

**The Orchid School**  
**Baner, Pune**

**Date:** 10<sup>th</sup> June 2024

**Circular No.** TOS/FRO/CIR/FS/24-25/01

**Subject - First Day Circular for Classes I - VIII**

Dear Parents

Greetings from The Orchid School!

Hope everyone had a restful summer vacation. The school is all geared up to have students attending school in the new academic year. We hope that all of you have spent more time reconnecting with family and friends rather than on digital consumption.

The new academic session will be as follows:

Classes II – VIII: **Wednesday, 12<sup>th</sup> June 2024**

Classes I: **Thursday, 13<sup>th</sup> 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 (**Only for classes VI – VIII – Online Mode**)
- 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.
- On first day of the school, students are expected to carry all the notebooks. No textbooks to be carried. The teachers will assist the students in colour coding each subject notebook.
- The class teacher will distribute the school calendar.
- Classes I – IV will be also given the student diary.
- Parents, do not cover the notebooks as the school has already printed the label on the outer cover of the notebook.
- From the second day, students are expected to carry the books as per the timetable that will be shared.

**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 24<sup>th</sup> June'24.
- The last date to submit the behaviour contract form to the class teacher is Tuesday 18<sup>th</sup> June 2024.

#### **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 a Radio Frequency Identity (RFID) Card.
- Each student is expected to flash the same on the screen readers installed in school on every floor for recording 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.
- 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.

#### **Please note**

- For Class I students – ID card will be given after due verification of the data as the same will be collected on the first day of school.
- Students will be trained to flash their ID cards on the screen reader for registering attendance.

#### **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 15<sup>th</sup> 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 3<sup>rd</sup> floor.
- Lunch will be served on the 5<sup>th</sup> floor for the students opting this facility.
- The tuck shop will be open in the Atrium and 5<sup>th</sup> 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.

#### **Find below the details on how to join the class/ online meeting 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 V - VIII**
  - On Saturday, 15<sup>th</sup> June 2024;
  - From 12 noon to 01:00 PM
  - In the School Auditorium
- **General Orientation for Classes I - IV**
  - On Saturday, 15<sup>th</sup> June 2024;
  - From 10:30 AM to 11:30 AM
  - In the School Auditorium

On **Saturday, 15<sup>th</sup> 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, 17<sup>th</sup> June 2024** on account of **Bakri Eid festival**.

Atreyi Saha  
Vice Principal

Sangeeta Kapoor  
Principal