

**READY RECKONER FOR
PARENTS & STUDENTS
REGARDING
TOS
POLICY, PROCEDURE,
PROGRAMME, PEOPLE**

2023 - 2024



Pradnya Niketan Education Society's

THE ORCHID SCHOOL

www.theorchidschool.org

Leaders Speak



LAKSHMI DI.

Whilst we are not yet in a post-COVID-19 world, educators continue to envision schools and education and what the pandemic has exposed and exacerbated.

The world of education is particularly affected by change.

Students enter school to be prepared for a society they won't join for at least 13 years or in some cases as many as 15 years in the future. The scale of advances in technology and their impact on society is now so rapid that by the time these children leave education there is a significant danger that their learning will already be obsolete.

This being the case, where does the future of education lie? Of course, I'm asking this question in the full realisation that whatever prediction and planning I make will no doubt be utterly irrelevant in a couple of years' time...

Patrick Bassett described Knowing versus Doing as the first 'Big Shift' towards schools of the future.

We know that the syllabus, textbooks, teaching methods, timetables, projects, subjects, assessments, feedback, and other rituals are not what holistic education is all about.

Everything we do must consider the total well-being of students and equip them with necessary skills and hone their attitudes so they can create their own future.

We need courage and conviction to do the "Big shift".

We are working on both the courage and the shift!

The significance of education in our lives cannot be overstated. It serves not only as a means to acquire knowledge but also as a vehicle for liberation from unscientific or unfounded practices. Education illuminates the path to living a purposeful life, instilling in individuals a sense of responsibility for their actions. When we attain a state of true education, we fulfill the purpose of learning.

The Orchid School (TOS) is dedicated to provide the learning environment to the individuals who are not only mindful and responsible but also equipped with the skills necessary for future growth. Although the immediate impact may not be apparent, the seeds of change have been planted. The impact can be magnified when the extended Orchid family comes together with a shared vision of fostering a sustainable environment, world, and life through responsible citizenship.

Amidst the advancements in science and technology, it is imperative to question whether we are progressing towards growth or causing harm to ourselves and our environment.

This year, let us shed the unnecessary desires that stem from extravagant wish lists and instead focus on enhancing the environment for the sake of ourselves and future generations' sustainability. Let us concentrate on the principles of Reduce, Reuse, and Recycle, making a conscious effort to shift our mindset towards reusing as much as possible.

Another vital area of focus is self-care. Let us prioritize to consume a healthy diet, engage in physical exercise, and foster meaningful connections with others in the physical world. Embracing discipline and reducing screen time will contribute to our overall well-being.

Together, let us grow and exemplify our status as educated beings by taking action and making a positive difference in our lives and the world around us.



SANGEETA DI.

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THE ORCHID SCHOOL

'Ready Reckoner' for Parents and Students

READY REFERENCE FOR PARENTS AND STUDENTS REGARDING TOS POLICY, PROCEDURE, PROGRAMME, PEOPLE

The Ready Reckoner is an amalgamation of the important documents every parent and student should know of at the beginning of the year.

It comprises of-

- A to Z- a compendium that guides them to know about TOS in terms of all the information that governs the policies, procedures, processes, and everyday notes they require to refer to;
- Whole school behaviour policy- a comprehensive document stating explicit details of the students' behaviour in school and
- Important forms.

The intent is to keep all stakeholders well-informed and updated about school matters. Parents and students are requested to go through the booklet regularly to use it to its fullest.

This publication is featured on the school website too.

TOS Management reserves the sole right to make changes and introduce new relevant policies as and when situations and realities demand.



Activities:

General–

- ▶ Activities play an essential part in the holistic development of a child.
- ▶ From Std. I to Std. IV, children are exposed to all the co-scholastic activities, namely Performing Arts, Visual Arts, other enrichment programs like Cooking Day, Field trip, and more. There are projects and hands-on learning experiences for all class levels. Most activities are also featured in the school calendar.
- ▶ For Std. V to XII, apart from the above, activities related to Inter House, Inter School events, and competitions are planned throughout the year.
- ▶ Fine Arts and Sports programs move towards specialization and are based on choice and interest.
- ▶ Classes IX and X have Work Education, Art Education and HPE (Health and Physical Education) which includes SEWA.
- ▶ Classes XI and XII have HPE (Health and Physical Education), General Studies and Work Experience which includes SEWA.

Specific–

Sports Programme -

- ▶ Sports program includes general fitness and skill-building sessions conducted by sports coaches.
- ▶ It includes the active participation of all students. It provides the much-needed skill-building and fitness necessary for the specific age group.
- ▶ Following are the level-wise skills which are honed during the sports periods-
 - Std. I & II- Free play, general fitness, and flexibility.
 - Std. III- Structured play, general fitness, flexibility, and stamina building.
 - Std. IV & V –Upper & lower body skill development, general fitness, flexibility, and stamina building.
- ▶ The sports classes for Levels I to V take place in the school premises.
- ▶ Std. VI–VIII –The students choose any one option from Cricket, Football, Basketball, Volleyball, and Athletics. Special coaches are appointed to train students for these sports.
- ▶ The students may have to put in extra hours before/after school for extra practice sessions during the sports competitions.
- ▶ Students proficient in any competitive sport are encouraged to participate in Inter-School Events like friendly matches, Zilla Parishad Matches, Sahodaya Sports Meet, CBSE Sports Events, and other outside-school events.
- ▶ In case of any CBSE or Zilla Parishad matches / sports events, the school will share the information with all students.

- ▶ For those who wish to participate, or the school selects them, it is mandatory for the students to submit all the information, documents and consent form by the timeline mentioned. All details of the student must be shared in advance for timely documentation.
- ▶ Students participating in any competitive sport at District/ State / National / International level receive special consideration and support from the school depending on their needs so that they can balance of both academics and sports.
- ▶ Parents should send an email to the Unit Head informing about the same for prior permission. Permission for the same is granted by the school based on the documents submitted.
- ▶ The school reserves the right to grant/deny permission based on internal discussion.

Fine Arts Programme

- ▶ **Visual Arts-** it is offered to all the levels from Std. I to X. In Std. XI and XII, it is incorporated as project-based during major school events and activities.
- ▶ **Performing Arts-** The following performing arts categories are offered from Std. I to Std. XII:
Std. I & II - Dance & Movement, Vocal Music
- ▶ **Std. III & IV** –Vocal Music (Indian Vocal & Western Vocal) Dance (Indian and Contemporary), Percussion (Djembe and Tabla)
- ▶ **Std. V - VIII** -Vocal Music (Indian Vocal & Western Vocal), Dance (Indian and Contemporary), Percussion (Djembe and Tabla)
- ▶ In Std. V, students choose one option from each of the above-mentioned art forms and continue up to Std. VIII.
- ▶ Students will continue with their choice of Dance, Percussion, and Music and will not be allowed to change till they reach Std.IX. This will help students attain a certain mastery level of the chosen art form.
- ▶ **Std. IX & X** -students choose any one of the following Performing Art forms from –Indian Dance /Contemporary Dance Drums Tabla Western Vocal.
- ▶ **Std. X** - Students choose any one of the following Performing Art forms from –Indian Dance /Contemporary Dance / Drums / Tabla / Western Vocal.
- ▶ **Std. XI & XII**–Students showcase their performing/visual art skills through school flagship events such as TEDx, Night of Bands and other outside school competitions.

Address:

- ▶ Parents are expected to enter the correct address and contact details in the student diary and while filling in the continuation form.
 - ▶ The address filled in the continuation form will be used for all official records. The exact address and contact details will be printed on the student's ID card.
 - ▶ The school should immediately be informed (in writing or via email) in case of any change in address/contact number/email ID.
 - ▶ Correct information enhances a smooth flow of communication and helps the school reach you in case of an emergency or if a situation demands so.
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Administration:

- ▶ TOS aims to make the administration approachable, transparent, and open.
- ▶ All Unit Heads and Coordinators are part of the administrative task force. It is decentralized so respective domain heads become decision-making authority or part of the process.

Admission:

- ▶ Please visit the website-www.theorchidschool.org or detailed information about the admission process.
- ▶ Admission is open to all children irrespective of race, nationality, religion, caste, or gender.
- ▶ Siblings (only directly related) will be given preference, subject to vacancy. The child needs to fulfil age criteria as stipulated by the Government norms.
- ▶ There are three divisions per level up to Class XII.
- ▶ In class XI, as per NEP 2020, there is now a fluidity in the selection of subjects so that learners can choose their learning trajectories and programs and thereby choose their paths in life according to their talents and interests.
- ▶ A Level Readiness Check for Class I is done to assess the performance level and gaps if any. This is done so that the school can plan and provide appropriate support from the beginning.
- ▶ **Direct admission to Class X and XII:** Admission is subject to permission from CBSE Board in the pre-defined category.
- ▶ Std. XI - Admission is based on the eligibility criteria announced at the time of admission. The details of Std XI admission can be accessed on the school website
- ▶ Link- [_https://www.theorchidschool.org/Admissions/Online](https://www.theorchidschool.org/Admissions/Online) for Sr. Secondary
- ▶ Foreign nationals need to secure an appropriate visa/resident permit and submit relevant documents at the time of admission.
- ▶ Special provision is available for admission of students who come to India on a short-term visit by completing admission formalities and payment of necessary fees or with special considerations by the School Managing Committee.
- ▶ In case any student wishes to apply for leave of absence for more than five working days due to non-medical reasons, prior permission from the Principal is compulsory.
- ▶ 75% attendance is compulsory for all classes.
- ▶ For Classes X & XII –In case the academic year attendance of the student is less than 75% student need to submit application to the CBSE Board for permission to appear in the Final Exam.

Admission under RTE -

25% of seats are reserved as per the guidelines.

Admission Process under RTE:

1. Family fills out the online form on the RTE website.
2. The admission will be processed once the final list of candidates is declared after due verification of the application by the authorised government agency.

Admission Withdrawal –

- ▶ Please refer to the website to know details of the withdrawal process under the Admission Section.

Admission Cancellation:

From the school side:

- ▶ The following reasons can lead to the cancellation of admission:
 - Absenteeism without prior permission or non-intimation to school authorities beyond one month.
 - Less than 75% attendance in the year for Std. I to XII.
 - Incomplete payment of fees at the time of admission or instalment.
 - Non-submission of necessary documents or submission of fake documents.
 - Violation of school rules that compromises the safety and security of the other students.

Affiliation:

We are affiliated with the CBSE Board up to the Secondary and Senior Secondary School level (Class

- ▶ XII). The School Affiliation No. is 1130279.

Appointments:

- ▶ Timing to meet Director/Principal/Vice- Principal /Unit Heads/Coordinators/ Counsellors - Based on appointments.
- ▶ Teachers (Class teachers, Subject teachers, and Special educators): 2:30 pm to 3:30 pm on working days with prior appointments.
- ▶ Prior intimation (date and time) must be communicated to the concerned Class Teacher / Role Holder / Staff member to avoid waiting and disappointment.
- ▶ Working Saturdays, too, are convenient for meetings with the Primary Domain staff.
- ▶ Appointments can be taken from the school office in person, via mail, or over the phone.
- ▶ Some meetings like Get To Know Me, Parent-Teacher Conferences, and Open days are already marked in the calendar.
- ▶ Parent Teacher Conference (PTC)/ Student Parent Teacher Conference (SPTC) day appointments are sent via Student Diary (Classes I to VIII) / email (Classes IX to XII). Parents must acknowledge by signing the diary or by replying to the mail. To minimize waiting time, parents are requested to adhere to the time given.

Approach:

- ▶ Refer to 8 R's (on the school website) for our approach to education - www.theorchidschool.org
 - ▶ At TOS, everything related to the student gets attention. The approach to deal with the matter may differ.
 - ▶ Confidentiality is maintained, and no student gets targeted - this is our commitment. It is better to seek clarity from school authorities than operate on assumptions.
 - ▶ We are available to clarify doubts –we are just a mail away!
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Appreciation:

- ▶ The school has formal and informal ways of appreciating students, parents, and teachers.
- ▶ If your child has participated in any program/sports and has excelled with achievement, send us a mail with all the relevant details, and we will feature it on the website and talk about it in the morning assembly.
- ▶ The teachers, who play an essential role in shaping your child's future, deserve to receive positive feedback from you. Do mail your word of appreciation, send it through the diary, email, or communicate in person.

Assembly:

- ▶ Assembly is a collective space every morning for the Primary, Middle, Secondary, and Senior Secondary School students and teachers.
- ▶ Following are the specified days for Domain wise assemblies:
 - Primary Domain Assembly –Monday, Tuesday, and Thursday
 - Middle Domain Assembly- Tuesday, Wednesday and Friday
 - Secondary and Senior Secondary Domain Assembly- Monday
- ▶ This space is used for prayer, meditation, important announcements, music, and messages. It is an open forum for sharing news, discussions, class presentations, general awareness, debate, inviting visitors, and reinforcement of school rules.
- ▶ Assembly time is from 8.00 am to 8.20 am. Attendance is compulsory for students and staff of the respective levels.

Assessments:

- ▶ Assessments are ongoing and continuous and cover Scholastic, Co-scholastic, and Co-curricular aspects. They are done in such a way that inter-learner comparisons and fear of external examinations are minimized.
- ▶ For Std. I –VIII - The structure of assessment will be shared with the parent level-wise at the beginning of the academic year.
- ▶ For Std. IX –XII –The structure of the assessment will be as per the CBSE guideline.
- ▶ Co-scholastic assessments are done regularly throughout the year and are graded at the end of each Term.

Some Tools for Enrichment Activities:

1. Group discussions and assignments.
2. Project work – (library, fieldwork, experimental, and research projects).
3. Reports and journals.
4. Experiments and Demonstrations.
5. Role plays, dramatization, and presentations.
6. Games and quizzes.
7. Written and Oral assignments.

Behaviour during Assessment:

- ▶ During assessments, if a student is caught with malpractice, the answer script will be confiscated, and the child will re-attempt the paper again only for the question from that point of time.
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- ▶ Marks for any answers attempted till the point of being caught with malpractice, will be nullified.

Invigilator Less Examinations:

- ▶ An assessment is an individual task. It gives a platform for the students to trust their abilities and values.
- ▶ The Orchid School conducts Invigilator Less Examinations for Classes V - XII.
- ▶ This is optional for students. Only those students who feel ready to trust themselves to do the right thing in an unguided environment can sit for this examination pattern.
- ▶ This is done after getting an application from the parents and approval from the teacher.
- ▶ In case any student is found using malpractice, he /she will not be allowed to use this privilege for any further exams.

Assessment Reports:

- ▶ The online Academic Performance Report is a detailed feedback report.
- ▶ Online Reports are issued after every major assessment.
- ▶ The school provides E- Academic Performance Reports, which assists the parents to access them instantly, anytime from anywhere during the academic year.
- ▶ As a part of the year-end report, along with the scores and teacher narrative, parent feedback and students' self-reflection are also included.
- ▶ The report is an important document and should be downloaded and kept with you as a record for future years.
- ▶ In case you withdraw the name from the school, then that time you can bring the print copy of the report, and that can be authorized and given.

Retest-

- ▶ Retest will be applicable as per the assessment policy. Refer to the website for details.

Conditional Promotion:

- ▶ Students who fail in one or two subjects in the Final Examination will be given a chance to appear for a retest in those subjects only once with a mention of the retest in the report card narrative comment.

Attendance:

For Students:

- ▶ Attendance on the first and last school days before and after the vacation is compulsory.
 - ▶ Attendance for Class Concerts/Learning Fair, Sports Day, Independence Day, Republic Day and Gandhi Jayanti is compulsory.
 - ▶ Missing key events will get highlighted in the student's report card and will affect their cumulative evaluation grade in the Co –scholastic domain. We aim to instill a strong sense of responsibility and accountability.
 - ▶ To mark the attendance of students, the school follows the RFID System. Parents can view their ward's attendance through the Parent App.
 - ▶ **75% attendance** is compulsory for Classes up to XII as stipulated by the government. Failure to meet the norms may lead to consequences –like retention in the same class, cancellation of admission, or not being eligible to attend the Board Examination. Absence for a long duration
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without prior permission may affect promotion to the next class or cancellation of admission.

- ▶ Std. VI to Std. XII will work on two/three Saturdays every month as marked in the school calendar.
- ▶ If in future need arises or Board/ State Education Department indicates, all Saturdays may be working days for the Secondary and Senior Secondary Domain.

Absence during Assessments:

- ▶ If a student is absent for a periodic test because of medical/emergency reasons, retest will be applicable as per the policy.
- ▶ Students must submit relevant documents (medical certificate) to substantiate their reason for absence from the exam within two working days of joining back school.
- ▶ No retest will be conducted for the PT1 and monthly pen and paper exam.
- ▶ A retest is not conducted for absence during assessments for students of Std. I to IV. For absence due to medical reasons only, marks are averaged out only after submission of the medical certificate.
- ▶ If the student is absent for a periodic test for any other reason, they will be marked absent for that assessment. The assessment will not be specifically planned.
- ▶ Students will not be allowed to leave early after an examination. If left early, the assessment will not be evaluated.
- ▶ For non-written tests like orals, experiments, recitation, etc., a retest may be administered provided that approval is sought from the school. The concerned teacher must be informed well in advance regarding the medical reason for absence.
- ▶ Students need to understand the importance of submission deadlines. The due date is sacrosanct for assessments like research presentations, portfolios, etc. In case of any medical/emergency reason, the project submission date may be extended at the teacher's discretion. Parents need to send a note / letter via diary or mail to the teacher concerned on or before the due date of submission of the project.
- ▶ No leave will be granted during any exams or personal reasons like marriages, family functions, etc. In an absolute emergency / medical case or where the child is representing the school in inter-school events, the school may decide to either average out the marks or administer a retest.

Attendance for Parents:

- ▶ The involvement of parent/s in the students' school life motivates them to perform to their best ability.
- ▶ Attendance for Parent Orientation is compulsory.
- ▶ Parent–Teacher Conferences (Std. I to IV) / Student-Parent Teacher Conference (Std. V to XII) is compulsory for parents to attend.
- ▶ Workshops/ Awareness sessions are designed keeping in mind the needs of parents. Hence, it is compulsory to attend the same. The sessions may be held in physical form or online mode.
- ▶ Parents' attendance for level-related events to which they are invited is essential.

Attitude:

- ▶ Having a positive, respectful attitude towards your child's school, teachers, administrators, service staff, classmates, and other parents, help.
 - ▶ In return, parents too get respect and attention as positive energy attracts everyone.
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- ▶ Choose a positive attitude. Remember that our students reflect our attitude.
- ▶ Reality keeps changing, and so do our attitudes and approaches. It is better to work on the negative attitude or experience towards a staff member than to carry it further or spread it to others.
- ▶ We view the partnership with parents as a critical component of this process.

Awards and Rewards:

- ▶ Rewards are given as incentives and acknowledgment to the students for positive behaviour and action. It is a way to motivate and encourage students to continue to display appropriate behaviour and attitude.
- ▶ Students are rewarded for efforts, abilities, and achievements. Rewards can be in the form of stars, stickers, merit certificates, medals, etc.
- ▶ Std. I, II and III - All students are given an appreciation certificate highlighting their unique abilities at the end of the year.

Academic Awards for Std. IV to XII

- ▶ For Scholastic Awards - Students are chosen for the annual academic awards based on their performance in pen and paper assessments in scholastic subjects.
- ▶ For Skill-based and Co-scholastic awards - Students will be awarded based on their special skills and behaviour.
- ▶ A concept note regarding details of the same and their categories will be shared via email in advance.



Bags:

Std. I and II -

- ▶ Students of Std I & II should carry a small-size bag (preferably soft with broad straps).
- ▶ They carry a student's diary, lunch box, pencil box, water bottle and a reading book in their bag every day.
- ▶ All the course books and notebooks are kept on the shelves in the class. The teacher sends the notebook and the course book for only one subject daily home. The student needs to bring those books back to school the next day.
- ▶ Avoid buying stationery items that are fancy and bulky.
- ▶ Monitor your child's bag periodically for unwanted materials as it adds to the bag's weight.
- ▶ Label all your child's belongings –bag, water bottle, shoes, sweaters, pencil box, textbooks, notebooks, and anything they get to school.

Std. III to Std. XII-

- ▶ Students should carry an appropriately sized bag.
 - ▶ Students must carry books as per the timetable shared by the Class Teacher.
 - ▶ There are shelves in the classroom which can store textbooks and notebooks.
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- ▶ Hence the student carries home only those relevant books for homework or preparation for an exam. Extra books will be sent home on request.
- ▶ This way, the weight of the bag is kept in check, and the student is not burdened with carrying a heavy bag.
- ▶ Books will be sent before the tests for revision.
- ▶ Students, if they wish, can leave their textbooks in the school post-completion of the academic session. Incoming students can use these books. This way, students need not bring their purchased book set from home.
- ▶ Monitor your child's bag periodically. Gadgets- smartphones, smart watches, iPods, make-up, and unwanted material should not be brought to school. These items, if brought, will be confiscated.
- ▶ The school is not responsible for goods or money lost. Therefore, it is not advisable to bring any valuables (like expensive watches or ornaments) or cash to school. Students may carry the required amount, which will suffice the cost of breakfast and lunch.

What to carry other than the books?

- ▶ **Std. I to Std. VIII:** School Diary, napkin, water bottle, snack box, lunch box, pencil box (with three to five sharpened pencils, eraser, ruler, and a sharpener), books and notebooks according to the timetable, a cloth bag for library book –All duly labelled
- ▶ Pens are used for writing from Std. VI onwards. However, in Class V, the students can earn to write with a pen at the teacher's discretion in the second term if they can write neatly.
- ▶ Refrain from bringing expensive pens.
- ▶ Laptops/Tablets can be brought to school with the prior permission of the Teacher and Unit Head.

Bagless Day-

- ▶ The concept of Bagless Day is that the students of Classes VI to VIII can come to school without bags for ten days in an academic year.
- ▶ This initiative is meant to promote practical and vocational learning.
- ▶ The curriculum is structured keeping students' interests and abilities in mind, which emphasizes their overall development –cognitive, physical, social, emotional, and sensory. Classes VI to VIII students will experience ten bagless days in the academic year. They will participate in enrichment activities involving field trips, visitor sessions, arts, quizzes, sports, and vocational crafts.

Behaviour:

For Parents:

- ▶ Parents need to be aware of the school's rules to follow them.
 - ▶ Discipline at home also requires certain ground rules, consistency, and consequences.
 - ▶ Parents should cooperate with the school by implementing the suggestions made by the school -
 - ▶ Regarding parking, dress code for their child, attendance, arrival time to school, security requirements, consequences, etc.
 - ▶ Talk to the child about their behaviour and alternative ways of expressing themselves.
 - ▶ If your child complains about another student, you must notify the teacher and not directly approach the student or parents.
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For Students:

- ▶ Students are expected to behave courteously and gently on all occasions. They should address their teachers and all members of the staff with due respect and politeness. Good moral behaviour and gentle ways are prerequisites for every student. They should always remember that the school is judged by their conduct.
- ▶ Consequences help students to understand that every action has an outcome. It will help the students to be responsible and accountable for their actions without damaging their self-esteem.
- ▶ Extreme action or behaviour that is hurtful, destructive, or harmful to other students will lead to detention after school hours, suspension for a day(s), or any other corrective and remedial measure as per the case and decided by the school team.
- ▶ We at school are tightly monitoring the positive and negative behaviour of the students under our behaviour monitoring policy.

(For details, refer to the Whole School Behaviour Policy)

Missing classes:

- ▶ If students are found skipping classes and wandering around the school, they will face serious consequences such as expulsion from the special subject class for the entire academic year.

For Staff:

- ▶ Norms of behaviour and code of conduct are also set for the TOS staff.
(For more details, please visit the website)

Birthdays:

- ▶ Birthday is a special day for the child. Birthdays are acknowledged in class, with singing for the child.
- ▶ Students may come in coloured dress.
- ▶ Students are encouraged to distribute healthy sweets or fruits not costing more than Rs 8 to 10 per piece.
- ▶ Do not send birthday invitations to be distributed in the class to other children along with your child. The teacher will not permit it.
- ▶ Students are not allowed to bring to school any birthday gifts or cake for the staff. A warm smile and appreciation in words or writing are much valued.
- ▶ Also, do not send gifts to other students during birthdays.
- ▶ Parents could donate a book to the school library (new/in good condition) on their ward's birthday if they wish.

Books:

Textbooks for Classes I:

- ▶ Students of Classes I will be provided with Hindi textbook only along with set of notebooks.

Textbooks for Classes II:

- ▶ Students of Classes II will be provided with Hindi and Marathi textbooks only along with set of notebooks.
 - ▶ Other subjects like English, Mathematics and EVS will be taught through the curriculum that has been designed and developed by the teachers over the years and is in line with the New Education Policy 2020 and National Curriculum Framework 2023.
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- ▶ This initiative is introduced keeping in mind that as per their age, learning for the students should be hands-on, experiential and less content based as they are early primary students.
- ▶ All learning of the students will be aptly supported with age appropriate worksheets, journals and notebooks work.

Textbooks for Classes III to VIII:

- ▶ Textbooks for Classes III to VIII are prescribed by the school and are aligned to the NCERT curriculum.

Textbooks for Classes IX to XII:

- ▶ NCERT Textbooks are used for Classes IX - XII.

Important information regarding textbooks and notebooks-

- ▶ Students should take care of their textbooks and notebooks and their maintenance.
- ▶ If a notebook is lost or gets over, then the student needs to purchase the same from the school store. In this case, the written notes can be copied or photocopied with help.
- ▶ When a student attends school without textbooks/notebooks or stationery, the teacher will make a note in the diary. The parent/guardian is required to address it.
- ▶ If a student is absent, they must take responsibility for completing the missed CW/HW. For younger students' parent's support is required to help the student cover up the missed work / complete the incomplete work.
- ▶ In case a textbook is lost, the student can buy it from the book vendor:

KIRTI STORES

Mr. Sandeep Rathod

BBC Tower, Shop No. A-1, Below Bank of India, Near City International School

Aundh Gaon, Pune - 411007

Contact no: 020 –25897455.



Calendar

- ▶ Please refer to the school calendar for all the events for the first term and follow them accordingly.
- ▶ The calendar for Term II will be shared close to Diwali vacation.
- ▶ Plan your vacation and personal engagements accordingly.
- ▶ Management reserves the right to review policy regarding this. If any planned activities or events are changed due to unforeseen situations, they will be notified via a circular/SMS/mail.

Collaboration with other Organisations-

- ▶ TOS students collaborate with social organisations for various programs based on their level realities.
- ▶ The objective behind these collaborations is to educate and empathize our students with the realities of our inclusive society.
- ▶ These collaborations are in sync with our ideological belief that 'all children can learn once they are given the opportunity in an appropriate, productive learning environment.'

Committees:

Core Committee:

- ▶ The school Core Committee governs, guides, decides, and implements policies made by the managing committee and oversees the school's day-to-day running. It is an officially constituted body approved by the Board of Trustees.
- ▶ All role-holders are members of this committee.
This committee is also a platform and a training ground for leadership, current, and future.

Executive Committee- Parent Teacher Association (PTA):

- ▶ Parent Teachers Association (PTA) is a non-profit, non-political, and non-sectarian organisation made up of school staff and parents, which works to support the School in various ways. The function of the PTA is not only to help/support the School in the development of students but also to provide help/support in the improvement and development of the School.
- ▶ The PTA is an association of all parents, guardians, and teachers of pupils in our School who come together with constructive ideas for the welfare and progress of the School.
- ▶ The Executive Committee is elected by a voluntary, democratic system at an Annual General Meeting and holds office for one year. Attending GBM helps in fair representation. One representative from each level will be elected.
- ▶ The PTA executive committee will have fixed frequency meetings in the year.
- ▶ The PTA executive committee is a link between the School and the Parent community. TOS invites the PTA committee members to be a part of major school events, recruitment, admission process, strategic planning meeting, and other spaces of collective and cooperative sharing and meeting.
- ▶ At the PTA meetings, the committee will also get an overview of the school budget, program overview, and staff and admission status. After considering the budget, they ratify the fee for the next academic year.

School Managing Committee:

- ▶ School Managing Committee (SMC) is an officially constituted body approved by the Board of Trustees of the school and recommended by the State Government under the RTE Act.
- ▶ The SMC comprises of the Director, Principal, Vice Principal, Educators from neighboring schools, Teacher Representative, Parent Representative, Admin Unit Head and student representatives.
- ▶ The role of the SMC is to facilitate communication and cooperation among school leaders, parents, teachers, community representatives, and students to enhance the quality of school programs and increase the level of student achievement.

Transport Committee:

- ▶ The Transport Committee comprises of the Principal, Vice Principal, School Transport In-charge, Teacher Representative, Parent Representative, Traffic Police / Police Representative, and Bus Contractor.
- ▶ This committee helps monitor the bus services, documentation, and records.

Prevention of Sexual Harassment Committee (POSH)

- ▶ The school has constituted a committee to address the staff complaints, if any, related to sexual harassment at the workplace.
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Prevention of Child Sexual Abuse Committee:

POCSO (Protection of Child from Sexual Offence) Act

- ▶ This committee includes the Principal, Vice Principal, Counsellors, and Teacher Representative.
- ▶ 'No Touch' policy applies to the staff of TOS. Violation of this policy leads to severe consequences, including legal action.
- ▶ The staff is trained and oriented every year on how to interact and behave when dealing with students or any other adult.
- ▶ TOS has a zero-tolerance policy for child sexual abuse.

Student Council:

- ▶ The Student Council is a body of students nominated and voted by the students, year after year. The Council consists of School Captains and House Captains.
- ▶ School Captains: (Senior High and Junior High) are selected by the panel, which includes Role Holders, through a selection process.
- ▶ House Captains: Two students (a boy and a girl) per house are represented in the School Council as House Captains. They are elected by the students of the respective houses.
- ▶ This Council has been envisioned in such a way as to give all students a chance to discover the leadership qualities they have within themselves.
- ▶ They help ensure that rules and discipline are followed at their level smoothly.
- ▶ They also help in organising events like Founders' Day, TEDx The Orchid School, Youth Summit, Teacher's Day, Sports Day, Farewell Party, etc.

Communication-

- ▶ We have a robust communication system, and we communicate with our stakeholders in multiple forms.

Circulars:

- ▶ All circulars concerning administration, announcements, events, changes in the calendar, etc., are sent as a soft copy via email.
- ▶ Some circulars are for the whole school, and some are specific to the level or class. For younger classes, it is also indicated through a diary note when sent. This note needs to be acknowledged by the parents through their signature in the diary.
- ▶ All circulars sent to parents carry important information and thus should be read thoroughly.
- ▶ Whole school-level circulars are also featured on our school website.

Class websites:

- ▶ The class teachers maintain class websites for each class from Std. I to XII. Regular updates on class activities, events, photographs, portions, date sheets of examinations, and extra worksheets are uploaded so that information can be shared with parents.
- ▶ The class website link will be shared with parents within two weeks of school reopening in the month of June.

Class WhatsApp Group:

- ▶ Each section has a Class WhatsApp Broadcast Group.
 - ▶ CT and STs of that class is the Admin of the group.
-

- ▶ All communications, circulars, etc., will also be sent via Class Whatsapp broadcast group.

Email:

- ▶ Parents need to give a valid email ID to ensure smooth communication.
- ▶ Do not 'CC' all parents when mailing about your child's concern.
- ▶ Check emails regularly for class newsletters, updates, circulars, and teacher communication.
- ▶ All communications, circulars, etc., will be sent via mail.

Domain Newsletter-

- ▶ Every term-end, a 'Domain Newsletter' is released from the Unit Head's desk.
- ▶ It gives a comprehensive update on the span of scholastic and co-scholastic activities adding to the holistic learning of students.
- ▶ The bulletin also announces important domain updates for parents.

Student Diary (Applicable to students from Std. I to VIII)

- ▶ The students must bring the Diary to school every day.
- ▶ It should be appropriately maintained.
- ▶ Tearing of pages or scribbling unwanted details is strictly prohibited.
- ▶ Parents must go through the Diary daily and sign the appropriate page to acknowledge that they have read all the messages and entries.
- ▶ Parents are expected to acknowledge all the entries made. It is their responsibility to supervise their ward's homework/assignments.
- ▶ The Diary will also keep a record of a student's non-completion of HW/overall conduct of behaviour. (*Refer to Consequence and Discipline, Bus Discipline pages in the Diary.*)
- ▶ Loss of the Diary should be brought to the notice of the class teacher. If not traceable, a new one should be purchased at the school office at the cost of approximately Rs. 150/-.

School Website:

- ▶ Concise report of all the major events and happenings are regularly updated on the school website- www.theorchidschool.org

Community Projects (under the aegis of Life Skills Program):

- ▶ The Counsellors conduct LSO (Life Skills Orientation) classes for Std. I to XII.
 - ▶ The classes are activity and discussion based, keeping in mind the goals set at the beginning of the academic year. Also, age-appropriate skills and themes are addressed.
 - ▶ The LSO classes allow them to analyze, understand and hear different perspectives. In the future, these skills will help them to think critically, and form opinions based on what they believe is right.
 - ▶ Community projects are introduced as a formal program from Class V and are part of the curriculum until the student graduates from school. The classes are held through activities, discussions, inviting professionals, field visits, and games.
 - ▶ Community projects also involve partnering, which are programs that link life skills to real-life situations.
 - ▶ Community projects, internships, rural school exchange program etc are planned to expand the student's world of understanding and create responsible citizenship.
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- ▶ Some of these will be acknowledged through a special certificate and testimonial, which the students can use in their CVs and during their application for higher studies.

Competition:

- ▶ We encourage equal opportunity and exposure in the early years for all children to develop a cooperative spirit and give scope for 100% participation.
- ▶ As the student gets more competent and confident with different skills, abilities, and maturity to understand the concept of competition and develop the ability to take failure, appropriate events are introduced. Selection is based on merit and competence.
- ▶ Inter-house events are organised from class V onwards. These events are competitive in nature as houses are awarded points accordingly.
- ▶ The school shares information about the various inter-school competitions organised by other schools/educational organisations.
- ▶ Students are encouraged to participate in inter-school events as and when announced. However, depending on the competition criteria, students may be selected based on their competency.
- ▶ Olympiads are organised through SOF from class III onwards
- ▶ The school facilitates the registration of students participating in various competitive exams. e.g., NTSE, etc.
- ▶ The hall tickets or any other document that must be attested should be submitted to the school office.

Complaint Handling:

- ▶ Domain specific complaints received from stakeholders (teachers, parents, or students) will be addressed by the Academic / Admin UH.
- ▶ Depending on the nature of the complaint the matter may be escalated to the Principal / Director for further interventions and final closure.

Consent for Administering of Medicine:

- ▶ In case your child needs to be administered any medicine in school due to ill health, it is mandatory to fill up the consent form available in the infirmary.
- ▶ Only on receipt of the form, the medicines will be given by the nurse.

Concerts/Learning Fair:

- ▶ During student life, every child experience class concerts also called Learning Fair which gives exposure to various skills such as theatre skills, public speaking, fine arts, etc. These fairs enable them to showcase their abilities and develop stage confidence.
 - ▶ The emphasis is on creating an ambience and atmosphere that is non-threatening for the performers.
 - ▶ At the Primary and Middle School levels, all the students are given the opportunity to participate and perform in these events.
 - ▶ Secondary and Senior Secondary School students participate on stage or backstage depending on their interests, aptitude, and talent.
-

Continuation Form:

- ▶ Every year at the end of February/March, parents must fill out the Online Continuation Form.
- ▶ The continuation form is filled out to give the status of the student's continuation for the next academic year in the school.
- ▶ This form includes the personal details of the student and parents, the declaration, and the consent form.
- ▶ The details provided through this form are used for identity cards and all official records related to the student.

Contact Us:

- ▶ Reception Desk- +91-20- 6711 6711
- ▶ E-mail- contactus@theorchidschool.org
- ▶ Website- www.theorchidschool.org
- ▶ Address: The Orchid School
Baner - Mhalunge Road,
Baner, Pune 411045.
Maharashtra, India

Core choices of TOS:

1. Equal Opportunities
2. Project-Based Learning Method
3. Inclusive education
4. Continuous Evaluation
5. Experiential Learning
6. Activity-Based Learning
7. Non-threatening Environment
8. Freedom of expression

Curriculum:

- ▶ TOS follows NCERT/CBSE guidelines. The choice of textbooks is on the lines of the NCERT/CBSE curriculum.
- ▶ CBSE recommends schools follow the NCERT curriculum and base its program on the National Curriculum Framework (NCF).
- ▶ The details of the curriculum can be visited on the website- www.theorchidschool.org

Enrichment of Curriculum:

- ▶ The curriculum is enriched with various activities in each subject. Few of the examples are mentioned below:
 - Field Visit
 - Expert Visitor Session
 - Projects / Real Life Project
 - Integration of subjects in terms of the learning experience, projects and assignments
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- Chefs at work
 - Art integration
 - Managing Professional Events
 - Skill development modules
 - Tinkering experience
 - Parents as resource persons
- ▶ TOS believes in parents as partners. The belief is that parents and teachers being the adult in student's life should come together for the enriching experience for the students in their precious years of learning.
 - ▶ Considering that parents have various set of expertise and inclination towards supporting the school and class for the greater experience of learning for our students, TOS initiated the programme named Three Parenteers.
 - ▶ In this program every month the parent volunteers to conduct a session for the students around expertise that they possess.

Class Presentations during the Assembly

- ▶ Each class in a year gets the opportunity to make a class presentation during assembly time. It is a part of every class activity.
- ▶ All students of the class perform on a specific given theme.
- ▶ It is a platform for the students to showcase their hidden talents, build self-confidence, and overcome stage fear.
- ▶ Parents can also participate in this event by volunteering to train students or help in writing the script.



Detention:

- ▶ It is a consequence given to the student for repetitive actions in not completing the homework /class work or for any misconduct.
- ▶ Detention will be after school from 2:30pm to 3:30pm, as informed by the teacher.
- ▶ Detention applies only to students of Std. III and above.
- ▶ Parents will be informed in advance about the detention through a note in the diary or a phone call.
- ▶ For Classes III and, parents need to accompany the student during detention. For higher grades, the respective teacher will monitor the student.
- ▶ Parents will have to make their own arrangements to pick up the child at 3:30pm on the day of detention. School transport will not be provided.
- ▶ Incomplete homework will be recorded by the teacher in the diary. Detention will be exercised after three remarks in the diary.



E- Boards:

- ▶ Std. III- XII are equipped with e-boards, for interactive learning.
- ▶ E-boards are used only by authorised adults.
- ▶ In case of any damage to the e-boards in the absence of the adult, the whole class, as well as the concerned adults will be held responsible, and they will all have to contribute and pay for repairs of the same.

Events:

- ▶ All through the academic year, various events are held in the school.
- ▶ Most of the events are marked in the school calendar for the academic year and distributed evenly.
- ▶ There are mega-level school events like Founders' Day, TEDx, Youth Summit, Independence Day, Republic Day, Learning Performance Fair, Sports days, Festivals, etc.
- ▶ Various Inter-House events are held like debates, quizzes, and sports matches like Cricket, Basketball, Volleyball, Cricket, Football, and Athletics. The school participates in many co-curricular Inter-School event.



Facilities:

- ▶ The school has well-equipped laboratories- which include the Math Lab, Language Lab, and Science labs, including an Atal Tinkering Lab and the Computer lab.
- ▶ The school library has books of all genres, and the space is also technologically equipped to plug in laptops and work on projects.
- ▶ The school has a state-of-the-art auditorium, a large capacity dining hall, a massive open-air amphitheater and a multi-purpose hall (MPH).
- ▶ In addition, TOS has exclusive spaces for conducting art, music, dance, and percussion classes.

Fees:

- ▶ Refer to the website for all updates related to the fees.
 - ▶ For the payment of every instalment, a fee desk is set up in the school's atrium for each instalment.
 - ▶ Fees can also be paid online through the Fee Portal.
 - ▶ If fees are not paid on time, a fine of Rs. 50 per day will be levied for each pending instalment.
 - ▶ Banks will not accept fees beyond the due date without the school office authorising the late fees component.
 - ▶ If a parent is late in paying the fee, then the online fee payment will not be accepted without the late fee.
 - ▶ No negotiation about late fees will be entertained under any circumstances.
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First Aid:

Infirmary:

- ▶ In case a student gets ill or is hurt during school hours, the parents will be called.
- ▶ The first-aid and sick bay is available for the student to rest until the parents come to pick up the child.
- ▶ A full-time in-house nurse attends to all ailments and emergencies.
- ▶ In case of a severe emergency, students will be rushed and admitted to the nearby hospital (duly accompanied by our staff), and parents will be informed.
- ▶ No medicine will be given to students by the infirmary nurse for consumption.

Food:

- ▶ Students should bring healthy finger snack /meal for their short break/lunch break, respectively.
- ▶ Parents should inform/ indicate during Get to Know Me or, in writing, to the class teacher about any food allergy that their ward may have.
- ▶ Healthy breakfast snacks and lunch meal is available on sale, in the school premises.
- ▶ Students can buy the same if they have not brought the food from home.
- ▶ Prior intimation of meals and purchase of coupons should be done in advance as per the requirement of the catering service provider.
- ▶ Last-minute requirements will be subjective to the availability of food.
- ▶ Outside food delivery is not allowed in the school. Parents must refrain from ordering food through food delivery sites. This is keeping in mind the health of the students.

Forms/Documents:

- ▶ Forms like the change of details form, student's medical form indemnity form which are mandatory for our records need to be duly filled and submitted to the school office / Class teacher.
- ▶ Parental Consent form, Declaration form, and Parent Information detail is collected through Continuation Form, which is filled out online. For new parents, these details are collected at the time of admission.
- ▶ Medical form is a mandate document that is to be submitted by the end of June'2023.

Furniture:

- ▶ Class I has a floor seating arrangement considering the pedagogical approach and learning needs of that level.
 - ▶ Our furniture or no-furniture choices are mainly driven by students' chronological age, developmental milestones, methodologies suitable at that age, expert recommendation, and the learning stage they are in.
 - ▶ It is the students' collective responsibility to maintain and take good care of the school furniture.
 - ▶ If it is damaged deliberately, then its cost will be recovered from the one's responsible for the damage.
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Gifts

- ▶ Parents are requested not to send any gifts for any of the Orchid staff.



Home Visit:

- ▶ Our teachers/counsellors may make a home visit with prior intimation- if your child is absent due to hospitalisation, prolonged illness, a family crisis, or to meet the family in a certain context.
- ▶ Home visits strengthen the bond between the student and the teacher and help in a better understanding of the child's background.
- ▶ The teacher can play the role of a mentor and facilitate the overall development of the student.

Home / Class Assignment:

- ▶ The school gives regular assignments to instill in students self-study habits and accountability to develop skills and attitudes required for future life.
- ▶ If the student is unable to do the assignment for reasons of not understanding the concept/ matter/topic, make a note in the diary requesting the teacher to reiterate the same.
- ▶ If the home assignment is not done for other reasons, it will invite detention. An incomplete assignment will be recorded in the diary.
- ▶ If a student is absent for a long period, it is the responsibility of the parent to help the student cover the topic taught and help to complete all the work done during the period of absence. The teacher will guide and give support for the same.
- ▶ If a student is recovering from illness or has a fracture, an adult can complete missed work or get the work photocopied.
- ▶ Holiday assignment is given during vacations to keep the student in touch with the schoolwork. Holidays should be used for students to catch up with extra learning, reading, and practice (especially those who have received home plans or letters from school urging such requests).
- ▶ Students will receive project tasks along with specific guidelines in written form. A clear explanation and discussion on the project will take place in the class later. Please remember home projects are for the students and not for the parents. Students are expected to do the project independently (Parents may help with ideation. However, let the project be the student's creation.) Parents must ensure that children do not begin their project work at the last minute. Parents can help in understanding the objectives of the project.
- ▶ As home assignments Std. I and II students will be sent books to read at home, artwork, fun activities related to concepts, etc.

Partnering with your ward for Home Assignments:

- ▶ Home Assignments/Project is not a chore for parents. It is sent for the student by their teacher.
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- ▶ Help your ward chart down their own daily study time.
- ▶ Provide a quiet and conducive space for study with minimal distractions.
- ▶ Monitor, guide, and facilitate your ward's work. Help and assist only if there is a need and if you can.
- ▶ Support the teacher's implementation of consequences when the assignment is not completed.
- ▶ Keep in touch with your ward's teachers about the requirements of assignments.
- ▶ Go through your ward's books from time to time.
- ▶ Talk to your ward about the day's activities in the school and keep abreast of the progress.
- ▶ Read the student diary daily, see if your child has completed all assigned work, and sign the page.
- ▶ Be generous with feedback, appreciation, and incentives on every accomplishment –big and small.

Houses:

- ▶ The Student Council is segregated in Junior and Senior houses.
 - Junior House - Std. V to VIII
 - Senior House - Std. IX to XII
- ▶ Houses inculcate the spirit of cooperation, competition, and competence.
- ▶ The students are categorised into four houses- Ujala (Yellow), Unnati (Green), Umang (Red), and Udaan (Blue).
- ▶ The groups are heterogeneous and consist of children having mixed abilities.
- ▶ The student must wear the house uniform on all PE and inter-house events day.
- ▶ The student will continue in the same house till they graduate from Secondary School.
- ▶ Each house in the Junior and Senior category will have two House Captains (Girl and Boy) who are elected by students of Middle School and Secondary and Senior Secondary School students.
- ▶ A main teacher will be in charge of each individual house and will be supported by a team of house teachers.
- ▶ Rolling trophies and awards will be given for the year for various inter-house activities and competitions.



Identity Card:

- ▶ Students are given identity cards for their safety, so please ensure they wear them to school and field trips.
- ▶ Get the Identity card updated whenever you change residence or contact numbers.
- ▶ Students will be given ID cards of different colours depending on the kind of transport they avail.
 - White ID cards - School transport
 - Beige ID cards - Private transport/Parent pick up.

Illness:

- ▶ Avoid sending your ward to school if they have any illness. Inform the class teacher about the illness.

- ▶ In case your ward has any specific health issue, keep the class teacher informed.
- ▶ Inform the teacher about food restrictions during convalescence / illness / allergies.

Inclusion:

- ▶ The school abides by The Right of Children to Free and Compulsory Education Act 2009 stated by the Government of India as well as The Right of Persons with Disabilities Act of 2016, both laws being those that promote inclusive education.
- ▶ TOS has a policy whereby students with special educational needs are 'included' in mainstream classroom.
- ▶ We have a Resource Room and Special Educators to address this need and provide intervention in the classroom for children.
- ▶ All students are provided with equal opportunities and participation.

Indemnity:

- ▶ The indemnity form is filled at the time of admission and every subsequent year as part of the continuation form.
- ▶ The indemnity form covers consent for participation in field trips, overnight camps, study visits etc.
- ▶ The form also covers consent for the transport chosen for your ward.

Induction:

- ▶ Every year the school organises Parent Orientation and Get to Know Me.
- ▶ The Parent Orientation appraises the parents of the scholastic and co-scholastic plans, programs, processes and policies related to their ward's level.
- ▶ A dedicated Get To Know Me day is earmarked in the calendar for parents and students to interact with their Class Teacher.
- ▶ The Orientation session is also very helpful for 'New Parents' to familiarise them with our systems at the beginning of a new academic year.

Insurance:

- ▶ The school has initiated a Group Accident Insurance Policy from IFFCO TOKIO General Insurance Company Ltd. for students.
- ▶ This policy covers OPD chares up to Rs. 25,000/student with other benefits.
- ▶ Details of the policy will be available with the Admin Unit Head of the School.

Inter-school Events:

- ▶ The school participates in various inter-school events.
- ▶ Most of the time the school bears the cost for the same.
- ▶ Occasionally the students may need to pay the relevant fees as decided by the School
- ▶ These events include CBSE Sports, ZP sports, inter-school competitions, etc., which give students exposure to various levels of competitions like city level, district level, state level, or national level.

Internship:

- ▶ Students of Std. XI going to XII must take compulsory internship in the month of May.
 - ▶ The objective of this project is to give exposure to a professional workplace and the skill sets required for the future.
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- ▶ The duration of the internship must be of minimum 15 working days.
- ▶ Students can choose the organisation where they would like to intern.
- ▶ The school assigns a mentor for each student who stays in touch with the intern's supervisor and with the intern.
- ▶ This project is graded for the students.

ISO:

- ▶ The Orchid School is ISO 001:2015 certified. Please check the website for further details.

**Language:**

- ▶ We do not discriminate between languages, and equal importance is given to all languages.
- ▶ Adults should model good spoken language usage and conventions.

Language Program:

Class	1 st Language	2 nd Language	3 rd Language
I	English	Hindi	Marathi (Functional)
II-VIII	English	Hindi	Marathi (Functional)
IX & X	English	Hindi	Students opting for Hindi as a 2 nd Language have to appear for Marathi Internal Assessments.
XI & XII	English	NA	NA

- ▶ Students coming from other countries or states who have no exposure to Marathi or Hindi will be provided support through Parallel Program.
- ▶ Students with diagnosed difficulties may drop one or both languages, depending on their formal diagnosis from a certified Government agency.
- ▶ Concessions of these kinds are arrived after due discussion and deliberation on case-to-case basis.

Late Coming to School:

- ▶ Timely attendance is mandatory, and the school shall give consequences for late coming.
- ▶ The school timings are:
 - Monday to Friday 8:00 a.m. to 2: 30 p.m.
 - Saturday 8:30 a.m. to 12:30 p.m.
- ▶ The school has been ensuring that all buses enter the school premises before school begins so that every student gets time to settle in school.

- ▶ Due to Metro work, there could be traffic issues leading to late coming. Hence, the school urges parents to opt for school bus transport.
- ▶ The last entry in the school will be allowed till : 8.05 a.m.
- ▶ If a child walks in beyond 8:05 a.m., the school has set in place consequences for the students to lose house marks based on the highest number of defaulters.
- ▶ If any student has come late to school more than three times, the parent will be asked to come to school and take their ward back home.
- ▶ The student coming late to school or reaching late to the class will be marked absent.

Learning Support Assistant (LSA)

- ▶ The Orchid School (TOS) has students with varying abilities who all learn together. The teaching and learning process is suitably adapted to meet the needs of all students with and without disabilities. The principle of inclusion thrives on the fact that every child has value to add, no matter what their abilities/difficulties may be.
- ▶ All students with difficulties have great potential to engage with their class-level work and even excel at it. However, they face some struggles during independent work in certain situations. To support them in those situations, it is proven that some assistance goes a long way.
- ▶ Therefore, TOS initiates the concept of allocating 'Learning Support Assistants' or LSAs to students with special needs.
- ▶ The goal of the LSA will be to support a student with a task that will be part of the teaching-learning process in the classroom. They are not expected to teach or guide the student with both CW and HW.

LSA-Eligibility:

1. Parents of students studying in TOS on a volunteering basis as a Learning Support Assistant.
2. Student interns at the Graduate or Post Graduate Level from Educational Institutions that will collaborate with TOS.

Learning Material:

- ▶ For Std. I to X, TOS provides teaching learning material (TLM) and art and craft material from school. This is given at the beginning of the year or at the time of admission or to use during learning time.
- ▶ For Std. XI and XII, the school facilitates the textbook and notebook procurement directly with the vendor. Students may choose to use pdf versions of textbooks.

Leave Policy for Students:

- ▶ Information regarding vacations and holidays is intimated to parents through the school calendar.
- ▶ Parents should plan their vacations/trips/family functions, etc., accordingly.
- ▶ All long leaves must get prior sanction from the Class Teacher/Unit Head/Vice Principal/Principal.
- ▶ In case of a sudden/unplanned holiday declared, the week's Saturday would be compensated with a working day. The same will be intimated to the parents through SMS/ Diary/ Circular.

General Leave:

- ▶ In case of 1- or 2-days leave, parents should inform the class teacher via email/note in the dairy.
 - ▶ Prior permission should be sought from the Unit Head / Vice Principal / Principal for more than three days. An email needs to be sent by the parents to inform about the leave.
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- ▶ A doctor's certificate and prescription should be produced if the student is absent for more than three days due to illness.

Half-day/ Permission to leave early:

- ▶ The school will grant half-day leave if the student has medical, diagnostics, psychological tests, visa, or passport appointments.
- ▶ Half days will not be granted on the days of tests (and if the school is functioning full day). If the student does so, the test marks will not be considered.
- ▶ Do not send your ward for a test/exam if they are unwell. Students are granted leave for such situation. A medical certificate and prescription need to be provided for the same.
- ▶ If your ward is unwell and still has come to give the exam, they will be sent home. This is also to avoid the infection from spreading to others.
- ▶ A special permission will be granted to leave early for medical reasons (if the child is unwell/hurt during school hours)/or in case of family emergencies. This will vary from case to case.
- ▶ Permission to leave early in exceptional situations may be granted if a student must attend competitive exams, competitions, or matches outside school. However, leave needs to be sanctioned by the Class teacher/Coordinator/Unit Head/Vice Principal/Principal. This must be backed up with a corresponding document and permission letter. Permission should be taken in advance and not on the same day of the leave.
- ▶ For all the above, parents need to show the student ID card to the concerned people and take the students out of school.

Permission for half day for travel, family function, routine doctor's appointment, and other personal reasons is strictly not granted.

Leave on important dates:

- ▶ Please refer to Attendance.

Long leave:

- ▶ The school reserves the right to sanction leave.
- ▶ Students need a minimum of 75% attendance (for all levels) in a year.
- ▶ In any leave situation, the student/parent is responsible for completing the schoolwork missed. The teacher will, however, help in giving the notes. Refer to See Homework/ Classwork.
- ▶ Absence without prior permission and intimation that exceeds one month will lead to termination of admission.

Leave during Assessments - Refer to Assessments.

Legal Issues:

- ▶ The school should be informed and kept aware of any legal issues between the parents, especially marital disputes.
- ▶ Relevant documents related to custody of the ward should be submitted to the school's office.
- ▶ In the absence of any court verdict, the school will not exercise any request from a parent.

Library:

- ▶ Std. I onwards, students can borrow books from the school library.
 - ▶ Each student is issued one book at a time, and they can renew it as soon as they finish reading.
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- ▶ During the weekend and long vacations, students can have more than a book to read.
- ▶ Students can also come and read books or issue the books in the library during their break time or free period.
- ▶ Library Skills Classes are time-tabled and are taken by the Library Skills teacher. These classes help the students to study books with guidance and encourage them to read.
- ▶ Please discourage the child from scribbling, folding corners, or soiling the library books.
- ▶ If any book is damaged or lost, parents will have to reimburse the cost.

Lost and Found:

- ▶ There is a 'Lost and Found' shelf kept in the atrium.
Parents can go there and look for their ward's lost belongings during PTC / Open days or after school.
- ▶ Encourage your ward to be responsible with their belongings and search for them when misplaced.
- ▶ If your ward's diary/calendar is lost, a copy of the same can be bought from the school store.
If textbooks are lost, they must be purchased from Kirti Book Store. –Refer to 'Books'



Management:

- ▶ TOS is managed by Pradnya Niketan Education Society (PNES), a public charitable trust registered under the Society's act.
- ▶ It has 14 members on the Governing Board- Bureaucrats, Educationists and Entrepreneurs.

Mobile Phone

For Students:

Mobile Policy:

- ▶ As per TOS policy, students of only Classes IX –XII are allowed to carry brick mobile phones to school.
 - ▶ Students may carry a brick (basic) phone to school (with only phone call option) and deposit the same with their teacher at the beginning of the school. The phones will be returned at the end of the day.
 - ▶ Students will not be allowed to carry smartphones or wear smartwatches to school.
 - ▶ In case any student is found not depositing the phone during school hours the phone will be confiscated for entire academic year.
 - ▶ This effort will help us curb all the unnecessary issues stemming from usage in social media during school hours even though this may lead to slight inconvenience for students who use the phone for booking online facilities like cab service.
 - ▶ This privilege of allowing basic phones will also be reviewed in case we have a large number of defaulters.
 - ▶ Unless specified, the student should not carry mobile phones during trips and excursions.
 - ▶ Students should strictly follow the cyber safety norms. In case the school receives any complaint
-

regarding the same, the school will treat it as a cyber crime and strict action will be taken based on the severity of the case like filing a legal case with police.

- ▶ If any student is found accessing any objectionable material on the mobile phone or trying to access someone else's mobile phone, it will be considered a cybercrime, and their phone will be confiscated.

For Parents:

- ▶ Parents should put their mobile phone in switch off or silent mode while attending a school function or official meetings.



Organogram/ School Leadership Structure:

- ▶ Refer to the school website.

Outdoor Learning-

- ▶ Research has even suggested that outdoor learning boosts confidence, social skills, communication, motivation, physical skills, knowledge and understanding. It has also been found to boost children's self-esteem, self-confidence, ability to work cooperatively and positive attitude to learning.
- ▶ TOS plans Camps, Excursions and Field Trips to enhance the learning of the students.

Camps:

- ▶ Camps are part of the learning process during the school years.
- ▶ The school recommends students participate, considering all the learning and experiences they will gain.
- ▶ All camps from Grades IV –VIII are compulsory unless specified otherwise.
- ▶ The detail of the camps will be shared with parents as and when they are planned.

Exchange Programs:

- ▶ Exchange programmes are an integral part of our school curriculum as they are conducive to the holistic development of the child.
- ▶ The objective of these excursions is to expand real-world experiences and enrich the students and take learning beyond the four walls of the classroom.
- ▶ The school arranges excursions for study visits for students of Classes VII to XII.
- ▶ The detailed information of the exchange program will be shared by the school as and when they are planned.

Excursions:

- While Field Trips are compulsory, excursions are optional and must be paid for by parents.
- These excursions are planned for Classes VIII to XII.
- The details of these excursions will be shared with parents during orientation for the same.

Field Trips:

- ▶ Out-of-school educational trips supplement the experiences provided in traditional regular classroom-based teaching and encompass all facets of learning.
- ▶ These trips help to develop new insights, understanding, and ideas about the concepts
- ▶ All the field trips have direct curriculum connect. During these visits, students explore and experience the real-life application of the concepts learnt.
- ▶ Learning is extended through field trips with pre-and post-activities.
- ▶ Pre-activities include reading about the topic and looking through a magazine or a related story.
- ▶ Post-activities include writing notes/observations, individual process writing, art projects, dramatic play, worksheets, etc.
- ▶ We welcome parent volunteers to accompany the class on the local field trips. Class Teachers will reach out to the parents for the same.

Please note -

- ▶ The list of student volunteers for outdoor visits will be scrutinized by the Unit Head, Counselors and Special Educators.
- ▶ Selection of students with high needs of personal supervision and monitoring can join the Field Trip, Camp, and Excursion only at the discretion of the school management.
- ▶ Only if the Management approves, the students will initiate the payment procedure and travel.
- ▶ Students are expected to wear school uniform while travelling to and from the destination.
- ▶ The students should wear only the maroon school jacket when on a day/overnight camp. No other jacket will be allowed.



Parallel Program

- ▶ Parallel Program is a program that provides support to students to bridge the gap in English, Mathematics, Hindi, Marathi, and Remediation.
 - ▶ It is planned during school hours and is part of the weekly timetable.
 - ▶ This program provides extra academic support to the selected students who require additional support.
 - ▶ The students are selected for these groups based on the teacher's observation and the student's academic performance.
 - ▶ Enrichment activities like Creative Writing, General Knowledge, and Math/Science are conducted for those students who don't require extra support in the mentioned subjects.
 - ▶ The support provided at different levels is for-
 - ▶ Std. I to IV –English, Hindi, Marathi, Mathematics, and Remediation.
 - ▶ Std. V & VI: English, Hindi, Marathi, Mathematics, and Remediation.
 - ▶ Std. VII and VIII: Hindi, Marathi, Mathematics, and Remediation.
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Parents as Resource Persons-

- ▶ Apart from the PTA, which is a representative of the school parent body, TOS has created a system to tap the expertise of parents.
- ▶ TOS believes in parents as partners. The belief is that parents and teachers being the adults in a student's life, should come together for an enriching experience for the students in their precious years of learning.
- ▶ The school will reach out to parents considering they have various sets of expertise and also the inclination towards supporting the school and class for a greater learning experience.

Parking:

- ▶ Since TOS is in a narrow residential lane, parents are requested to avoid parking in this lane.
- ▶ It is necessary for cyclists to wear helmets too.
- ▶ Parents are requested to carpool due to traffic congestion.
- ▶ Students with physical challenges are given special permission to drive to the main gate.
- ▶ Parents must drop their ward at the designated drop-off zone on the main road.
- ▶ Avoid arguing with security personnel regarding parking.

Photographs:

- ▶ TOS has appointed an official photographer to cover all important class/school events. You can buy photographs and / or pen drive of different events from him.
- ▶ You can place an order, pay directly to the vendor and collect the photographs from school through the photographer.

Phone calls:

- ▶ Students are not allowed to make phone calls using the school phone except in emergency situations.
- ▶ Do not call the teacher/your ward during class hours.
- ▶ Do not call at the last minute to inform us of a change of plan regarding the student going home (asking the bus driver not to take your ward on the bus, etc.). The request will be considered only if given in writing in advance.
- ▶ Do not make phone calls to the Director/Principal/Vice Principal/Unit Heads/Coordinators on personal numbers, except in emergency situations. Contact them on school numbers.

Promotion Policy: As per CBSE norm and school policy.**Questions—who will answer what!**

- ▶ Regarding academic matters: Your child's teacher, Coordinator, or the Unit Head / Vice Principal/ Principal
- ▶ Administration-related matters: Administration Unit Head/Vice Principal / Principal
- ▶ Fees and accounts related: Accountant
- ▶ Macro level policies: Principal / Director

- ▶ Regarding admissions: Admission Incharge
- ▶ Regarding student support: Counsellor/Special Educators/ Class Teacher
- ▶ Regarding transport: Administration Unit Head.
- ▶ Regarding IT: IT Head
- ▶ To seek support from any of the above-mentioned persons, you can write a mail on the school's email ID or seek an appointment by calling the school's office

A decorative graphic featuring a large, stylized white letter 'R' on a black square background, which is centered within a grey horizontal bar. The bar has a subtle, repeating pattern of small white dots.

Reception

- ▶ When you come to school to meet your ward/teacher, come to the reception desk so you can be helped or guided to the relevant space or person.
- ▶ Drop materials/tiffin at the reception and not in the class.
- ▶ Do not walk into the classroom during school hours.
- ▶ Leave messages for your ward/teacher at the reception.

Relationship:

- ▶ We view our association with you as a partnership where relationship-building is central to all our processes.
- ▶ We request you to address us as 'Di' or 'Da.' This is one more step towards building a relationship with you and your ward.

A decorative graphic featuring a large, stylized white letter 'S' on a black square background, which is centered within a grey horizontal bar. The bar has a subtle, repeating pattern of small white dots.

Security:

- ▶ School campus is covered by surveillance CCTV cameras.
- ▶ Dedicated security staff ensures that no student leaves the gate without permission.
- ▶ Make appropriate entries at the security when you visit the school for any purpose.
- ▶ If the student is not supposed to board the bus or if someone is going to pick up the student, please inform the class teacher a day prior.
- ▶ While picking up the student from school, carry the second ID card that is given.
- ▶ If any new member will be picking up the student from school and does not come with an ID card, then the student will not be sent along until the parent sends the communication in written form with proper authorization.

Special Needs:

- ▶ If your child has any food allergy, learning disability, or specific need, please inform the school authorities and the class teacher about it in writing through a letter or email.
 - ▶ In case of any specific learning difficulty, submit the assessment report to the class teacher. This will help the teachers to provide specific support to the student.
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- ▶ In certain cases, based on the observation Class Teacher/ Special Educator may recommend for assessment. Parents are expected to cooperate as it is for the well-being and support of the student.

Sponsorship:

- ▶ We invite sponsorship for special events like TED^x, Youth Summit, Theatre Plays, Awards, major flagship programs, etc.

Social Media:

- ▶ Parents and students are expected to handle social media with sensitivity and responsibility, especially while sharing comments about teachers, other students, or the school.
- ▶ In case of being found allegedly involved in misbehaviour through social media, the school will take a step to report cyber cell / respective officials/departments.
- ▶ Humiliating school staff or passing rumors or false allegations in social media groups will be dealt with seriously.
- ▶ The school uses bulk SMS services / WhatsApp Broadcast groups to notify parents about fee due dates, report release dates, or any announcements or changes.

**Theme of the Year:**

- ▶ The cultural ethos of an institution is based on its value system. The customs and practices, the beliefs and behavior of each member of the institution are what define its unique identity.
- ▶ The values are inculcated through the annual theme.
- ▶ The annual theme for AY 2023 - 2024 is '*Reduce, Reuse, Recycle*'

Timetable:

- ▶ The class teacher gives the class timetable to the students within the first week of school.
- ▶ It will also feature in the Class website.
- ▶ Do follow it to help your ward pack their bag, books, homework schedule, etc., so that it doesn't become unnecessarily heavy.
- ▶ The Timetable is subject to change depending on school activities and events.

Timings:

The school timings from AY 2023-24 are as follows-

Monday–Friday:

- ▶ Class I–XI 8:00 AM to 2:30 PM

Saturday

- ▶ Class VI–XII: 8:30AM to 12:30PM
-

Two-Wheeler Norms:

- ▶ Valid licenses and helmet is compulsory for students who use a two-wheeler to come to school .
- ▶ In case of a pillion, he/she too must wear a helmet.
- ▶ Students using bicycles should also wear helmets.
- ▶ Without helmet, the parking in the parking lot will not be permitted.

Training:

For Staff:

- ▶ Teachers are given training in various aspects of teaching, teamwork, classroom management, team building, and subject enhancement on a regular basis to hone their skills for better performance.

For Parents:

- ▶ Workshops for parents are conducted in Language, Mathematics, Parenting, Mental Health, and other relevant areas concerning education. Awareness sessions are also organized from time to time.

For Students:

- ▶ Training programs for students are designed for mental health, developing various skills like leadership abilities and issues relevant to different class levels.

Transport:

- ▶ TOS does not operate its own transport services.

Sharvari Bus Services have signed a contract to provide transport services to students and teachers who opt for it.

- ▶ The transporter decides on the bus route, pick-up, and drop location and communicates to the parents directly.
- ▶ All financial transactions are done directly to the service provider. school interfaces with them in terms of training and sensitizing them towards safety requirements, students, and the way to handle them during travel time.
- ▶ School also monitors the service provider following all the norms.
- ▶ A transport committee has been formed to check RTO compliances.
- ▶ Parental concerns could be shared with the PTA volunteer who is a part of the committee / the Admin Unit Head of the school.
- ▶ Parents should ensure that private transporters (other than school transport) follow norms as per guidelines given by RTO. Parents need to verify and keep a check on all matters related to transport. TOS is not responsible in any way for outside/private transporters.

Trust:

- ▶ Trust us for our choices, approaches, guidance, and pedagogical choices.
 - ▶ We are a dedicated team of professionals with experience.
 - ▶ Some of us have been around for some time, while others have come up with new dreams and ideas. We are also constantly in the mode of self-examination, evaluation, reflection, modification, and modernisation.
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- ▶ We seek expert help through workshops, training programs, and consultations on a regular basis.
- ▶ Our teachers participate in study trips to other schools and institutions and are engaged in innovative practices in education.

Tuition:

- ▶ TOS teaching staff are not allowed to take tuition for TOS students.
- ▶ In case of any academic concern, if you have a tutor for your ward, you may bring the tutor for a face-to-face meeting with the class teacher.
- ▶ This is to brief them on your ward's performance levels and the kind of inputs and monitoring required for the student.



Uniform:

Levels	Regular Uniform	Sports Uniform (To be worn on the sports classes day)
I-IV	<ul style="list-style-type: none"> ● Checked Shirt, For girls-Beige skirt/shorts/trousers For boys –Beige shorts/trousers ● Fully back shoes of any brand and black socks ● Black floaters only on the rainy day 	<ul style="list-style-type: none"> ● Maroon T-Shirt ● Black Track Pants / black shorts ● Fully back shoes of any brand and type and black socks
V-X	<ul style="list-style-type: none"> ● Checked Shirt, For girls-Beige skirt/shorts/trousers For boys –Beige shorts/trousers ● Fully back shoes of any brand and black socks ● Black floaters only on the rainy day 	<ul style="list-style-type: none"> ● House T-Shirt ● Black Track Pants/ Shorts with stripes of house colour
XI-XII	<ul style="list-style-type: none"> ● Maroon T-Shirt and Blue Jeans (Both having school logo) ● Black Shoes, Black Socks ● Black floaters only on rainy day 	<ul style="list-style-type: none"> ● House T-Shirt ● Black Track Pants / Shorts with stripes of house colour ● Black Shoes, Black Socks

Wednesday will be 'Dress As You Like' Day for Classes I to XII.

- Students to wear civil clothes on every Wednesday.
- Black shoes and black socks are compulsory.
- Black floaters can be worn on rainy days.

In winter or any other day students must wear maroon school jacket only.

No other jacket is allowed.

(For images of the school uniform, please visit our school website- www.theorchidschool.org)

- ▶ Please note that the school-specified footwear is Black socks and shoes. During monsoon season, black floaters will be allowed only in case of rain in the morning on that specific day.
- ▶ Students can wear sports shoes only during the sports periods However, they must wear black shoes and socks before and after the sports periods.
- ▶ During winters, students must wear the maroon jacket with the school logo. No other jacket will be allowed.
- ▶ Students must wear the regular school uniform when representing the school for any competitive exam or inter-school events.
- ▶ Students, while representing the school for any sports event, must wear the jersey given by the school.
- ▶ During any field trip, camps and excursions students must wear school uniform.
- ▶ Only maroon school jacket must be worn by the students during any camp or excursion or field trip No other jacket will be allowed.

General Rules regarding Uniform:

- ▶ Wearing a clean and ironed uniform is a must.
- ▶ Nails must be neatly trimmed and cleaned.
- ▶ Avoid use of long earrings, bracelets, or other jewellery that can cause injury while playing.
- ▶ ID card is part of the uniform and is compulsory on all days. If students are not wearing an ID card, they will be asked to contact their parents to get the ID card. The objective is to keep the student safe on the school premises.

Violation of the above mentioned school uniform code whether on the school premises or when students are representing school during inter-school events, field trips, camps or excursions would lead to serious consequences as mentioned in the behaviour policy.

- ▶ For the purchase of uniforms, parents can contact **Yogi's Kids**.

Contact person: Mr. Girish Bhatia

Contact number: 020 - 65336917

Website: www.yogikids.in



Website:

Log on to www.theorchidschool.org

Wholesome Wellness Program-

At The Orchid School, we firmly believe that it is imperative for an individual to be socially, emotionally, and behaviorally well-adjusted to function to his/her complete potential.

With this aim in mind, The Orchid School has formed the Wholesome Wellness Team who will focus mainly on the physical, emotional, social, and spiritual well-being of the students.

- ▶ Along with catering to the different day-to-day wellness needs of the students, the team will also be organizing awareness programs and campaigns, which will benefit all the stakeholders involved in the holistic development of the child.
- ▶ The team will comprise of the Counselors, Special Educators, Fitness Coaches, and the school Nurses.

Withdrawal from school

- ▶ See Admission withdrawal policy on the website under Admission Tab.



You are part of Us-

- ▶ Need we say more?



Zen Parenting:

- ▶ Be calm and relaxed. Do not be an overanxious parent. Every child has different capabilities and interests. They follow a unique path of development.

THE ORCHID SCHOOL

Code of Conduct for Students Behaviour

Every learner has the right to ample opportunities towards growth, be safe in school, be treated with compassion, and be heard. Therefore, any action by any learner or adult that infringes upon the above rights will result in serious consequences.

To maintain an environment conducive to attaining high quality of education, TOS has formulated the following document relating to learner conduct which encourages learners to uphold the sanctity of the school, recognizes and appreciates those who follow the rules, delineate unacceptable behaviour and provide the basis for sound disciplinary/behaviour practices. (i.e. a balanced combination of rewards and consequences).

Purpose

- ▶ This learner code of conduct outlines the policy framework for identifying and resolving issues of behaviour and conduct of learners as members of the TOS community.

Scope

- ▶ This policy (Code of Conduct) applies to all TOS learners and includes all situation and activities:
- ▶ That take place in school premises, classrooms, playgrounds, including activities run by outside agencies.
- ▶ That take place beyond the school grounds, where learners are representatives of TOS.
- ▶ That take place online that may be created, authorised, sponsored, that involve TOS learners.
- ▶ Where TOS is represented at internal, local, national, or international conferences or events.

Definitions

- ▶ TOS – The Orchid School
- ▶ Violation – Break the rules, disregarding, disrespecting, fail to do.

Values

- ▶ The learner code of conduct expresses the school's values and guidelines that create an equitable learning atmosphere.
- ▶ We are inclusive, open, respectful and reflect the diversity of our country.
- ▶ We are committed to integrity and ethical behaviour.
- ▶ We value, enable, and celebrate collaboration between each other.
- ▶ We are committed to ensuring our learners are lifelong learners who are valuable members of our community, the country, and the world.
- ▶ We are committed towards ensuring that every learner has equal opportunities towards maximising their potential.
- ▶ We reinforce the necessity to value the world we live in.
- ▶ We treat others (younger & older) with the same dignity and humility we want to be treated with.

Aims

- ▶ The learner code of conduct aims to:
 - ▶ Build and promote positive learner behaviour within the school community.
 - ▶ Encourage and celebrate positive conduct whilst limiting violations and inappropriate behaviour.
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- ▶ Provide a suitable educational environment to achieve the principle of comprehensive education.
- ▶ Apply the principles and culture of encouraging and caring in society to minimize inappropriate behaviour.
- ▶ Provide a regulatory reference to deal with learner behaviour.
- ▶ Guarantee execution of laid down procedures to prevent future behaviour violations.
- ▶ Instructing, guiding, and teaching learners who demonstrate inappropriate behaviour in a positive manner too display positive behaviour.

Principles

- ▶ The following principles set out the behaviour that is expected of all learners:
- ▶ Treat each other in a transparent, non-discriminatory manner.
- ▶ Remain honest and ethical towards all members of the TOS community and within their studies.
- ▶ Take responsibility for their own actions and ensure they always act in a respectful manner which supports the dignity, safety, and wellbeing of others.
- ▶ Act in accordance with the values, principles, policies and procedures of the school, as active contributors in building a collaborative learning community and the positive reputation of TOS.
- ▶ Engage in their studies, actively participate in learning activities including all class time, independent learning, and assessments, and strive to seek depth, breadth, and challenge in their learning.
- ▶ Respect differing points of view including economic, cultural, or religious perspectives.
- ▶ Treat all members with consideration and courtesy, through any mode of communication either in person or online, including social media.
- ▶ Use TOS grounds, property, resources, and facilities with respect and sustainably, considering the needs, choices, health and safety and wellbeing of others.
- ▶ When acting as a representative or ambassador for TOS, conduct themselves in a professional manner to uphold the reputation of the school.

TOS learners shall not act in a manner that:

- ▶ is discriminatory, harassing, bullying, or engaging in any form of interpersonal, psychological, or physical violence.
 - ▶ brings the reputation of the school into disrepute.
 - ▶ unreasonably hinders other learners in their studies.
 - ▶ disrupts, interferes with, or undermines school activities, events, functions, and teaching.
 - ▶ involves any act of stealing/taking items that do not belong to them.
 - ▶ is fraudulent, or dishonest (cheat) that would unfairly advantage or disadvantage themselves or another learner.
 - ▶ would cause a danger to the safety and well-being of others and/or undermines the values of the school.
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Reporting

- ▶ Learners are encouraged to report any incidents of bad behaviour (misconduct) that they may have seen or experienced themselves.
- ▶ Learners can report such incidents to the Teachers, Unit Head, Coordinators, Principal, Vice Principal, and Counsellors.
- ▶ The member of staff will inform the Unit Head /Counsellor who will complete an incident report form if required and initiate the investigation of the concern.

Code of Conduct

- ▶ Under this code of conduct, guideline for expected behaviour from students have been laid down.

Mechanism of Violation Penalty

- ▶ Class teachers will maintain the record of misbehaviour on daily basis. On frequent violation the record will be shared with the parents.
- ▶ All students will have to sign a behaviour contract at the beginning of the academic year.
- ▶ Following are the examples of violations as stated by the school policy and based on the type and severity of violation performed appropriate consequences for the same will be meted out.

- ▶ As a first step the student will be spoken about the concern, the expectation will be stated out, strategies will be discussed for improvement, the time period of observation will be decided and the remark will be given in the Diary and for students of classes IX to XII the mail to the parents will be sent.
- ▶ The incident will be noted in the observation book. If need be, the incident report will be prepared and the parents will be informed.
- ▶ After every three remarks in the students Diary or the mail, further consequences as given below will be implemented.
- ▶ In case of the misbehaviour is of 2nd/3rd or 4th level, then depending on the severity of the act the consequence will be meted out immediately.

Violation	Examples of violation	Consequences
First degree (Simple) Level 1	<ul style="list-style-type: none"> ● Not wearing the correct uniform consistently. ● Failing to bring books and other resources consistently more than 3 times consecutively. 	<ul style="list-style-type: none"> ● If the learner is still not in complete uniform, he/she will not be allowed in the classroom until the parents /guardian delivers the uniform or missing item to school. ● Class III onwards, after every third remark, the learner will be given detention from 2:30 pm – 3:30 pm (supervised by adults, and informed beforehand). Parents need to make the arrangements for picking up the child from school.

Violation	Examples of violation	Consequences
	<ul style="list-style-type: none"> ● Failing to do the Classwork / Homework in time. ● Arriving at school late even after 3 warnings. ● Missing classes while in school. ● Using abusive language during conversations. ● Carrying a brick phone / smartphone to school & not submitting the same. Using a brick phone / smartphone without permission of the teacher. ● Failing to do the Classwork / Homework in time. ● Arriving at school late even after 3 warnings. 	<ul style="list-style-type: none"> ● Notebook Upkeep marks will be deducted for incomplete notebook work. ● Projects/Assignments that are not submitted on the due date will not be marked by the teacher or marks may be deducted. ● If late coming gets repeated parents will be asked to come to school and take their ward back home. ● The learner coming late to school or reaching late to the class will be marked absent. ● The students will be barred from attending the respective subject class for 30 days starting from violation date. ● If it continues further then the student will be exempted from that class for the whole year. ● After every third remark, the learner will be given detention from 2:30 pm – 3:30 pm (supervised by adults, and informed beforehand). ● Brick phones / smartphone to be confiscated and submitted to the Principal. The same will be returned at the end of the academic year. (*This consequence will be applicable from the 1st infraction itself.) ● Notebook Upkeep marks will be deducted for incomplete notebook work. ● Projects/Assignments that are not submitted on the due date will not be marked by the teacher or marks may be deducted. ● If late coming gets repeated parents will be asked to come to school and take their ward back home. ● The learner coming late to school or reaching late to the class will be marked absent.

Violation	Examples of violation	Consequences
	<ul style="list-style-type: none"> ● Missing classes while in school. ● Using abusive language during conversations. ● Carrying a brick phone / smartphone to school & not submitting the same. ● Using a brick phone / smartphone without permission of the teacher. ● Using unfair means during exams. 	<ul style="list-style-type: none"> ● The students will be barred from attending the respective subject class for 30 days starting from violation date. ● If it continues further then the student will be exempted from that class for the whole year. ● ● After every third remark, the learner will be given detention from 2:30 pm – 3:30 pm (supervised by adults, and informed beforehand). ● Brick phones / smartphone to be confiscated and submitted to the Principal. ● The same will be returned at the end of the academic year. (*This consequence will be applicable from the 1st infraction itself.) ● Any means used for copying such as chits, phones etc. will be confiscated. The students will be allowed to attempt the rest of the paper. The previously answered questions will stand null and void. (*This consequence will be applicable from the 1st infraction itself.)
<p>Second Degree (Fairly dangerous) Level 2</p>	<ul style="list-style-type: none"> ● Bullying – name calling, physical and mental abuse. ● Discrimination between peers. ● Minor damage to school property and resources. ● Threatening fellow learners in school, online platform and in school bus. 	<ul style="list-style-type: none"> ● (For Level 2/ 3/ 4 violations, the learner will have consequences based on the severity of the violation.) ● If the misbehaviour continues or in the case of a first-time offence of a very serious nature the teacher, Unit Head, Counsellor, and Principal meets the learner. ● The teacher / Counsellor writes an incident report giving all details of the incident. ● The learner is then asked to write down the incident in their words and should write an apology letter. After giving the statement in writing the learner may be sent back home immediately.

Violation	Examples of violation	Consequences
	<ul style="list-style-type: none"> ● Stealing books and other resources from classmates. ● Using a brick phone / smartphone in school resulting in cyber crime. 	<ul style="list-style-type: none"> ● The learner then submits a specific Behaviour Agreement acknowledging the behaviour expected of him / her. In case of any infraction, consequences meted out by the school will be acceptable to the learner.
<p>Third Degree (Dangerous) Level 3</p>	<ul style="list-style-type: none"> ● Bullying-fighting, biting. ● Throwing resources, school equipment at other members of the community. ● Damaging furniture in school. ● Vandalising school and bus property. ● Leaving school without permission. 	<ul style="list-style-type: none"> ● The consequence will be ranging from detention to suspension. ● Detention could be from an activity class, lunch time after school hours. ● Lunch time detention – This may include clean-up work in the cafeteria, halls, or other areas of the building. ● Extracurricular activities suspension – student may be suspended from attendance or participation in extracurricular activities. ● These activities are seen as a privilege for <p>Class VIII onwards the after school detention will consist of service to the school.</p>
<p>Fourth Degree (Significantly Dangerous) Level 4</p>	<ul style="list-style-type: none"> ● Consumption / Possession of illegal substance such as drugs, nicotine etc. ● Smoking / Vaping/ usage of E cigarettes. ● Presence of illegal substance during surprise urine test of students. ● Damaging school property or resources through fire, theft, smashing windows. ● Cyber bullying others. ● Assaulting others (sexual in nature) 	<ul style="list-style-type: none"> ● Out of school suspension & Probation- Student will be suspended from school for a period of two weeks following which the student will also be put on a Behavioral Probationary Plan created by the counselor ratified by the Unit Head & Principal which needs to be acknowledged and signed by the parent & student. ● If parent & student refuse to sign within 5 school days, they agree to dismissal. If the student doesn't fulfill the expectations stated in the Probationary Plan the situation will be discussed between

Violation	Examples of violation	Consequences
		<p>Teacher, Unit Head and Principal and can lead to dismissal.</p> <p>In case violation related to substance abuse -</p> <ul style="list-style-type: none"> ● The school reserves the right to conduct surprise Urine tests of students if deemed necessary. ● If test results show any traces of consumption of drugs / alcohol, student will be given serious consequences such as suspension/ expulsion. ● In case of 4th level of misbehaviour, the school will report the matter to the police. ● The investigation committee will be formed and based on the report of the committee the consequence will meted out. ● The consequence will be either suspension or expulsion from the school.

Bus behaviour -

- ▶ Learners who violate bus safety rules or indulge in any misbehaviour in the bus may be denied bus transportation. In either of these instances, the parents need to make arrangements for picking up the child.
- ▶ Thereafter any of the following consequences* may be meted, depending on the gravity of the misbehaviour. The Unit Head will make note of this incident in the complaint book and communicate the consequence to the parent. The learner will be referred to the Counsellor after returning to school, towards discussing restorative measures and introspections.

Applying the Penalties

The learner's Class teacher and Unit Head are responsible for monitoring and tracking the learner's behaviour.

As a consequence, for repeated misbehaviour or not following class /school rules or for absence on important days, a strong remark will feature in the student's report card. This will affect the student's non -scholastic grade under the Work Habits section.

Learners who are subject to receive penalties must be treated with full respect for their personal feelings and qualities as per the following rules:

- ▶ Avoid cruelty, psychological abuse, offence, insult, and mocking.
- ▶ Do not apply a penalty to all learners in the class for a violation committed by one learner.
- ▶ Achieve justice and equality in dealing with learners.
- ▶ Consideration must be given to the school's responsibilities before issuing any penalty.
- ▶ Learner confidentiality and privacy must be always maintained.
- ▶ Avoid any defamation of character.

- ▶ Staff are prohibited from taking certain action against learners including (but not exhaustive):
 - ▶ Corporal punishment of any type or form.
 - ▶ Provoking or mocking the learner.
 - ▶ Preventing/suggesting/encouraging fellow learners from interacting with the learner.
 - ▶ Refusing to assist the learner during academic classes.
 - ▶ Detaining the learner in the school without prior information to parents.
 - ▶ Reducing or threatening to reduce the scores of other subjects.
 - ▶ Infringing on the personal liberty of the learner.
-

Learner Behavioural Contract

Learner

- 1 I agree to be in class at the start time and ready to begin work.
 - 2 I agree to pay attention to my teachers during all classes.
 - 3 I understand that talking to my friends during lessons will disturb my classmates and teachers.
 - 4 I agree to follow all my teachers' instructions the first time he/she asks me to do something.
 - 5 I agree to behave respectfully, without arguing, and cooperate when a staff member gives directions or makes a request.
 - 6 I will not ask to go to the infirmary unless it is an emergency.
 - 7 I agree to keep my parents informed about school-related matters and make sure I give them any information sent home.
 - 8 I understand that I must respect the school timing; therefore:
 - I agree to be in school every day by 8.00 a.m.
 - 9 I agree to go to breaks and assembly on time. After breaks and assembly, I agree to proceed to class without wasting anytime.
 - 10 When teachers ask me to do something, I agree to do it on time.
 - 11 I understand that my appearance, reflects on me and my performance; therefore:
 - I agree to come to school every day wearing the full school uniform
 - I agree to wear the P.E. uniform only on the days which I have P.E.
 - I will make sure that my uniform is clean and tidy all the time.
 - I understand that my hair will be always neat.
 - 12 I understand that I need to respect all members of the school community and will not bully (physically or mentally or in cyber world) my peers. (The school community includes teachers, employees of the school and learners.)
 - 13 I understand that if I leave school without permission, I will face serious consequences.
 - 14 I will not indulge into act of physical, verbal, mental or sexual abuse.
 - 15 I will not consume any restricted substance in the school premises or will not consume and enter the school. I understand that this may lead to serious consequence including expulsion from school.
 - 16 I understand that in case I break the Code of Conduct, I will face serious consequences.
-

Parent Section

- ▶ We have received a copy of the School's Code of Conduct and understand the behaviour that is required of our ward.
- ▶ We also understand that if our ward's behaviour is disruptive, then we agree to comply with all school measures (including suspension / expulsion from school) in case of further violations and breaches.

We agree to the terms of this behaviour contract as set forth above.

Learner's name : _____

Date: _____

Signature: _____

Parent's name : _____

Date: _____

Signature: _____



Pradnya Niketan Education Society's

THE ORCHID SCHOOL**Student Medical History Form**

Admission No.:

Dear Parent/ Guardian:

Kindly fill out this form about the medical history of your son/ daughter by answering Yes or No. If any answer is yes, please provide us with dates & details, answers should be as accurate as possible. Student Health is our priority.

Student Data:				
Student Name : _____ Gender : _____ Nationality : _____				
Date of Birth : _____ School : _____ Class : _____				
Guardian's Name : _____				

No.	Health Concerns	Yes	No	Comments
1	Does the student have any allergy or sensitivity to medications/ food/ etc? Please mention it if any.			
2	Does the student suffer from any cardiac problems?			
3	Is the student Diabetic?			
4	Does the student have hypertension?			
5	Is the student asthmatic?			
6	Does the student suffer from any renal problems?			
7	Does the student suffer from epilepsy/seizures?			
8	Does the student have any chronic blood disease? (Thalassemia, Anemia, Haemophiliaetc)			
9	Does the student suffer from recurrent epistaxis (nasal bleeding)?			
10	Does the student have any skin problems?			
11	Does the student have any eye (ophthalmology) problems (visual disturbances)?			
12	Is there any medical condition that the school should be aware of?			
13	Any previous admissions to the hospital? Please mention			
14	Is the student using any hearing/ visual/ walking/ aids? If yes, what is it?			

If the student has any persistent health problems, kindly answer the following questions: -

Type of Problem/ Disease : _____

When was the last attack/ episode: _____

Name of hospital or health center where the student is getting treatment/ follow-up:

Name of treating physician: _____

Phone Number of physician: _____

In case of emergency specify the medication recommended - _____
_____ It will be shared with the doctor.

Physical activity Recommendations: _____

Instructions for the school nurse during school hours: _____

Parent's/ Guardian's Name & Signature: _____ Date: _____

<p>Note: Kindly attach any medical report with this form & and send it back to the class teacher with the student.</p>

To be certified by a Registered Medical Practitioner

Date of physical examination _____ Height _____ Weight _____

B.P.Pulse _____

Vision _____ L _____ R _____

Any Other Significant eye problem: _____

Anemia: (Mild, Moderate, Severe or Absent) _____

Clinical Examination:

Clinical Examination	Normal	Recommendation
Head / Neck		
Abdomen		
Nails		
Hair		
Skin		
Ear		
Nose		
Throat		
Dental		

Signature and Seal of the Medical Practitioner:



Pradnya Niketan Education Society's

THE ORCHID SCHOOL

Our Vision

Locally Rooted Globally Competent Education

Our Mission

The Orchid School provides holistic education in a conducive school climate and home environment which leads to nurturing in students' resilience and a sense of personal responsibility and the ability to celebrate diversity, to develop leadership with integrity, to contribute to social development through creativity and problem solving, to face and create challenges with a fusion of traditional and contemporary values and choices.

Quality Policy

The Orchid School is committed to quality education which strives to continually enhance the academic program, develop and hone human resources and improve effectiveness of overall processes and systems.

Specifically,

- The curriculum and academic program is aligned and envisioned beyond the conventional 3 R's (Reading, writing and arithmetic) moving towards the essential 8 R's (Relationship, Respect, Readiness, Rich Experience, Reward, Responsibility, Regulation and Reflection).
- People of the Organization are assets and TOS believes in continuously and proactively enrolling all stakeholders through being transparent and involved in participative decision making. For this, the stakeholders are trained for capacity building, teamwork and leadership.
- Processes and Systems-Admission, Recruitment, Evaluation, Appraisal, Procurement, Training etc. are transparent, clearly stated with steps identified, people designated, followed up and monitored.
- Committed to fulfil applicable requirements related to the State Education Department, CBSE and all other statutory compliances.
- Working towards "Zero Error" in all documentation related to students, staff, compliance etc.

Pradnya Niketan Education Society's

The Orchid School (TOS), Pune and Nagesh Karazgi Orchid College of Engineering and Technology, (NKOCET) Solapur are professionally managed by Pradnya Niketan Education Society (PNES). It is registered under public charitable trust formed by a group of professionals.

 www.facebook.com/theorchidschool.org

 www.instagram.com/tospune/

 www.linkedin.com/in/the-orchid-school-pune

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