

The Orchid School
Baner, Pune

Date: 28th August 2024

Circular No: TOS/FRO/CIR/FS/24-25/25

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.

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 after submitting the parent consent form. They are expected to deposit their cell phones to the Class Teacher in the morning.
- 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.
- 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.
- Please note that the school timings are from 8:00 AM to 2:30 PM
- The school has been ensuring that all buses enter the school premises within 7:55AM 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.

- The child should reach school latest by **8:02AM after that the child will be marked as late and the House points would be deducted. Kindly refer to the Ready reckoner for the consequence.**
- **This rule will be applicable from 2nd September 2024.**

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.
- '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 since April and it would be highly appreciable if parents can help students procure the correct uniform for school.
- Students also seem to be struggling to wear proper house uniform and school uniform and mix up the two more so often.

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	

Classes VI – VIII	Sports Uniform	Tuesday, Friday	respective ward will be called to get the correct uniform for the students.
	Regular Uniform	Monday, Thursday	
	Dress As you Like Day	Wednesday	
Classes IX – X	Regular Uniform	Monday, 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	
	Dress As you Like Day	Wednesday	
Classes XI – XII	Regular Uniform	Monday, Tuesday, Friday	
	Sports Uniform	Thursday	
	Dress As you Like Day	Wednesday	

- **Parents are requested to procure the designated uniform by 2nd September 2024, 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.

Regards
Team TOS