer. It's also necessary to update the transfer's purpose accordingly.
8. For any issues in transferring the tuition fee, the parent/guardian can approach the Tamil school admins or the class teacher anytime other than class hours. STSTS will support the need.
9. If the tuition fee for a student is not paid for 2 consecutive months. The parent will be given a notification with a notice period of 1 month to take remedy action. If the notice period is not attended, the student cannot attend the class further.

Exam fee:

Every year STSTS will arrange exams under the guidance of Tamil Virtual Academy (TVA) Tamil Nadu. Whether a student appears on the exam or not will be decided together with the class teacher and the parent. It's not compulsory to take the exam in the same year. Here the comfort of the student and the interest from the parent will be given more priority.

To appear for an exam, the exam fee needs to be paid to TVA. The school admin will inform you about the process and exam fee information before the exam.

Termination policy




STSTS aims to travel along with every student from the 'Mazhalai kalvi' level to the 'Higher education' level. However, due to the given situation, it may be needed for a student to terminate the schooling. In such cases, the parent/guardian is requested to send an email to stuttgarttamilschool@gmail.com, the school admin will guide you through the process. The minimum time required to initiate the termination policy is three (3)

months before the month starts. In the event of any additional fees paid through alternative payment methods, refunds will be calculated monthly.

Right of withdrawal

Parents/Guardians have the right to withdraw from this contract without the need to provide a specific reason within a period of fourteen (14) days, starting from the date when this contract was signed. If the contract is canceled within this time frame, any fees paid will be promptly refunded. To exercise your right of withdrawal, Parents/Guardians are kindly requested to inform us, STSTS, through your child's class teacher and by sending an email to stuttgarttamilschool@gmail.com, indicating your decision to withdraw from this contract.

Stuttgart Tamil Sangam wishes all the best to the new students in learning a language 6000 years old and fortunately happens to be our mother tongue. Happy learning kids!

		
Tamil Council Stuttgart Tamil Sangam e.V. Santhosh Kumar Panneerselvam	Vice-President Stuttgart Tamil Sangam e.V. Prema Ramachandran	General Secretary Stuttgart Tamil Sangam e.V. Bhuvanewari Somasundaram