



The Orchid School
Baner, Pune

Date: 11/06/2026

Circular No.: TOS/FRO/CIR/FS/26-27/16

Subject: *Orkid Inkspire*- students' magazine classes I-XII

Dear Parents,

At The Orchid School, our ethos has always been rooted in nurturing creativity, individuality, and holistic growth. We believe every child carries a unique voice and vision, and through opportunities for expression, they build confidence, empathy, and excellence.

In alignment with this vision, we are delighted to announce the launch of our school's annual publication – **Orkid Inkspire (E-magazine)**. This initiative aims to be a vibrant platform for students and teachers across Primary, Secondary, and Senior Secondary domains to express themselves through words, wit, and art. It is our collective attempt to boost creativity, sharpen skills, and help children excel in their areas of interest.

Publication Structure

The magazine is divided into three sections: Editorials, Fun Facts & Art. Students can submit their entries for any of the following sections. Students can send a maximum of two entries.

Section	What to Submit	Guidelines
Editorials	• Poems, • Stories, • Essays, • Reflections, • Travelogue, • Science fiction, • Articles	• Original work only. • Handwritten Only.
Fun-section	• Puzzles • Jokes • Riddles • Funny- Anecdotes • Fun Facts • Comic Strips, • Memes	• Jokes/ riddles/riddles may be borrowed. • Original will be preferred. • Maintain sophistication: No personal comments in submissions.

Art section (Themes: ● Gateways to the World [Windows/Doors] ● Vacation)	● Drawings ● Sketches ● Digital art, ● Photography	● Must align with the theme. ● Only original entries accepted. ● Must add a Title to the Submissions and write a few lines about it.
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A. Submission Guidelines

- All submissions must be handwritten (*except for digital art and photography*)
- **Timeline:** 29th June to 7th July. Early submissions encouraged. *Entries received after 7th July will not be accepted.*
- Handwritten submissions for the Editorial and Fun sections must be submitted to the Class Teacher on or before 7th July.
- The Collection Team will collect all submissions from the Class Teachers and forward them to the Editorial Team for review.
- The Editorial Team will review the submissions and provide feedback, if required.
- The Collection Team will return the reviewed submissions to the respective Class Teachers, who will hand them back to the students.
- Students to incorporate the suggestions provided by the Editorial Team and convert their handwritten work into a digital document using MS Word.
- The final digital submission must be uploaded through the Write-up Submission Form.
- Every digital submission must clearly mention the student's name, class, section, and title of the submission.
- **Important:** Maintain neatness and legibility. Use ruled paper for handwritten documents and leave a line after each sentence to help the editorial/proofreading team provide feedback.
- **Please note that submission of write up/artwork does not guarantee publication. All entries will be reviewed, and only selected submissions will be featured in the e-magazine.**
- Maximum 2 entries allowed per student.
- Pictures, sketches, digital artwork, and photographs may be submitted by scanning or uploading them through the following link: [Artwork Submission Link](#).

B. Flow of Submission

1. Students submit their creations to the class teacher.

2. The Collection Team gathers entries from the class teachers.
3. The Collection Team forwards the submissions to the Editorial Team.
4. The Editorial Team shares the reviewed submissions with the Editorial Teachers for final review.
5. The Editorial Teachers send approved pieces back to the Collection Team.
6. The Collection Team returns the chosen submissions to the respective students' Class teacher.
7. Selected Submissions need to be uploaded in by the student through a google link which will be shared at the later date.

C. Student Involvement in Publication Teams

Team	Grades Involved	Skills to be Boosted	Selection Criteria
Collection Team	Grade 4 th , 5 th , 6 th & 7 th	Manages the timely collection and organization of entries. Enhances timeliness, data handling, segregation, and teamwork aligned with publication goals.	The class teacher shall select two students per class per grade.
Editorial Team	Grade 11 th , 12 th & Teachers	Refines and improves submissions for quality and coherence. Builds critical thinking, content structuring, accuracy, grammar, and mentoring skills.	The editorial team's selection will be based on the competency check of their writing skills.
Design Team	Grade 8 th , 9 th & 10 th	Shapes the final look and feel of <i>Orkid Inkspire</i> . Strengthens creativity, time management, visual storytelling, and design execution.	The editorial team's selection will be based on the competency check of their design skills.

We look forward to enthusiastic participation from students and teachers, making *Orkid Inkspire* a meaningful and memorable initiative that echoes the creative pulse of The Orchid School.

Duhita Deshmukh
Digital Outreach Coordinator

Sonali Khambete
Vice Principal

Namrata Majhail
Director Principal

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School website: <https://theorchidschool.org/>

Instagram: <https://www.instagram.com/tospune?igsh=MXVya2xsa243a3dudQ==>

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