

# The Orchid School

Baner, Pune

**Date:** 28<sup>th</sup> August 2024

**Circular No:** TOS/FRO/CIR/FS/24-25/26

**Subject:** Circular for Important Policies to be followed by all students.

Dear Parents,

Greetings to all of you.

It has been noticed that some of the important policies of the school are not being followed by the students. Please find below the policies which have been clearly stated in the Ready Reckoner – Parent Handbook and do ensure that your ward follows all of them diligently if applicable.

We would apply the consequences which have already been shared with the students. The school has also ensured that each student and parent sign the behavior contract form to ensure that these policies are strictly followed in true spirit and principle.

## **Mobile Policy:**

- This policy applies to students of Secondary and Senior Secondary (classes IX to XII) Domain of The Orchid School.
- Students of Class VIII and below are not allowed to carry their cell phones to school.

## **Guidelines for Students and Parents:**

- Students to carry their phones ONLY if required, as the school is well connected, and contact can be established in case of emergency.
- Students are allowed to carry only their brick phones to the school.
- Smart phones are not permitted in the school.
- Cell phones to be allowed ONLY after the Parent Consent form is signed by the parents.
- Parents are advised to buy basic models of phones for their ward, for school use.
- If the student is found faltering in submission of the phone to school, then the permission will be revoked, and student will not be granted the permission to carry the cell phone further for the whole academic year.
- In case students have special projects to work on during school hours, the student should seek prior permission from the Unit Head. The usage for the task will be only for a specific time in the day. Beyond the permitted time, the phone should be submitted to the Class Teacher.
- For some personal reasons, under no circumstances permission would be granted to carry the phone for one odd day without submission of the consent form.
- The consent form can be obtained from the class teacher if needed.

## **Process to follow to bring cell phone to school:**

- Consent forms duly signed to be submitted to the Class Teacher.
- Students submit their cell phones to the Class Teachers during CT period, which will be stored in Lockers /Box with a lock every day.
- Only brick phones are permitted for submission to the teacher.
- Students should submit the phone to the class teacher first thing in the morning during CT period.

- Phones without parent consent will be confiscated.
- Students should collect back the phone from the class teacher only at the end of the school at 2:30 PM.
- In case the class teacher is absent or engaged in any other school duty, the student should submit the phone to either Unit Head or the Coordinator.
- Use of phones for receiving/sending texts and calls will not be permitted during school hours on the school premises.

#### **Conditions for confiscation of the phones:**

- If Students carry any make of phone other than the brick phone.
- Parent consent not submitted but phone carried to school.
- Phones not submitted in the morning and if found during the surprise check will be confiscated.
- During the surprise check, the search will include both bag checks as well as frisking of students.
- In case the cell phone is found anywhere in the school premises, and no one comes to claim it, the phone will be kept for the current academic year, post that it will be discarded.

#### **Late Coming Policy:**

- 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 understand due to Metro work, there could be traffic issues leading to late arrivals. 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 will be deducted.
- Furthermore, if a child is late, she / he will be asked to sit in the office area as a consequence and after 3 late marks, the parents will be called to take the child home

#### **School Uniform Policy:**

Levels	Regular Uniform	Sports Uniform (To be worn on the sports classes day)
I - IV	<ul style="list-style-type: none"> <li>• Checked Shirt,</li> <li>- For girls-Beige skirt/shorts/trousers</li> <li>- For boys – Beige shorts/trousers</li> <li>• Fully black shoes of any brand and black socks</li> <li>• Black floaters <b>only on the rainy day</b></li> <li>• School Belt</li> </ul>	<ul style="list-style-type: none"> <li>• Maroon T-Shirt</li> <li>• Black Track Pants/Black Shorts (with maroon stripes).</li> <li>• Fully black shoes of any brand and type and black socks</li> </ul>
V – X	<ul style="list-style-type: none"> <li>• Checked Shirt</li> </ul>	<ul style="list-style-type: none"> <li>• House T-Shirt</li> </ul>

	<ul style="list-style-type: none"> <li>- For girls-Beige skirt/shorts/trousers</li> <li>- For boys – Beige shorts/trousers</li> <li>- School Belt</li> <li>● Fully black shoes of any brand and black socks</li> <li>● Black floaters only on rainy days</li> </ul>	<ul style="list-style-type: none"> <li>● Black Track Pants/Shorts with stripes of house colour</li> </ul>
XI – XII	<ul style="list-style-type: none"> <li>● Maroon T-Shirt and Blue Jeans (Both having school logo)</li> <li>● Black Shoes, Black Socks</li> <li>● Black floaters only on rainy days</li> </ul>	<ul style="list-style-type: none"> <li>● House T-Shirt</li> <li>● Black Track Pants/Shorts with stripes of house colour</li> <li>● Black Shoes, Black Socks</li> </ul>
<ul style="list-style-type: none"> <li>● <b>Wednesday</b> will be ‘Dress as You Like’ Day for Classes I to XII. <ul style="list-style-type: none"> <li>- Students wear civil clothes every Wednesday.</li> <li>- Black shoes and black socks are compulsory.</li> <li>- Black floaters can be worn only on rainy days.</li> <li>- In winter or any other day, students must wear <b>maroon school jackets</b> only. No other jacket is allowed.</li> </ul> </li> </ul>		

- If the learner is still not in complete uniform, he/she will not be allowed in the classroom until the parents /guardian delivers the uniform or missing item to school.
- Students can wear sports shoes only during the sports periods. However, they must wear black shoes and socks before and after the sports periods.
- Students must wear the regular school uniform when representing the school for any competitive exam or inter-school events.
- Students, while representing the school at any sports event, must wear the jersey given by the school.
- During any field trip, camps and excursions students must wear school uniform.
- Only maroon school jackets must be worn by the students during any camp or excursion or field trip. No other jacket will be allowed.

Kindly refer to the Ready reckoner on the school website ([www.theorchidschool.org](http://www.theorchidschool.org)) for the policies and any query arising out of the same.

Parents, please note that from 2<sup>nd</sup> September’24, we will strictly apply the consequences of the above policies and hence request you to ensure that your ward follows them sincerely.

We are certain that all of you will partner with the school to ensure the success of implementing these policies.

Looking forward to your co-operation.

Atreyi Saha  
Vice Principal

Sangeeta Kapoor  
Principal