

The Orchid School
Baner, Pune

Date: 10th June 2024
25/01.1

Circular No. TOS/FRO/CIR/FS/24-

Subject - First Day Circular for Classes IX - XII

Dear Parents

Greetings from The Orchid School!

Hope everyone had a restful summer vacation. We hope that all of you have spent more time reconnecting with family and friends rather than on digital consumption.

The school reopens for Classes IX – XII on **Wednesday, 12th June 2024**

The regular school timing will be as follows:

- Monday to Friday – 8:00 am to 2:30 pm
- Working Saturday – 8:30 am to 12:30 pm
- Please note from AY 2024-25, we will have online schools on Saturdays for Grades VI – XII.
- Ensure that your ward reaches school on time. The school will be applying the late coming policy in case of students reaching the school later than the time permitted.

The attendance on first day of school is mandatory.

Important points to be noted:

- The 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.
- In case of new admission, on first day of the school, students are expected to carry all the notebooks for color-coding each subject notebook.
- The class teacher will distribute the school calendar.
- Students are expected to carry the books as per the timetable that will be shared in the class.

School Publications:

- We urge you to read the school publications – School Calendar and Parent Handbook as it will give you an insight into our processes and programs.
- The Parent Handbook will be uploaded on the school website and also emailed to you for future reference.
- The medical and behavior contract forms will be sent to each student on the first day of school.
- The last date to submit the medical form to the class teacher after duly filling it up from a medical practitioner is 24th June'24. **(Applicable to all new students and Class XI)**
- The last date to submit the behaviour contract form to the class teacher is Tuesday 18th June 2024.

Student's Identity Cards –

- Identity Card is a mandate. In case the student forgets the RFID (Radio Frequency Identity) Card then in that case parents will be called to drop the Identity Card at school.
- In case of a new admission, the school will provide a temporary Identity Card on the first day of school which should be mandatorily worn till the RFID card is printed.
- Each student is expected to flash the RFID card on any of the screen readers installed in school on every floor to record their attendance.
- It is mandatory for every student to record their attendance as soon as they enter the school premises every morning at 8:00 a.m.

Please note

- For Class XI students (new admissions) – ID card will be given after due verification of the data as the same will be collected on the first day of school.

Uniform-

- Students are expected to come in complete school uniform.
- Students should wear the school uniform on the designated dates only.
- **Students will observe “Dress As you like Day” every Wednesday**
- Sports Timetable will be shared by the class teachers for students to know the days when to wear the sports uniform.

Canteen Facility-

- The school has appointed a new caterer from the new AY 2024-25.
- On 15th June'24, the new service provider will be available in the school premises for parents to enquire directly with them.
- For the current week, parents may ensure that their wards carry short break and lunch from home. However, Breakfast and Lunch will also be available on a cash on sale basis.
- Breakfast – Rs 60 per plate and Lunch – Rs 155 per plate.
- The short break meal will be available on the ground floor and 3rd floor.
- Lunch will be served on the 5th floor for the students opting this facility.
- The tuck shop will be open in the Atrium and 5th Floor; where snacks and beverages will also be available.
- The menu will be regularly updated on the school website for parents to order the same in advance.
- The new caterer details will be shared with you by next week.

Transport Facility-

- The service provider will be plying buses on the same routes as before.
- 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.

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.

For new admissions - Mentioned below are details on how to join the class on the 'Microsoft Teams' platform

URL: office.com

Student Credentials: Division + . +First Name@orchidschool.in

Default Password: Orchid@123

- Example a student with First Name: John, Division: Iris so, student username will be iris.john@orchidschool.in

Theme of the Year

- At TOS, we practice a theme for the entire year which gives an opportunity to the children and all stake holders to explore it in a holistic way.
- Theme for the year 2024 - 25 is '**Peace; Within Us; Around Us**'

Important Dates:

- **General Orientation for Classes IX - XII**
 - On Saturday, 15th June 2024;
 - From 9:00 AM to 10:00 AM
 - In the School Auditorium

On **Saturday, 15th June 2024**, the school will set up the following stalls in the Atrium:

- Learn Quest Stall displaying activities / manipulatives for various Math concepts.
- Taekwondo Demo by reputed trainer Mr. Nabi.
- In case any parent is interested in any of the above for their ward, may directly approach the respective stall.

School will observe **holiday on Monday, 17th June 2024** on account of **Bakri Eid festival**.

Atreyi Saha
Vice Principal

Sangeeta Kapoor
Principal