

iSTEM ENGLISH MEDIUM SCHOOL ADMIN STAFF INFORMATION GUIDE

(Admission & Visitor Information Handbook)

DESIGNATED ADMISSION COUNSELOR

❖ **Mr. D. M. Anwar Hossen (Head of Admission & Marketing)**

In the absence of Mr. Anwar Hossen

Mr. Md. Arzu Islam (Principal)

❖ In the absence of the Principal

Raihatul Islam (Section Head i-Primary)

❖ If all of the above personnel are unavailable:

Any administrative staff member should:

- Welcome the visitor politely.
- Collect basic student information using the Student Information Form.
- Provide the standard information listed in this guide.
- ❖ For any special request, fee negotiation, scholarship, discount, or policy-related matter, refer the visitor to the designated Admission Counselor, Principal, or Section Head.

যেকোনো প্রশাসনিক (Administrative) স্টাফ সদস্যের করণীয়:

- ❖ আগত অভিভাবক বা দর্শনার্থীকে ভদ্রতা ও আন্তরিকতার সাথে স্বাগত জানাতে হবে।
- ❖ Student Information Form-এর মাধ্যমে শিক্ষার্থীর প্রাথমিক তথ্য সংগ্রহ করতে হবে।
- ❖ এই নির্দেশিকায় উল্লেখিত তথ্যসমূহ অভিভাবক বা দর্শনার্থীকে প্রদান করতে হবে।

বিশেষ নির্দেশনা:

- ❖ ভর্তি ফি নিয়ে আলোচনা, ডিসকাউন্ট, স্কলারশিপ, বিশেষ সুবিধা, ফি সমন্বয় অথবা স্কুলের নীতিমালা-সংক্রান্ত যেকোনো বিশেষ অনুরোধের ক্ষেত্রে দর্শনার্থীকে নির্ধারিত Admission Counselor, Principal অথবা সংশ্লিষ্ট Section Head-এর কাছে রেফার করতে হবে।

1. ABOUT THE ESTABLISHMENT

- ❖ iSTEM English Medium School was established in 2017. Initially, the institution provided coaching support to students from STD-6 to AS Level.
 - ❖ In 2023, iSTEM received approval from the Dhaka Education Board and also became an approved institution under Pearson Edexcel. The school is also a British Council Partner School.
 - ❖ Our Founder and Managing Director is Mr. Mokammel Hoq, an educationist based in England and Director of Curriculum Development at Manchester College, UK.
 - ❖ The Chairman of iSTEM is Professor Dr. Abul Kashem (DUET).
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- iSTEM English Medium School ২০১৭ সালে প্রতিষ্ঠিত হয়। শুরুতে প্রতিষ্ঠানটি STD-6 থেকে AS Level পর্যন্ত শিক্ষার্থীদের জন্য একাডেমিক কোচিং সাপোর্ট প্রদান করত।
 - ২০২৩ সালে iSTEM ঢাকা শিক্ষা বোর্ডের অনুমোদন লাভ করে এবং Pearson Edexcel-এর অনুমোদিত প্রতিষ্ঠান হিসেবে স্বীকৃতি পায়। এছাড়াও iSTEM একটি British Council Partner School।
 - আমাদের প্রতিষ্ঠাতা ও ব্যবস্থাপনা পরিচালক জনাব মোকাম্মেল হক, যিনি যুক্তরাজ্যে একজন শিক্ষাবিদ এবং Manchester College, UK-এর Director of Curriculum Development হিসেবে কর্মরত।
 - প্রতিষ্ঠানের চেয়ারম্যান হলেন প্রফেসর ড. আবুল কাশেম (DUET)।

2. ABOUT THE CURRICULUM

- iSTEM follows a holistic and blended curriculum (**STEM+ EYFS+ Regional Board + Montessori Practice**) from Pre-Play to STD-7.
 - After completing STD-7, students may choose either:
 - Cambridge Pathway or
 - Pearson Edexcel Pathway
 - This system allows students and parents to select the most suitable international curriculum according to their future educational goals.
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- ❖ iSTEM Pre-Play থেকে STD-7 পর্যন্ত একটি Holistic এবং Blended Curriculum অনুসরণ করে।
 - ❖ STD-7 সম্পন্ন করার পর শিক্ষার্থীরা নিম্নলিখিত যেকোনো একটি আন্তর্জাতিক শিক্ষা ধারায় অগ্রসর হতে পারে:
 - ❖ Cambridge Curriculum অথবা
 - ❖ Pearson Edexcel Curriculum
 - ❖ এর মাধ্যমে শিক্ষার্থী ও অভিভাবকরা তাদের ভবিষ্যৎ শিক্ষাগত পরিকল্পনা অনুযায়ী উপযুক্ত শিক্ষা ব্যবস্থা নির্বাচন করতে পারেন।

3. STUDENT-TEACHER RATIO

- iSTEM maintains an international standard Student-Teacher Ratio.
 - Current Ratio: 7 Students: 1 Teacher
 - International Standard: 10 Students: 1 Teacher
 - This enables teachers to provide individual attention and better academic support to every student.
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- iSTEM আন্তর্জাতিক মানের Student-Teacher Ratio বজায় রাখে।
 - বর্তমান অনুপাত: ৭ জন শিক্ষার্থী : ১ জন শিক্ষক
 - আন্তর্জাতিক গড় অনুপাত: ১০ জন শিক্ষার্থী : ১ জন শিক্ষক
 - এর ফলে প্রতিটি শিক্ষার্থী ব্যক্তিগত যত্ন ও উন্নত একাডেমিক সহায়তা পেয়ে থাকে।

4. ABOUT FEES

- For the current academic year, iSTEM is offering:
- 80% Discount on Admission Fees
- All other fees must be explained according to the officially approved Fee Chart.
- Administrative staff should not provide unauthorized discounts or fee commitments.

- ❖ চলতি শিক্ষাবর্ষে iSTEM প্রদান করছে:
- ❖ Admission Fee-এর উপর ৮০% ছাড়
- ❖ অন্যান্য সকল ফি অনুমোদিত Fee Chart অনুযায়ী ব্যাখ্যা করতে হবে।
- ❖ কোনো প্রশাসনিক কর্মী নিজ উদ্যোগে অতিরিক্ত ছাড় বা বিশেষ আর্থিক প্রতিশ্রুতি দিতে পারবেন না।

5. CLASS SIZE, SECTION & SHIFT INFORMATION

- ❖ For information regarding:
 - ❖ Class Size
 - ❖ Available Seats
 - ❖ Number of Sections
 - ❖ Class Shifts
 - ❖ Seat Availability
 - ❖ Please refer to the latest approved Class Capacity & Seat Availability Document.
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- নিম্নোক্ত তথ্যের জন্য:
 - প্রতি শ্রেণির শিক্ষার্থী সংখ্যা
 - খালি আসনের সংখ্যা
 - সেকশনের সংখ্যা
 - শিফট ব্যবস্থা
 - আসনের প্রাপ্যতা
 - সর্বশেষ অনুমোদিত Class Capacity & Seat Availability Document অনুসরণ করতে হবে।

Class	Section	Session	Total No of Seat	
			Morning (9:00-11:00)	Day (11:30-1:30)
Pre-Play	No-Sec	2026-2027	0	16
Play	Future Star	2026-2027	16	16
Play	Curious Cube	2026	0	16
Nursery	Sunshine	2026-2027	16	16
Nursery	Little Sprouts	2026	0	16
KG	Dream Chasers	2026-2027	16	0
KG	Early Einsteins	2026	16	0
STD-1	Mars	2026-2027	12	0
STD-1	Jupiter	2026	8	0
STD-2	No-Sec	2026-2027	14	0
STD-3	No-Sec	2026-2027	14	0
STD-4	No-Sec	2026-2027	14	0
STD-5	No-Sec	2026-2027	14	0
STD-6	No-Sec	2026-2027	12	0
STD-7	No-Sec	2026-2027	12	0
STD-8	Edx-O-lvl Alpha-3	2026-2027	0	16
			164	96

IMPORTANT INSTRUCTION

For any information beyond the scope of this guide, including:

- Additional discounts
- Scholarships
- Special approvals
- Academic policies
- Fee waivers
- Complaints or grievances

➤ Visitors must be referred to the designated Admission Counselor, Principal, or Section Head.

- ❖ এই নির্দেশিকার বাইরে কোনো বিষয়ে তথ্য প্রয়োজন হলে, যেমন:
- ❖ অতিরিক্ত ছাড়
- ❖ স্কলারশিপ
- ❖ বিশেষ অনুমোদন
- ❖ একাডেমিক নীতিমালা
- ❖ ফি মণ্ডকুফ
- ❖ অভিযোগ বা পরামর্শ
- ❖ তাহলে ভিজিটরকে অবশ্যই **Admission Counselor, Principal** অথবা **Section Head**-এর সাথে যোগাযোগ করতে অনুরোধ করতে হবে।

Admission Counseling

Assalamu Alaikum,

- Welcome to the first STEM School in Bangladesh “**iSTEM English Medium School**”

Our mission and vision is to prepare students not only for examinations but also for future innovation, leadership development through specially designed curriculum, build up communication and problem-solving skills.

Our classrooms are well equipped with Projector and Multimedia set-up, student-friendly Environment boost the confident of every learners.

At iSTEM, we focus on:

- Safe and inclusive environment.
- World Class Education with affordable Cost
- Edexcel / Cambridge Curriculum (From STD-VIII to A-level)

- Blended Curriculum. **(STEM+ EYFS+ Regional Board + Montessori Practice)** for Pre-Play to STD-VII
- Activity & Project-Based Learning
- Spoken English & Communication Skills Public Speaking Classes
- Highly Experience teaching staff.
- Regular Training from British Council
- Regular Project Presentation.
- Individual Student Care & Differentiated SOW
- Demand Pull Method (Need Based Learning)
- Critical Thinking & Creativity
- Moral & Religious Values.
- Independent Learning Ability & Teamwork
- Digital & Technological Skills
- Science & Robotics Activities
- Indoor & Outdoor Activities
- Regular Parents Meeting & Progress Report
- For O Level and A Level Graduate, we provide careers advice, university counseling,

Frequently Asked Questions (FAQ)

1. Which curriculum do you follow?

- Edexcel / Cambridge Curriculum (From STD-VIII to A-level)
- Blended Curriculum. **(STEM+ EYFS+ Regional Board + Montessori Practice)** for Pre-Play to STD-VII

2. Which classes do you offer / How many students do you have currently/ How many students you allow per class?

- ❖ Currently we have around 200 students in total from Play Group to A-level.
Give any other related information from the list below:

Class	Section	Session	Total No of Seat	
			Morning (9:00-11:00)	Day (11:30-1:30)
Pre-Play	No-Sec	2026-2027	0	16
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STD-7	No-Sec	2026-2027	12	0
STD-8	Edx-O-lvl Alpha-3	2026-2027	0	16
			164	96

3. What is STEM education? And what is the meaning of iSTEM?

STEM stands for:

- Science
- Technology
- Engineering
- Mathematics

iSTEM Stand **Innovative STEM** , In our curriculum we implement STEM education in an innovative way this is why we name it iSTEM.

4. What is project-based learning?

- ❖ Project-based learning means students learn through practical activities, presentations, experiments, teamwork, and real-life problem-solving instead of only memorization.

5. Do you provide Montessori education?

- ❖ Yes, For early years, we integrate Montessori methods with modern English Medium education to ensure joyful and child-centered learning.

6. Do Your Teachers Speak in English in the Classroom?

- ❖ English is the primary medium of instruction inside classrooms, so not only in the classroom but also within the school premises we ensure English speaking for the students and teachers.

7. Do students receive individual care?

- ❖ Yes, Individual Student Care & ensure Differentiated SOW for every learner, we are also providing demand pull Method (Need Based Learning)
- ❖ We maintain close observation and provide individual attention to support each student's need for academic and personal development.

9. Do you provide Islamic studies?

- ❖ Yes, we focus on moral values, discipline, etiquette, and Islamic studies alongside modern education. Arabic Language and Al-Quran is an important part of our academic activities.

10. What co-curricular activities do you offer?

- ❖ We offer:
 - Science Projects
 - Robotics Activities
 - Debate & Public Speaking
 - Art & Craft
 - Cultural Programs
 - Indoor & Outdoor Games
 - Presentation Activities

11. How do parents receive student progress updates?

- ❖ Parents receive updates through:
 - Report Cards
 - Parent-Teacher Meetings
 - Direct Communication
 - Digital Platforms (if applicable)

Admission Related Questions

12. Is admission open now?

- ❖ Yes, admission is currently open for the academic year 2026-2027 (July 2026 to June 2027 Session)

13. What documents are required for admission?

- ❖ Usually required documents are:
 - Birth Certificate copy
 - Passport-size photographs
 - Previous school report card
 - Transfer certificate (if applicable)
 - Parent's NID copy

14. Is there any admission test?

- ❖ Students seeking admission from Class STD-II to A Level should provide a proven school record from their previously attended educational institution.
- ❖ In cases where school records cannot be provided, an admission test will be conducted.
- ❖ To qualify for admission via the admission test, students must score a minimum of 40%.

15. Do you offer scholarships or discounts?

- ❖ Yes, we do offer merit based scholarship & Special waivers in many cases like orphan, or any kind of disability. We also provide discount for shillings.

Fees & Payment Questions

16. What are the admission fees?

- ❖ Our regular admission fee is BDT 60,000. For this session, iSTEM English Medium School is offering an 80% special waiver on admission fees. After the 80% discount, the admission fee is only **BDT 12,000**. Please note that this special offer is valid for a limited time and may vary depending on seat availability and class level.

16.1. Is there any re-admission fee?

- ❖ At iSTEM English Medium School, no **re-admission fee is required**, When Regular student promoted to next class we will inform the parents during final term report card day or via official letter. However, some yearly fees need to be paid this include:
 - Session Charge
 - Stationary Charge
 - Multimedia Charge
 - Building Maintenance Charge (Depends on Yearly Maintenance Cost) may vary from 7000/- to 10000/-

16.1. What is the purpose of Session Charge?

This Charge is to cover:

- School events & programs throughout the year.
- Student support services
- Field trip/ Study Tour.
- Exam and Project Cost
- Entertainment cost.

17. What payment methods do you accept?

- ❖ We accept:
- Cash
- Bank Deposit
- Mobile Banking
- Online Transfer (where applicable)

Books & Academic Materials

18. Which books do students follow?

- ❖ We have an international standard book list for each class and groups (Play to STD-VII). This booklist is made by many subject and academic experts. From STD-VIII onwards we follow the booklist provided by the Cambridge and edexcel board.

19. Does the school provide books and stationery?

- ❖ Yes, at iSTEM English Medium School we do provide **books and stationery items**.

However, it is also flexible for parents:

- Parents may choose to purchase books and stationery **personally from the market**
- The school will provide a complete **book & stationery list from the office**

20. Do you provide transport facilities?

Yes, transport service is available for selected areas.

21. Do you celebrate international and cultural events?

Yes, We arrange educational, cultural, national, and international events throughout the year.

22. Why should parents choose iSTEM English Medium School?

We focus on:

- Safe and inclusive environment.
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