

THE ORCHID SCHOOL

Baner, Pune

Date: 27th July 2022

Circular No: TOS/FRO/CIR/FS/22-23/17

Subject: Circular about some concerns and the policy to address it.

Dear Parents,

Greetings to all of you.

It has been noticed that since school has reopened this academic year some of the set norms and regulations are not being followed by students. To take the corrective measures and bring in the discipline the school has decided on some policies.

These matters were also discussed both with the PTA and SLC members. The school would like to reiterate some of the expectations and consequences for not following the same.

Mobile Policy:

- As per TOS policy, students of only Classes IX – XII are allowed to carry mobile phones to school. They are expected to deposit their cell phones to the Class Teacher in the morning.
- However, in lieu of the gross misuse of mobile usage in school and despite reminders and warnings, students have been found not depositing their phone during school hours.
- Random checks have led to unearthing of huge number of phones not being deposited.
- **Hence, the school has decided that from 8th August onwards students will not be allowed to carry smart phones or wear smart watches to school.**
- Students may carry 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.
- In case any student is found not depositing the phone during school hours, as a 1st warning, the phone will be confiscated for a month.
- However, in case any student is found not depositing the phone the 2nd time, the phone will be confiscated for good.
- 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 large number of defaulters.

Late Coming to School:

- Timely attendance is a basic requirement and the school has noticed that students have been coming to school much later than the reporting time. Some of the students are even reaching to school as late as 9:00 AM.
- Please note that the school timings are from 8:30 a.m.to 3:00 p.m.
- The school has been ensuring that all buses enter the school premises within 8:25 a.m. so that every student gets time to settle in school.
- However, many students who have opted for private transport have been regularly delayed.
- We are well aware that due to Metro work, there could be traffic issues leading to late coming. Hence, the school urges parents to opt for school bus transport.

- If a child walks in between 8:35 a.m. to 8:45 a.m., the school will set in place consequences for the students to lose house marks based on the highest number of defaulters.
- The last entry in the school will be till **8:45 a.m. only.**
- No student will be allowed to enter school after that time.
- In case a student is unaccompanied by a parent, the school will call his/her parent to pick up the child.
- **This rule will be applicable from 8th August 2022.**

Saturday School:

- The school has observed dismal online attendance by students in the last 2 months.
- Hence to make the teaching learning more effective, school has decided to have offline school on working Saturday reflecting in the calendar.
- **The school has decided that from 15th August onwards for 2 months the school would organise offline Saturday school.**
- Post the trial period, the school would revisit the decision based on attendance data.
- The teachers will be scheduling concept checks, graded projects, and other enrichment activities specially on Saturday.
- Any portion taught to students on Saturday will not be repeated as this will ensure attendance in school.

School Uniform:

- It has been noticed that students have not been attending school in the correct uniform. Even the uniform specified for the days are missed.
- Monday being 'Khadi Day' students are expected to wear khadi or any handloom material clothes.
- 'Dress as you Like' Day; students should dress up appropriately keeping the environment of school, weather and comfort level in mind.
- The school has already been functional for 2 months and it would be highly appreciable if parents can help students procure the correct Khadi attire for school.
- Parents should dialogue with the students to explain them about these special days given to them where in they should choose wisely what to wear in school based on context and comfort.
- Students also seem to be struggling to wear proper house uniform and school uniform and mix up the two more so often.
- **Note:** From 8th August for Classes VI to XII the **Dress as you Like Day is shifted to Saturday.** Hence Wednesday would be a regular school uniform day.

The expected uniform for the weekday is explained below. In case of not been able to follow the consequence that will be administered is also written below.

Levels	Type of Uniform	Applicable on	Consequence for improper uniform
Classes I – V	Regular uniform / Sports uniform (As per timetable)	Monday, Tuesday, Thursday, Friday	Students will be given warning as a diary note for the first 3 instances of improper uniform. From 4 th instance of default, parents of the
	Dress As you Like day	Wednesday	
	Regular Uniform	Wednesday, Thursday	

Classes VI – VIII	Sports Uniform	Tuesday, Friday	respective ward will be called to get the correct uniform for the students.
	Khadi Day	Monday	
	Dress As you Like Day	Working Saturday	
Classes IX – X	Regular Uniform	Wednesday, Thursday	Students will be given warning as an email from the class teacher for the first 3 instances of improper uniform. From 4 th instance of default, parents of the respective ward will be called to get the correct uniform for the students. Student will wait in the office to get properly dressed up.
	Sports Uniform	Tuesday, Friday	
	Khadi Day	Monday	
Dress As you Like Day	Saturday		
Classes XI – XII	Regular Uniform	Tuesday, Wednesday, Friday	
	Sports Uniform	Thursday	
	Khadi Day	Monday	
	Dress As you Like Day	Saturday	

- **Parents are requested to procure the designated uniform by 13th August 2022, following which consequences will be levied on the students.**
- Please note that the school specified footwear are Black socks and shoes. During monsoon season, black floaters will be allowed only in case of rains in the morning on that specific day.

We hope as parents all of you would partner with the school to bring in certain level of discipline and decorum in the students.

Looking forward to your co-operation.

Atreyi Saha
Vice Principal

Sangeeta Kapoor
Principal

Lakshmi Kumar
Director