

THE ORCHID SCHOOL
Baner, Pune

Date: 6th June 2023

Circular No. TOS/FRO/CIR/FS/23-24/01.1

Subject - First Day Circular for Classes I - VIII

Dear Parents

Greetings from The Orchid School!

Hope all of you had a restful summer vacation. The Orchid School is all geared up to have students attending school in the new academic year.

Vacation is a perfect time to bond with family and most importantly rejuvenate the spirit and energy to work in full throttle in the months ahead. We hope that all of you have spent more time reconnecting with family and friends rather than on digital consumption.

The new academic session will be as follows:

Classes V - VIII: **Wednesday, 7th June 2023**

Classes I – IV: **Wednesday, 14th June 2023**

The regular school timing will be as follows:

- Monday to Friday – 8:00 am to 2:30 pm
- Working Saturday – 8:30 am to 12:30 pm (**Only for classes VI – VIII**)
- Ensure that your ward reaches school on time. The school will be applying the late coming policy in case of students reaching the school later than the time permitted.

The attendance on first day of school is mandatory.

Important points to be noted:

- The initial part of first day will be an introductory session with class teacher and the subject teachers where students would be doing some activity. After short break the regular classes will be conducted.
- On first day of the school, students are expected to carry all the notebooks. No textbooks to be carried. The teachers will assist the students in colour coding each subject notebook.
- The class teacher will distribute the school calendar, student diary and parent handbook.
- Parents, do not cover the notebooks as the school has already printed the label on the outer cover of the notebook.
- From the second day, students are expected to carry the books as per the timetable that will be shared.

School Publications:

- We urge you to read the school publications as it will give you an insight into our processes and programs.
- This year the school has provided the calendar information only up till November'23; the calendar for Dec'23 – April'24 will be given closer to the end of Term 1.

- The medical form attached in the Parent Handbook should be filled up by a medical practitioner and submitted to the class teacher by 30th June'23.

Student's Identity Cards –

- Students will get their ID card on the first day of their school.
- To wear Identity Card is a mandate. In case the student forgets the ID card then in that case parents will be called to drop the ID card at school.
- The school will be providing each student a Radio Frequency Identity (RFID) Card.
- Each student is expected to flash the same on the screen readers installed in school on every floor for recording their attendance.
- It is mandatory for every student to record their attendance as soon as they enter the school premises every morning at 8:00 a.m.
- Classes I – VIII will also be given an extra non-RFID Identity card for the parent/guardian to use in case of picking up of student from school.

Uniform-

- Students are expected to come in complete school uniform.
- Students should wear the school uniform on the designated dates only.
- **Students will observe “Dress As you like Day” every Wednesday**
- For Grade I - V, the days to wear the sports uniform will be communicated by the class teacher as per the time table.

Canteen Facility-

- The school has the canteen facility available in the premises.
- The short break meal will be individually packed in a hygienic manner. The snacks will be available on the ground floor and 3rd floor.
- The warm and freshly prepared lunch will be served on the 5th floor for the students opting this facility.
- Along with snacks, some healthy options of beverages like buttermilk and lemon juice will also be available.
- The menu will be regularly updated on the school website for parents to order the same in advance.
- Parents may come to school and enquire the details directly with the service provider.
- The service provider details are mentioned herewith incase parents wish to contact them directly: Tiffin Journey; Contact Number: 80073 22441

Transport Facility-

- The service provider will be plying buses on the same routes as before.
- Parents may enquire the details directly with the service provider.
- Our transport service provider is Sharvari School Bus Service.
- For more details contact Mr. Suryakant Magar on 77760 61131 / 77670 15822.

School Fees-

- The fee instalment dates have been clearly mentioned in the school calendar.

- School will accept online fee payment only.
- Accounts Office in school will not accept direct cash payment for fees.
- Do not pay the school fees via UPI, NEFT as it is difficult to track the payer in case parent forgets to mention the name of the ward.
- The school will be charging late fees per day from parents in case it is due beyond the due date.
- The late fee will be applicable for monthly as well as quarterly instalment.

Microsoft Teams ID-

- Every student will have a Microsoft Teams ID.
- The school will create class groups for the students on Teams.
- In case of online classes/ sessions / some meetings with parents, the school will opt to use this facility.

Find below the details on how to join the class on the 'Microsoft Teams' platform

URL: office.com

Student Credentials: Division + . +First Name@orchidschool.in

Default Password: Orchid@123

- Example a student with First Name: John, Division: Iris so, student username will be iris.john@orchidschool.in

Theme of the Year

- At TOS, we practice a theme for the entire year which gives an opportunity to the children and all stake holders to explore it in a holistic way.
- Theme for the year 2023 - 24 is '**Reduce, Reuse and Recycle**'

Important Dates:

- **General Orientation for Classes V - VIII**
 - On Saturday, 10th June 2023;
 - From 9:00 AM to 10:00 AM
 - In the School Auditorium
- **General Orientation for Classes I - IV**
 - On Saturday, 10th June 2023;
 - From 10:30 AM to 11:30 AM
 - In the School Auditorium

On **Saturday, 10th June 2023**, the school will set up the following stalls in the Atrium:

- Learn Quest Stall displaying activities / manipulatives for various Math concepts.
- Taekwondo Demo by reputed trainer Mr. Nabi.

In case any parent is interested in any of the above for their ward, may directly approach the respective stall.

Atreyi Saha
Vice Principal

Sangeeta Kapoor
Principal