



THE ORCHID SCHOOL

Baner, Pune

Date: 31.01.23

Circular No. TOS/FRO/CIR/FS/22-23/39

Dear Parents,

The school has always aimed at the holistic development of the students keeping in mind that we are shaping the future generations of the world. Therefore, it is imperative that along with imparting curriculum-based knowledge, a conscious effort to shape their behaviour is also undertaken.

The Orchid School is introducing a process of documentation targeting various behavioural concerns of the students. The school has prepared certain documents to monitor and record behaviours of your ward.

The documents are as given below -

- **Behaviour Monitor Record** - A tabular document containing few concerning behaviours, which will be filled up based on any concerning observations noticed by the class / subject teacher. This document will be maintained for each student.
- **School Action Record** - Whenever any concern has been repeated multiple times by the student, a meeting with the parents will be scheduled, during which this document will be used. This document will contain details about the date of the incident, concerns, and the action taken.
- **Student Achievement Record**- A tabular document containing details of the various achievements of the students in or out of school.
- **Incident Report** - This document will be filled when the situation requires (a) whole school discipline committee intervention; (b) feud that leads to medical emergency; (c) police report/ cyber security; (d) breach of students' security that needs higher level intervention.

Following a review of this process, we will modify it for the upcoming Academic Year 2023-24.

We hope that these documents will help us in creating a more positive and enriching school environment for our students. We urge every stakeholder in the student's life to encourage them to become the best possible version of themselves.

Shraddha Ashokan
Counsellor

Atreyi Saha
Vice Principal

Sangeeta Kapoor
Principal