

The Orchid School

Baner, Pune

Date: 27.02.23

Circular No. TOS/FRO/CIR/FS/22-23/43

Circular for Classes VIII, IX, XI

Subject: Continuation Form and Session Transfer of Classes VIII, IX & XI

Dear Parents,

Important information regarding the current year ending and new academic year beginning are shared below. Some processes require immediate attention and action so read carefully and complete all necessary formalities for a smooth transition for your ward for next academic year.

1. Continuation Form –

The purpose of this form is to collect the below mentioned information-

- Continuation of your ward admission for the next academic session.
- Verify and update the personal information in school's data bank.
- Collect the Consent and Undertakings for various activities in school.

Filling of the Form

- Student continuation form will be shared on **28th February'23** and the last date to fill and submit the same will be **2nd March'23**.
- We request parents to check and update personal details (especially if any changes).
- We will be issuing a new ID card based on this, so be accurate and prompt in completing this formality. The same information as entered in the Continuation form will be printed.
- In case you need any change in the details reflecting in non-editable fields then please contact School Office by **2nd March 2023**.
- To fill the continuation form, follow the path given below-
 - Visit the school website www.theorchidschool.org
 - Go to 'Parent & PTA' tab
 - Click on 'Student Continuation'.
 - To generate OTP enter the mobile number, which is registered with the school.
 - Enter OTP received, as Password.
 - Fill the form and submit it.
 - **Please note that you have to submit the form even if your ward will not be continuing in the next academic session.**
 - On submission of the form you will receive a PDF copy of the same, via mail.

- In case of not continuing (withdrawal of admission) you need to follow the Admission Withdrawal process as mentioned in Withdrawal Policy which reflects on our school website (Circulars – Policy Related).
- If you need any kind of support to fill the form, you can contact the school office or write a mail at contactus@theorchidschool.org

2. First Fee Challan for AY 2023-24

- The fee challan will be issued only if the continuation form is filled and submitted.
- The 1st fee challan for new AY 2023-24 will be available in My Class Board Portal (MCB-Fee Portal) from **2nd March'23**.
- The due date for the same will be **27th March'23**.
- **To access the 1st fee instalment challan for AY 2023-24 will be only possible if all the fee dues are cleared for AY 2022-23.**

3. Session Transfer

- Session transfer from AY 2022 -23 to AY 2023-24 for the new class will be possible only after ALL dues are cleared and on submission of the Continuation Form.
- In case, your ward does not secure passing marks in the Final exam even after retest, then he/she will not be promoted to the next academic level. In such situation you may have to pay the fees accordingly for the class level.

5. Book Collection-

- The textbook set collection will be on 25th March'23.
- New Academic Year will begin from 27th March'23.

6. School Timings-

- 27th March'23 - 10th April'23 -- 8:30 am to 3:00 pm.
- 11th April onwards -- 8:00 am to 2:30 pm.

Important to Note –

- Book collection will be possible only if the fee of 1st instalment for AY 2023-24 is paid.
- **Please note, it is mandatory for the students to be present for the classes.**
- In case of any matter related to fee to be discussed, you can write to the Principal on the email – principal@theorchidschool.org

Atreyi Saha
Vice Principal

Sangeeta Kapoor
Principal