

THE ORCHID SCHOOL
Baner, Pune

Date: 4th June 2022

Circular No. TOS/FRO/CIR/FS/22-23/05

Subject - First Day Circular for Classes – I - XII

Dear Parents

Greetings from The Orchid School!

Hope all of you had a restful summer vacation. The Orchid School is all geared up to have students attending school from the new academic year. Hopefully, the Covid situation will not worsen any further and we will be able to conduct school in the offline mode without any interruptions. However, this is all subject to government restrictions and norms, which are the guiding principle in these times of pandemic.

The new academic session will begin for all the classes as mentioned below:

Classes I – VIII - **Thursday, 9th June 2022**

Class XI – **Wednesday, 8th June 2022**

The academic session will reopen for Classes IX, X, XII on **Wednesday, 8th June 2022**

Please note the regular school timing will be as follows:

- **Classes I – V** – Monday to Friday – 8:30 am to 3:00 pm

- **Classes VI - X** – Monday to Friday – 8:30 am to 3:00 pm
Working Saturday – Online School from 9:00 am to 1 pm

- **Classes XI** – Monday to Friday – 8:30 am to 2:45 pm
Working Saturday – Online School from 9:00 am to 1 pm

- **Classes XII** – Monday to Friday – 8:30 am to 2:15 pm
Working Saturday – Online School from 9:00 am to 1 pm

Important points to be noted:

- Initial part of first day will be an introductory session with class teacher and the subject teachers where students would be doing some activity. After short break the regular classes will be conducted.
- On first day of the school, students are expected to carry all the notebooks. No textbook to be carried. The teachers will assist the students in colour coding each subject notebook.
- From the second day of school onwards, students are expected to carry the books as per the timetable that will be shared.
- Ensure that your ward reach school on time.
- Please note the attendance on first day of school is mandatory.

Student's Identity Cards –

- Students will get their ID card on the first day of their school.
- To wear Identity Card is a mandate. In case the student forgets the ID card then in that case parents will be called to drop the ID card at school.
- The school will be providing each student an RFID installed Identity Card.
- Each student is expected to flash the same on the screen readers installed in school on every floor for recording their attendance.
- The attendance will also be visible by the parents on the My Class Board App, in case they wish to check the same.
- It is mandatory for every student to record their attendance as soon as they enter the school premises every morning at 8:30 a.m.
- Classes I – VIII will also be given an extra non-RFID Identity card for the parent / guardian to use in case of picking up of student from school.

Uniform-

- Students are expected to come in complete school uniform.
- Students should wear the school uniform on the designated dates only.
- **Classes I – XII: Students will observe “Dress As you like Day” every Wednesday**
- **Classes VI – XII: Students will observe “Khadi Day” every Monday**
- The days to wear the sports / house uniform will be communicated later by the class teacher.

Canteen Facility-

- The short break meal and lunch will be provided based on advance booking.
- Each meal will be individually packed in a hygienic manner.
- The short break food items will be priced at Rs 60 per pack.
- Lunch will be priced at Rs 150 per pack.
- Along with snacks, some healthy options of beverages like flavored milk, buttermilk and lemon juice will also be available.
- The menu will be regularly updated on the school website for parents to order the same in advance.
- The service provider will be available in school from 6th to 8th June 2022; between 10:00 am - 1:00 pm to accept pre-orders for the canteen services.
- Parents may come to school and enquire the details directly with the service provider.
- The service provider details are mentioned herewith incase parents wish to contact them directly: Tiffin Journey; Contact Number: 80073 22441

Transport Facility-

- The school has tied up with a new service provider from the AY 2022-23.
- The service provider will be plying buses on the same routes as before.
- A transport desk has been arranged in school from 4th to 8th June 2022; between 10:00 am - 1:00 pm for parents to avail of the services.
- Parents may enquire the details directly with the service provider.
- Our transport service provider is Sharvari School Bus Service.

- For more details contact Mr. Suryakant Magar on 77760 61131 / 77670 15822.

School Fees-

- The fee instalment dates have been clearly mentioned in the school calendar.
- The school will be charging late fees from parents in case it is due beyond the due date.
- School will accept online fee payment only via MCB Fee Portal.
- Accounts Office in school will not accept direct cash payment for fees.
- Do not pay the school fees via UPI, NEFT as it is difficult to track the payer in case parent forgets to mention the name of the ward.
- In case any parent opts for monthly instalment, the due date for the same is the 21st of the respective month.
- The school has re-introduced late fee charges to deter late payment of fees from Academic Year 2022-23.
- This late fee will be applicable for monthly as well as quarterly instalment.

Microsoft Teams ID-

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

Theme of the Year

- Every year at TOS we follow a theme for the year which gives an opportunity to the children and all stake holders to explore it in a holistic way.
- Theme for the year 2022-23 is '**To Combat Climate Change; Become Climate Check Champion**'

Important Dates: (Timings will be announced later)

- **Class Orientation:** Saturday, 11th June 2022
- **PTA GBM:** Saturday, 25th June 2022

Atreyi Saha
Vice Principal

Sangeeta Kapoor
Principal