Pradnya Niketan Education Society's

The Orchid School

Baner, Pune – 411045.

A -Z

READY REFERENCE REGARDING TOS
POLICY, PROCEDURE, PROGRAMME, PEOPLE

‘Ready Reckoner’ for Parents and Students

READY REFERENCE FOR PARENTS AND STUDENTS REGARDING TOS POLICY, PROCEDURE, PROGRAMME, PEOPLE

The Ready Reckoner is an amalgamation of the important rules, policies and documents every parent and student should know of at the beginning of the year.

It comprises of A to Z- a compendium that guides them to know about TOS in terms of all the information that governs the policies, procedures, processes, and everyday notes they require to refer to; Whole School Behaviour Policy- a comprehensive document stating explicit details of the students’ behaviour in school and important forms.

The intent is to keep all stakeholders well-informed and updated about school matters. Parents and students are requested to go through the booklet regularly to use it to its fullest.

This publication is featured on the school website too.

TOS Management reserves the sole right to make changes and introduce new relevant policies as and when situations and realities demand.

A

Activities:

General:

- Activities play an essential part in the holistic development of a child.
- From Nursery to Std. IV, children are exposed to all the co-scholastic activities, namely Performing Arts, Visual Arts, other enrichment programs like Cooking Day, Field trips, and more. There are projects and hands-on learning experiences for all class levels. Most activities are also featured in the school calendar.
- For Std. V to XII, apart from the above, activities related to Inter House, Inter School events and competitions are planned throughout the year.
- Fine Arts and Sports programs move towards specialization and are based on choice and interest.
- Classes IX and X have Work Education, Art Education, HPE (Health and Physical Education) and SEWA.
- Classes XI and XII have HPE (Health and Physical Education), General Studies and SEWA.

Specific:

Fine Arts Programme

- **Visual Arts-** It is offered to all the levels from Nursery to Std. XII. In Std. XI and XII, it is incorporated as project-based during major school events and activities.
- **Performing Arts-** The following performing arts categories are offered from Nursery to Std. XII:
  - **Nursery to Std. II -** Dance & Movement.
  - **Std. III & IV** – Dance (Indian and Contemporary), Percussion (Djembe and Tabla)
  - **Std V to VIII**- Vocal Music (Indian Vocal or Western Vocal), Dance (Indian or Contemporary), Percussion (Djembe or Tabla)
  - Students will continue with their choice of Dance, Percussion, and Music and will not be allowed to change till they reach Std. IX. This will help students attain a certain mastery level of the chosen art form.
  - **Std. IX & X-** Students choose any one of the following Performing Art forms from – Indian Dance/Contemporary Dance/Drums/Tabla/Western / Indian Vocal at the start of Std. IX and continue with the selection in Std. X too.
  - **Std XI and XII** – They choose Djembe/ Guitar as one of the Performing Art forms. Students showcase their performing/visual art skills through school flagship events such as Night of Bands, Founders' Day, Concerts and other outside school competitions.

Address:

- For Nursery to Std VIII, parents are expected to enter the correct address and contact details in the student diary and while filling in the continuation form.
- The address filled in the continuation form will be used for all official records. The exact address and contact details will be printed on the student's ID card.
- The school office should immediately be informed (in writing or via email) in case of any change in address/ contact number/email ID at contactus@theorchidschool.org.
- Correct information enhances a smooth flow of communication and helps the school reach you in case of an emergency or if a situation demands so.

Administration:

- TOS aims to make the administration approachable, transparent, and open.
- All Unit Heads and Coordinators are part of the administrative task force. It is decentralized so respective domain heads become decision-making authority or part of the process.

Admission:

- Please visit the website-**www.theorchidschool.org** for detailed information about the admission process.
- Admission is open to all children irrespective of race, nationality, religion, caste, or gender.
- Siblings (only directly related) may be given preference, subject to vacancy. The child needs to fulfil age criteria as stipulated by the Government norms.
- There are three divisions per level up to Class XII.
- In class XI, as per NEP 2020, there is now a fluidity in the selection of subjects so that learners can choose their learning trajectories as per the subject basket offered and programs and thereby choose their paths in life according to their talents and interests.
- A Level Readiness Check for Classes I to IX is done to assess the performance level and gaps if any. This is done so the school can plan and provide appropriate support from the beginning.
- **Direct admission to Class X and XII:** Admission is subject to permission from CBSE Board in the pre-defined category.
- Std. XI - Admission is based on the eligibility criteria announced at the time of admission. The details of Std XI admission can be accessed on the school website.
  Link- https://www.theorchidschool.org/Admissions/OnlineforSrSecondary
- Foreign nationals need to secure an appropriate visa/resident permit and submit relevant documents at the time of admission.

- All admissions are considered provisional unless submission of the mandatory documents required for admission. The same should be provided within the stipulated time mentioned by the school.
- Special provision is available for admission of students who come to India on a short-term visit by completing admission formalities and payment of necessary fees or with special considerations by the School Managing Committee, subject to availability of seats.

Admission under RTE -

- As per the RTE act, 25% of seats are reserved as per the guidelines from the Education Department for students eligible for this category.
- ENTRY LEVEL FOR THE RTE ADMISS IS STD I

Admission Process under RTE:

1. Family fills out the online form on the RTE website.
2. The admission will be processed once the final list of candidates after due verification of the application by the authorised government agency.

Admission Withdrawal –

Please refer to the website to know details of the withdrawal process under the Admission Section on the school website https://theorchidschool.org/admissions/#withdrawal

Admission Cancellation:

From the school side:

The following reasons can lead to the cancellation of admission:

1. Absenteeism without prior permission or non-intimation to school authorities beyond 90 days.
2. Less than 75% attendance in the year for Std. I to XII.
3. Incomplete payment of fees at the time of admission or installment.
4. Non-submission of necessary documents or submission of fake documents.
5. Violation of school rules that compromises the safety and security of the school and other students.

Affiliation:

- We are affiliated with the CBSE Board up to the Secondary and Senior Secondary School level (Class XII). The School Affiliation No. is 1130279.

Appointments:

- Timing to meet Director/Principal/Vice- Principal /Unit Heads/Coordinators/ Counsellors - Based on appointments.

- Teachers (Class teachers, Subject teachers, and Special educators): 2:30 pm to 3:30 pm on working days with prior appointments.
- Prior intimation (date and time) must be communicated to the concerned Class Teacher/Role Holder/Staff member to avoid waiting and disappointment.
- Working Saturdays, too, are convenient for meetings with the Primary Domain staff.
- Appointments can be taken from the school office in person, or via mail.
- Some meetings like Get to Know Me, Parent-Teacher Conferences are already marked in the calendar.
- Parent Teacher Conference (PTC)/ Student Parent Teacher Conference (SPTC) day appointments are sent via Student Diary as well as email (Classes I to VIII) / email (Classes IX to XII). Parents must acknowledge by signing the diary or by replying to the mail. To minimize waiting time, parents are requested to adhere to the time given.

Approach:

- Refer to 8 R's



- At TOS, the 8 Rs' form the cornerstone of our teaching–learning philosophy, enabling students to develop responsibility, resilience and respect while being emotionally regulated, reflective and ready to engage with real-world learning.

- Student well-being at TOS is our priority, with each matter handled discreetly and appropriately. For any clarification, please feel free to write to us—we are just a mail away.

Appreciation:

- At our school, appreciation is a valued practice, and we are committed to recognising students, parents, and teachers through structured as well as informal approaches.
- If your child has participated in any program/sports and has excelled with achievement, send us a mail with all the relevant details, and we will feature it on the website/social media and talk about it in the morning assembly.
- The teachers, who play an essential role in shaping your child's future, deserve to receive positive feedback from you. Do mail your word of appreciation, send it through the diary, email, or communicate in person.

Assembly:

- Assembly is a collective space every morning for the Primary, Middle, Secondary, and Senior Secondary School students and teachers.
- Following are the specified days for Domain wise assemblies:
  - Primary Domain Assembly – Monday, Tuesday, and Thursday
  - Middle Domain Assembly- Wednesday and Friday
  - Secondary and Senior Secondary Domain Assembly- Monday & Wednesday
- This space is used for prayer, meditation, important announcements, music, and messages. It is an open forum for sharing news, discussions, class presentations, general awareness, debate, inviting visitors, and reinforcement of school rules.
- Assembly time is from 8:00 am to 8:20 am. Attendance is compulsory for students and staff of the respective levels.

Assessments:

- Assessments are ongoing and continuous and cover Scholastic, Co-scholastic, and Co-curricular aspects. They are done in such a way that inter-learner comparisons and fear of external examinations are minimized.
  - **For Std. I – VIII** - The structure of assessment will be shared with the parent level-wise at the beginning of the academic year.
  - **For Std. IX – XII** – The structure of the assessment will be as per the CBSE guideline.

- Co-scholastic assessments are done regularly throughout the year and are graded at the end of each Term.

Behaviour during Assessment:

- During assessments, if a student is caught with malpractice, the answer script will be confiscated, and the student will re-attempt the paper again from that point of time.
- Marks for any answers attempted till the point of being caught with malpractice, will be nullified.

Assessment Reports:

- The online Academic Performance Report is a detailed feedback report.
- Online Reports are issued after every major assessment.
- The school provides E- Academic Performance Reports, which assists the parents to access them instantly, anytime from anywhere during the academic year.
- As a part of the year-end report, along with the scores and teacher narrative, parent feedback and students' self-reflection are also included.
- The report is an important document and should be downloaded and kept with you as a record for future years.
- In case you withdraw the name from the school, then that time you can bring the print copy of the report, which will be authorized and given back by the school authorities.
- We maintain students' academic records in the school for a period of three years.

Retest-

- Retest will be applicable as per the assessment policy. The Unit Head will share the Assessment policy with parents at the beginning of the Academic Year.

Conditional Promotion:

In case any student fails to secure passing marks in the Final Examination, he / she may be eligible for retest (based on domain criteria) and may be given a chance for a retest for those subject/s, which will be mentioned in the report card narrative comment.

Attendance:

For Students:

- Attendance on the first and last school days before and after the vacation is compulsory.
- Attendance for Class Concerts, Flagship Events, Sports Day, Independence Day, Republic Day is compulsory.

- To mark the attendance of students, the school follows the RFID System. Parents can view their ward's attendance through the Parent App.
- **75% attendance** is compulsory for Classes up to XII as stipulated by the government. Failure to meet the norms may lead to consequences – like retention in the same class, cancellation of admission, or not being eligible to attend the Board Examination. Absence for a long duration without prior permission may affect promotion to the next class or cancellation of admission.
- Std. V to Std. XII will work on two/three Saturdays every month as marked in the school calendar.
- For Classes X & XII – in case the academic year attendance of the student is less than 75% attendance, students should submit an application to the CBSE Board for permission to appear in the Final Exam.

Absence during Assessments:

- Students must submit relevant documents (medical certificate) to substantiate their reason for absence from the exam within THREE working days of joining back school.

Class	Type of Assessment (pen & paper)	Retest
XI-XII	Periodic test/ Final	No retest
IX-X	Periodic Test	Retest only in the case of failure/medical/family emergency
V-VIII	Term I & II	Retest only in the case of failure/medical/family emergency
III-IV	Year End	Retest only if the student does not score 33% at the end of the academic year.

- Students will not be allowed to leave early after an examination. If left early, the assessment will not be evaluated.
- Students need to understand the importance of submission deadlines. The due date is sacrosanct for assessments like research presentations, portfolios, etc. In case of any medical/emergency reason, the project submission date may be extended at the teacher's discretion. Parents need to send a note/letter via diary or mail to the teacher concerned on or before the due date of submission of the project.
- No leave will be granted during any exams for personal reasons like marriages, family functions, etc. In an absolute emergency / medical case or where the child is representing the school in inter-school events, the school may decide to either average out the marks or administer a retest.

Attendance for Parents:

- The involvement of parent/s in the student's school life motivates them to perform to their best ability.
- Attendance for Parent Orientation is compulsory.
- Parent–Teacher Conferences (Std. Nursery to IV) / Student-Parent Teacher Conference (Std. V to XII) is compulsory for parents to attend.
- Workshops/ Awareness sessions are designed keeping in mind the needs of parents. Hence, it is compulsory to attend the same. The sessions may be held in physical form or online mode.
- Parents' attendance for level-related events to which they are invited is essential.

Attitude:

- Having a positive, respectful attitude towards your child's school, teachers, administrators, service staff, classmates, and other parents, help.
- We view the partnership with parents as a critical component of this process.

Awards and Rewards:

- Rewards are given as incentives and acknowledgment to the students for positive behaviour and action. It is a way to motivate and encourage students to continue to display appropriate behaviour and attitude.
- Students are rewarded for efforts, abilities, and achievements. Rewards can be in the form of stars, stickers, merit certificates, medals, badges etc.
- Std. I and II- All students will be given an appreciation certificate highlighting their unique abilities at the end of the year.

*** Academic Awards for Std. III to XII**

- For Scholastic Awards - Students are chosen for the annual academic awards based on their performance in pen and paper assessments in scholastic subjects.
- Co-scholastic awards - Students will be awarded based on their special skills and behaviour.
- A concept note regarding details of the same and their categories will be shared via email in advance.

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B

Bags:

Std. Nursery to II -

- Students of Nursery to Std. II should carry a small-size bag (preferably soft with broad straps).
- They should carry the school diary, lunch box, pencil box, water bottle, cloth bags, change of clothes and a reading book in their bag every day.
- All the course books and notebooks are kept on the shelves in the class. The teacher sends the notebook and the course book as per the homework. The student needs to bring those books back to school the next day.
- Avoid buying stationery items that are fancy and bulky.
- Monitor your child's bag periodically for unwanted materials as it adds to the bag's weight.
- Label all your child's belongings – bag, water bottle, shoes, sweaters, pencil box, textbooks, notebooks, and anything they get to school.

Std. III to Std. XII-

- Students should carry an appropriately sized bag.
- Students must carry books as per the timetable shared by the Class Teacher.
- There are shelves in the classroom which can store textbooks and notebooks.
- Students of Std. III – VIII should carry their school diary daily for noting down Home Work /important announcements made in the class/ school related to their level.
- The student carries home only those relevant books for homework or preparation for an exam. Extra books will be sent on request.
- Books will be sent before the tests for revision.
- Monitor your child's bag periodically. Gadgets- smartphones, smart watches, iPods, make-up, and unwanted material should not be brought to school. These items, if brought, will be confiscated.
- The school is not responsible for goods or money lost. Therefore, it is not advisable to bring any valuables (like expensive watches or ornaments) or cash to school. Students may carry the required amount, which will suffice the cost of breakfast and lunch.

- Laptops/Tablets can be brought to school with the prior permission of the Teacher and Unit Head.

Bagless Day-

- Bagless Day for students of Classes VI to VIII is meant to promote practical and vocational learning.
- The curriculum is structured keeping students' interests and abilities in mind, which emphasizes their overall development – cognitive, physical, social, emotional, and sensory.
- Classes VI to VIII students will participate in enrichment activities involving field trips, visitor sessions, arts, quizzes, sports, and vocational crafts as part of the bagless days curriculum.

Behaviour:

For Parents:

- Parents need to be aware of the school's rules to follow them.

- Discipline at home also requires certain ground rules, consistency, and consequences.
- Parents should cooperate with the school by implementing the suggestions made by the school with respect to parking, dress code for their child, attendance, arrival time, security requirements, behaviour consequences, etc.
- Talk to the child about their behaviour and alternative ways of expressing themselves.
- If your child complains about another student, you must notify the teacher and not directly approach the student or parents.

For Students:

- Students are expected to behave courteously and gently on all occasions. They should address their teachers and all members of the staff with due respect and politeness. Good moral behaviour and gentle ways are prerequisites for every student. They should always remember that the school is judged by their conduct.
- Consequences help students to understand that every action has an outcome. It will help the students to be responsible and accountable for their actions without damaging their self-esteem.
- Extreme action or behaviour that is hurtful, destructive, or harmful to other students will lead to detention after school hours, suspension for a day(s), or any other corrective and remedial measure as per the case and decided by the school team.

- We at school are tightly monitoring the positive and negative behaviour of the students under our behaviour monitoring policy.

(For details, refer to the Whole School Behaviour Policy in the Diary)

Missing classes:

- If students are found skipping classes and wandering around the school, they will face appropriate consequences.

For Staff:

- Norms of behaviour and code of conduct are also set for the TOS staff.

(For more details, please visit the website)

Birthdays:

Birthday is a special day for the child. Birthdays are acknowledged in class, with singing for the child.
● Students may come in coloured dress.
● Students are encouraged to distribute healthy sweets or fruits not costing more than Rs 8 to 10 per piece.
● Do not send birthday invitations to be distributed in the class to other children along with your child. The teacher will not permit it.
● Students are not allowed to bring to school any birthday gifts/ cake for the staff or their friends. A warm smile and appreciation in words or writing are much valued.
Also, do not send gifts to other students during birthdays.

Parents could donate a book to the school library (new/in good condition) on their ward's birthday if they wish.

Books:

Textbooks for Classes Nursery to Std. VIII:
• Textbooks for Nursery to Std. VIII are prescribed by the school and are aligned to the NCERT curriculum/ NCF.

Textbooks for Classes IX to XII:
• NCERT Textbooks are used for Classes IX - XII.

Important information regarding textbooks and notebooks-

- Learning of the students will be aptly supported with age-appropriate worksheets, journals and notebook work.
- Students should maintain their textbooks and notebooks neatly.
- If a notebook is lost or gets over, then the student needs to purchase the same from the school store. In this case, the written notes can be copied or photocopied with help.
- If a student is absent, they must take responsibility for completing the missed CW/HW. For students' from lower grades, parent's support is required to help the student cover up the missed work / complete the incomplete work.
- In case a textbook is lost, the student can buy it from the book vendor:

Vyankatesh Trading Book Store-
Sai Sankul Building,
Near Hotel Kunal,
Kalewadi, Pune 411 017.
Contact Person- Mr. Mahesh Karale – 976 444 1251

C

Calendar

- Please refer to the school calendar for all the events and follow them accordingly.
- Plan your vacation and personal engagements accordingly.
- Management reserves the right to review policy regarding this. If any planned activities or events are changed due to unforeseen situations, they will be notified via a circular/mail/WhatsApp.

Collaboration with other Organisations-

- TOS students collaborate with social organisations for various programs based on their level realities.
- The objective behind these collaborations is to educate and expose our students with the realities in order to build an inclusive society through empathy and compassion.
- These collaborations are in sync with our ideological belief that 'All children can learn once they are given the opportunity in an appropriate, productive learning environment.'

Committees:

Core Committee:

- The School Core Committee governs, guides, decides, and implements policies made by the managing committee and oversees the school's day-to-day running. It is an officially constituted body approved by the Board of Trustees.
- All role-holders are members of this committee.
- This committee is also a platform and a training ground for leadership, current, and future.

Executive Committee- Parent Teacher Association (EPTA):

- Parent Teachers Association (PTA) is a non-profit, non-political, and non-sectarian organisation made up of school staff and parents, which works to support the school in various ways. The function of the PTA is not only to help/support the school in the development of students but also to provide help/support in the improvement and development of the school.
- The PTA is an association of all parents, guardians, and teachers of pupils in our School who come together with constructive ideas for the welfare and progress of the School.
- The EPTA is elected by a voluntary, democratic system at an Annual General Meeting and holds office for one year. Attending GBM helps in fair representation. One representative from each level will be selected.
- The EPTA will have fixed frequency meetings in the year.
- The EPTA members is a link between the School and the Parent community. TOS invites the EPTA committee members to be a part of major school events, admission process and other spaces of collective and cooperative sharing and meeting.
- At the EPTA meetings, the committee will also get an overview of the school budget, program overview, and staff and admission status. After considering the budget, they ratify the fee for the next academic year.

School Managing Committee:

- School Managing Committee (SMC) is an officially constituted body approved by the Board of Trustees of the school and recommended by the State Government under the RTE Act.

- The SMC comprises the Director- Principal, Vice Principal, Educators from neighbouring schools, Teacher Representative, Parent Representative, Admin Unit Head and student representatives.
- The role of the SMC is to facilitate communication and cooperation among school leaders, parents, teachers, community representatives, and students to enhance the quality of school programs and increase the level of student achievement.

Transport Committee:

- The Transport Committee comprises the Director-Principal, Vice Principal, Admin Unit Head, School Transport In-charge, Teacher Representative, Parent Representative, Traffic Police / Police Representative, and Bus Contractor.
- This committee helps monitor the bus services, documentation, and records.

Prevention of Sexual Harassment Committee (POSH)

- The school has constituted a Committee to address the staff complaints, if any, related to sexual harassment at the workplace.
- The members of the Committee are Director-Principal, Vice Principal, HR Head, Counselor, Admin representative.

Prevention of Child Sexual Abuse Committee:

POCSO (Protection of Child from Sexual Offence) Act

This committee includes the Director-Principal, Vice Principal, Counsellors, and Teacher Representative.
●'No Touch' policy applies to the staff of TOS. Violation of this policy leads to severe consequences, including legal action.
●The staff is trained and oriented every year on how to interact and behave when dealing with students or any other adult.
●TOS has a zero-tolerance policy for child sexual abuse.

Student Council Representative:

- The Student Council Representative is a body of students nominated and voted by the students, year after year. The Council consists of School Captains and House Captains.
- Jr. House Captains are selected from classes VI to VIII. Sr. House Captains are selected from classes IX- XII.
- School Captains: (Senior & Junior) are selected by the panel, which includes Role Holders, through a selection process.
- House Captains: Two students (a boy and a girl) per house are represented in the School Council as House Captains. They are elected by the students of the respective houses.
- For Term II, Interim School/ House Captains from Classes IX and XI (one boy and one girl) will be appointed to ensure continuity and smooth functioning until the end of the academic year.

- This Council has been envisioned in such a way as to give all students a chance to discover the leadership qualities they have within themselves.
- They help ensure that rules and discipline are followed at their level smoothly.
- They also help in organising events like Founders' Day, Teacher's Day, Sports Day, Farewell party, etc.

Communication-

We have a robust communication system, and we communicate with our stakeholders in multiple forms.

Circulars:

- All circulars concerning administration, announcements, events, changes in the calendar, etc., are sent as a soft copy via email and are uploaded on the school ERP portal.
- Some circulars are for the whole school, and some are specific to the level or class.
- All circulars sent to parents carry important information and thus should be read thoroughly.
- Whole school-level circulars are also featured on our school website.

Email:

- Parents need to give a valid email ID to ensure smooth communication.
- Do not 'CC' all parents when mailing about your child's concern.
- Check emails regularly for class newsletters, updates, circulars, and teacher communication.
- All communications, circulars, etc., will be sent via mail and via School ERP App.

Domain Newsletter-

- Every term-end, a 'Domain Newsletter' is released from the Unit Head's desk.
- It gives a comprehensive update on the span of scholastic and co-scholastic activities adding to the holistic learning of students.
- The bulletin also announces important domain updates for parents.

Student Diary (Applicable to students from Nursery to X

- The students must bring the Diary to school every day.
- It should be appropriately maintained.
- Tearing of pages or scribbling unwanted details is strictly prohibited.
- Parents must go through the Diary daily and sign the appropriate page to acknowledge that they have read all the messages and entries.

- Parents are expected to acknowledge all the entries made. It is their responsibility to supervise their ward's homework/assignments.
- The Diary will also keep a record of a student's non-completion of HW/overall conduct of behaviour. **(*Refer to Consequence and Discipline, Bus Discipline pages in the Diary.*)**
- Loss of the Diary should be brought to the notice of the class teacher. If not traceable, a new one should be purchased at the school office at the cost of Rs. 120/-

School Website:

- Concise report of all the major events and happenings are regularly updated on the school website- www.theorchidschool.org

Community Projects (under the aegis of Life Skills Program):

- The Counsellors conduct LSO (Life Skills Orientation) classes for Std. I to XII.
- The classes are activity and discussion based, keeping in mind the goals set at the beginning of the academic year. Also, age-appropriate skills and themes are addressed.
- The LSO classes allow them to analyse, understand and hear different perspectives. In the future, these skills will help them to think critically, and form opinions based on what they believe is right.
- Community projects are introduced as a formal program from Class V and are part of the curriculum until the student graduates from school. The classes are held through activities, discussions, inviting professionals, field visits, and games.
- Community projects also involve partnering, which are programs that link life skills to real-life situations.
- Community projects, internships, rural school exchange programs etc are planned to expand the student's world of understanding and create responsible citizenship.
- Some of these will be acknowledged through a special certificate and testimonial, which the students can use in their CVs and during their application for higher studies.

Competition:

- We encourage equal opportunity and exposure in the early years for all children to develop a cooperative spirit and give scope for 100% participation.
- As the student gets more competent and confident with different skills, abilities, and maturity to understand the concept of competition and develop the ability to take failure, appropriate events are introduced. Selection is based on merit and competence.
- Inter-house events are organised from class V onwards. These events are competitive in nature as houses are awarded points accordingly.

- The school shares information about the various inter-school competitions organised by other schools/educational organisations.
- Students are encouraged to participate in inter-school events as and when announced. However, depending on the competition criteria, students may be selected based on their competency.
- Olympiads are organised through SOF from class III onwards.
- The school facilitates the registration of students participating in various competitive exams. e.g. Homi Bhaba etc.
- Request for attestation of the hall ticket or any documents should be submitted to the school office well in advance with the required documents for verification.

Complaint Handling:

- Domain specific complaints received from stakeholders (teachers, parents, or students) will be addressed by the Academic / Admin UH.
- Depending on the nature of the complaint, the matter may be escalated to the Principal / Director for further interventions and final closure.

Concerts

- During student life every child experiences class concerts which gives exposure to various skills such as theatre skills, public speaking, fine arts, etc. These fairs enable them to showcase their abilities and develop stage confidence.
- All the concerts are planned with the idea of different forms of theatre and stage performances.
- The emphasis is on creating an ambience and atmosphere that is non-threatening for the performers.
- At the Primary and Middle School levels, all the students are given the opportunity to participate and perform in these events.
- Secondary and Senior Secondary School students choose to be a part of performing or organising teams depending on their interests, aptitude, and skills.

Continuation Form:

- It is important for the parents to fill out the Online Continuation Form for the following academic year.
- The continuation form is filled out to give the status of the student's continuation for the next academic year in the school.
- This form includes the personal details of the student and parents, the declaration, and the consent form.
- The details provided through this form are used for identity cards and all official records related to the student.

Contact Us:

- Reception Desk- +91-20- 6711 6711
- E-mail- contactus@theorchidschool.org
- Website- www.theorchidschool.org
- Address: The Orchid School
  Baner - Mhalunge Road,
  Baner,
  Pune 411045.
  Maharashtra, India

Curriculum:

- TOS follows NCERT/CBSE guidelines. The choice of textbooks is on the lines of the NCERT/CBSE curriculum.
- CBSE recommends schools follow the NCERT curriculum and base its program on the National Curriculum Framework (NCF).

Enrichment of Curriculum:

- The curriculum is enriched with various activities in each subject. Few of the examples are mentioned below:
  - Field Visit
  - Expert Visitor Session
  - Projects / Real Life Project
  - Integration of subjects in terms of the learning experience, projects and assignments
  - Cuisine Crafters
  - Art integration
  - Managing Professional Events
  - Future Fluencies (Skill development modules)
  - Tinkering experience
  - Parents as resource persons

- TOS believes in parents as partners. The belief is that parents and teachers being the adults in a student's life should come together for the enriching experience for the students in their precious years of learning.
- Considering the parents have the various sets of expertise and inclination towards supporting the school and class for the greater experience of learning for our students, TOS invites parents regularly as resource persons.

- Class Presentations during the Assembly

- Each class in a year gets the opportunity to make a class presentation during assembly time. It is a part of every class activity.
- All students of the class perform on a specific given theme.
- It is a platform for the students to showcase their hidden talents, build self-confidence, and overcome stage fear.

D

Detention:

- It is a consequence given to the student for repetitive actions in not completing the homework /class work or for any misconduct.
- Detention will be after school from 2:30pm to 3:30pm, as informed by the teacher.
- Detention applies only to students of Std. III and above.
- Parents will be informed in advance about the detention through a note in the diary / mail/phone call.
- For Classes III and IV, parents need to accompany the student during detention.
- Parents will have to make their own arrangements to pick up the child at 3:30pm on the day of detention. School transport will not be provided.
- Incomplete homework will be recorded by the teacher in the diary. Detention will be exercised after three remarks in the diary.

E

Events:

- All through the academic year, various events are held in the school. It is mandatory for the students to be a part of these events.

F

Facilities:

- The school has well-equipped laboratories- which include the Math Lab, Language Lab, Science Labs, Atal Tinkering Lab, Computer Labs and a Composite lab.
- The school library has books of all genres, and the space is also technologically equipped to plug in laptops and work on projects.
- The school has a state-of-the-art auditorium, a large capacity dining hall, a massive open-air amphitheatre and a multi-purpose hall (MPH).
- In addition, TOS has exclusive spaces for conducting art, music, dance, and percussion classes.

Fees:

- Refer to the website for all updates related to the fees.
- Fees are paid through the online Portal.
- If fees are not paid on time, a fine of Rs. 50 per day will be levied for each pending instalment.
- If a parent is late in paying the fee, then the online fee payment will not be accepted without the late fee.
- No negotiation about late fees will be entertained under any circumstances.

First Aid:

Infirmary:

- The school has 2 infirmaries to cater to the needs of all the students.
- In case a student gets ill or is hurt during school hours, the parents will be called.
- The first-aid and sick bay is available for the student to rest until the parents come to pick up the child.
- A full-time in-house nurse attends to all ailments and emergencies.
- In case of a severe emergency, students will be rushed and admitted to the nearby hospital (duly accompanied by our staff), and parents will be informed.
- No medicine will be given to students by the infirmary nurse for consumption.

Food:

- Students should bring healthy finger snacks /meals for their short break/lunch break, respectively.
- Parents should inform/ indicate during Get to Know Me or, in writing, to the class teacher about any food allergy that their ward may have.
- Breakfast snacks and lunch meals are available on sale, in the school premises.

- Students can buy the same if they have not got the food.
- Prior intimation of meals should be done in advance as per the requirement of the catering service provider.
- Last-minute requirements will be subjective to the availability of food.
- Outside food delivery is strictly prohibited in the school. Parents must refrain from ordering food through food delivery sites. This is keeping in mind the safety of the students.

Forms/Documents:

- Forms like the continuation form, student's medical form, indemnity form which are mandatory for our records need to be duly filled and submitted to the school office.
- Parental Consent form, Declaration form, and Parent Information detail is collected through Continuation Form, which is filled out online. For new parents, these details are collected at the time of admission.
- Medical form is a mandate document that is to be submitted by mid April.

Furniture:

- It is the students' collective responsibility to maintain and take good care of the school furniture.
- If it is damaged deliberately, then its cost will be recovered from the ones responsible for the damage.

G

Gifts

- Parents are requested not to send any gifts for any of the Orchid staff.

H

Home Visit:

- Our teachers/counsellors may make a home visit with prior intimation- if your child is absent due to hospitalisation, prolonged illness, a family crisis, or to meet the family in a certain context.
- Home visits strengthen the bond between the student and the teacher and help in a better understanding of the child's background.
- The teacher can play the role of a mentor and facilitate the overall development of the student.

Home / Class Assignment:

- The school gives regular assignments to instil in student's self-study habits and accountability to develop skills and attitudes required for future life.
- If the student is unable to do the assignment for reasons of not understanding the concept/ matter/topic, make a note in the diary requesting the teacher to reiterate the same.
- If the home assignment is not done for other reasons, it will invite detention. An incomplete assignment will be recorded in the diary. (*See 'Detention' page.)*
- If a student is absent for a long period other than the medical reasons, then it is the responsibility of the parent to help the student cover the topic taught and help to complete all the work done during the period of absence. The teacher will guide and give support for the same.
- If a student is recovering from illness or has a fracture, an adult can complete missed work or get the work photocopied.
- Holiday assignment is given during vacations to keep the student occupied appropriately. They would be given the projects that involve research, data collection, creating models or observation etc to hone their skills.
- Students will receive project tasks along with specific guidelines in written form. A clear explanation and discussion on the project will take place in the class later. Please remember home projects are for the students and not for the parents. Students are expected to do the project independently (Parents may help with ideation. However, let the project be the student's creation.) Parents must ensure that children do not begin their project work at the last minute. Parents can help in understanding the objectives of the project.
- As home assignments Std. I and II students will be sent books to read at home, artwork, fun activities related to concepts, etc.

Houses:

- The Student Council Representatives (SCR) will be selected from Middle, Secondary and Senior Secondary domain:
  - Junior SCR - Std. VI to VIII
  - Senior SCR - Std. IX to XII
- Houses inculcate the spirit of cooperation, competition, and competence.
- The students are categorised into four houses- Ujala, Unnati , Umang , and Udaan .
- The groups are heterogeneous and consist of children having mixed abilities.
- The student must wear the house uniform on all PE and inter-house events day.
- The student will continue in the same house till they graduate from Secondary School.
- Each house in the Junior and Senior category will have two House Captains (Girl and Boy) who are elected by students of Middle School and Secondary and Senior Secondary School students. To ensure seamless leadership, interim House Captains from Classes IX and XI will be appointed for each house.
- A main teacher will be in charge of each individual house and will be supported by a team of house teachers.

- Rotating trophies and awards will be given for the year for various inter-house activities and competitions.

I

Identity Card:

- Get the identity card updated whenever you change residence or contact numbers.
- Students will be given ID cards of different colours depending on the kind of transport they avail.
    - White ID cards - School transport
    - Beige ID cards - Private transport & Parent pick up.

- Parents of Nursery – Std. XII are also given a Parent ID Card and the colour of the same depends on the mode of transport chosen by the student.

Illness:

- Avoid sending your ward to school if they have any illness. Inform the class teacher about the illness.
- In case your ward has any specific health issue, keep the class teacher informed.
- Inform the teacher about food restrictions during convalescence/illness/ allergies.

Inclusion:

The school abides by The Right of Children to Free and Compulsory Education Act 2009 stated by the Government of India as well as The Right of Persons with Disabilities Act of 2016, both laws being those that promote inclusive education.

- TOS has a policy whereby students with special educational needs are 'included' in mainstream classrooms.
- We have a Resource Room and Special Educators to address this need and provide intervention in the classroom for children.

Indemnity:

- The indemnity form is filled at the time of admission and every subsequent year as part of the continuation form.

- The indemnity form covers consent for participation in field trips, overnight camps, study visits etc.

- The form also covers consent for the transport chosen for your ward.

Induction:

- Every year the school organises Parent Orientation and Get to Know Me Meetings.
- The Parent Orientation apprises the parents of the scholastic and co-scholastic plans, programs, processes and policies related to their ward's level.
- A dedicated 'Get To Know Me' day is earmarked in the calendar for parents and students to interact with their Class Teacher.
- The Orientation session is also very helpful for 'New Parents' to familiarise them with our systems at the beginning of a new academic year.

Insurance:

- The school has initiated a Group Accident Insurance Policy from IFFCO TOKIO General Insurance Company Ltd. for students.
- This policy covers OPD charges up to Rs. 25,000/student with other benefits.
- Details of the policy will be available with the Admin Unit Head of the School.

Inter-school Events:

- The school participates in various inter-school events.
- Most of the time, the school bears the cost for the same.
- Occasionally the students may need to pay the relevant fees as decided by the school.
- These events include CBSE Sports, ZP sports, Inter-school competitions, etc., which give students exposure to various levels of competitions like city level, district level, state level,national / international level. (Refer to the school sports policy)

Internship:

- Students of Std. IX going to X and XI going to XII must take a compulsory internship in the month of May.
- The objective of this project is to give exposure to a professional workplace and the skill sets required for the future.
- The duration of the internship is as follows:
  For Std. X – Minimum 8 working days; For Std. XII - Minimum 15 working days.
- Before commencing the internship, students will participate in Pre-Internship Workshop Modules and an Internship Fair to prepare them for workplace expectations and exposure to industry practices.
- Students will then undertake an 8-day or 15-day internship with selected organisations.
- Daily professional reporting will be maintained to document learning and progress.
- The programme will conclude with a final presentation and pitch to stakeholders, showcasing learning outcomes and experiences.
- The school assigns a mentor for each student who stays in touch with the intern's supervisor and with the intern.

- This project is graded for the students.

L

Late Coming to School:

- Timely attendance is mandatory, and the school shall give consequences for late coming.
- The school timings are:

Monday to Friday

- Pre Primary- 9:00 am to 12:30 pm
- Primary, Middle & Secondary : 8:00 am to 2:30 pm
- Senior Secondary : 8:00 am to 1:10 pm

Saturday

- Middle, Secondary & Senior Secondary : 8:30 am to 12:30 pm

- The school has been ensuring that all buses enter the school premises before school begins so that every student gets time to settle in school.
- 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 last entry in the school will be till 8:03 a.m.
- If a child walks in beyond 8:03 a.m., the school has set in place consequences for the students .
- If any student has come late to school more than three times, the parent will be asked to come to school and take their ward back home.
- The student coming late to school or reaching late to the class will be marked absent.

Learning Material:

- For Nursery to X, TOS provides teaching learning material (TLM) and art and craft material from school. This is given at the beginning of the year or at the time of admission or to use during learning time.
- For Std. XI and XII, the school facilitates the textbook and notebook procurement directly with the vendor.

Leave Policy for Students:

- Information regarding vacations and holidays is intimated to parents through the school calendar.
- Parents should plan their vacations/trips/family functions, etc., accordingly.
- All long leaves must get prior sanction from the Class Teacher/Unit Head/Vice Principal/ Director Principal.
- In case of a sudden/unplanned holiday declared, the week's Saturday would be compensated with a working day. The same will be intimated to the parents through SMS/ Diary/ Circular.

- The dates for the Board Practical Examinations for grade XII, will be scheduled and informed to the students well in advance, by the school strictly in accordance with CBSE guidelines. These dates are fixed and cannot be rescheduled under any circumstances. Students who fail to appear for the Practical Examination on the assigned date will be marked absent, irrespective of the reason.

General Leave:

- In case of 1- or 2-days leave, parents should inform the class teacher via email/note in the diary.
- Prior permission should be sought from the Unit Head / Vice Principal / Principal for more than three days. An email needs to be sent by the parents to inform the leave.
- A doctor's certificate and prescription should be produced if the student is absent for more than three days due to illness.

Half-day/ Permission to leave early:

- The school will grant half-day leave if the student has medical, diagnostics, psychological tests, visa, or passport appointments.
- **Half days will not be granted on the days of tests (and if the school is functioning full day). If the student does so, the test marks will not be counted.**
- Do not send your ward for a test/exam if they are unwell. Students are granted leave for such situations. A medical certificate and prescription need to be provided for the same.
- If your ward is unwell and still has come to give the exam, they will be sent home. This is also to restrain the infection from spreading to others.
- A special permission will be granted to leave early for medical reasons (if the child is unwell/hurt during school hours)/or in case of family emergencies. This will vary from case to case.
- Permission to leave early in exceptional situations may be granted if a student must attend competitive exams, competitions, or matches outside school. However, leave needs to be sanctioned by the Class teacher/Coordinator/Unit Head/Vice Principal/Director-Principal. This must be backed up with a corresponding document and permission letter. Permission should be taken in advance and not on the same day of the leave.
- For all the above, parents need to show the student ID card to the concerned people and take the students out of school.
- **Permission for half day for travel, family function, and other personal reasons is strictly not granted. Students can take a full day leave for the same.**

Long leave:

- The school reserves the right to sanction leave.
- Students need a minimum of 75% attendance (for all levels) in a year.
- In any leave situation, the child/ parent is responsible for completing the schoolwork missed. The teacher will, however, help in giving the notes. See Homework / Classwork section.

- Absence without prior permission and intimation that exceeds three months will lead to termination of admission.

Leave during Assessments - Refer to Assessments.

Library:

- Std. I onwards, students can borrow books from the school library.
- Each student is issued one book at a time, and they can renew it as soon as they finish reading.
- During the weekend and long vacations, students can have more than a book to read.
- Students can also come and read books or issue the books in the library during their break time or free period (XI & XII).
- Library Skills Classes are time-tabled and are taken by the Library Skills teacher. These classes help the students to study books with guidance and encourage them to read.
- Please discourage the child from scribbling, folding corners, or soiling the library books.
- In case a library book is lost or severely damaged, the student must either replace it with a new copy or pay the cost of the book at the current MRP. However, if the book is out of print or not available in the market, the defaulter will be required to pay the original MRP of the book plus an additional 25% fine as penalty.

Lost and Found:

- There is a 'Lost and Found' shelf kept in the Atrium.
- Parents/students can go there and look for their lost belongings during PTC / Open days or after school.
- Encourage your ward to be responsible with their belongings and search for them when misplaced.
- If your ward's diary/calendar is lost, a copy of the same can be bought from the school store.
- If textbooks are lost, they must be purchased from Vyankatesh Trading Company – Refer to 'Books'.

M

Management:

- TOS is managed by Pradnya Niketan Education Society (PNES), a public charitable trust registered under the society's act.
- It has 14 members on the Governing Board- Bureaucrats, Educationists and Entrepreneurs.

Mobile Phone-

Mobile Policy: For Students:

- This policy applies to students of Senior Secondary (classes XI and XII) Domain of The Orchid School.

- Students of Class X and below are not allowed to carry their cell phones to school.

Guidelines for Students and Parents:

- Students can carry their Smart phones, if required, as the school is well connected, and contact can be established in case of emergency. Parents are advised to buy basic models of phones for their ward, for school use.
- Personal Laptops, IPads, Mac Books are not permitted in the school. Only Cell phones will be allowed after the Parent Consent form is signed by the parents.
- 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 of students involved in special projects the student should seek prior permission from the Unit Head. The usage for the task will be for a specific time in a day. Beyond permitted time the phone should be submitted to the Class Teacher.
- This effort will help us curb all the unnecessary issues stemming from usage in social media during school hours even though this may lead to slight inconvenience for students who use the phone for booking online facilities like cab service.
- This privilege of allowing phones will also be reviewed in case we have a large number of defaulters.
- Unless specified, the student should not carry mobile phones during trips and excursions.
- Students should strictly follow the cyber safety norms. In case the school receives any complaints regarding the same, the school will treat it as a cyber crime and strict action will be taken based on the severity of the case like filing a legal case with police.
- If any student is found accessing any objectionable material on the mobile phone or trying to access someone else's mobile phone, it will be considered a cybercrime, and necessary consequences will be given thereafter.
- **Read through the Mobile Policy for complete clarity.**

N

Newsletters

- A monthly newsletter will be shared for each level from grades I to XII, by the respective class teachers.
- The newsletter will provide information on month-wise events, assessments, field trips, excursions, and other key activities.
- It will also include a master link for parents, giving access to folders containing all academic resources such as subject-wise worksheets, notes, and related materials.
- In addition, a separate link will be shared where photographs from school events, field trips, excursions, and other activities will be uploaded for parent access.

O

Organogram/ School Leadership Structure:

- Refer to the school website.

Outdoor Learning-

- Research has even suggested that outdoor learning boosts confidence, social skills, communication, motivation, physical skills, knowledge and understanding. It has also been found to boost children's self-esteem, self-confidence, ability to work cooperatively and positive attitude to learning.
  TOS plans Camps, Excursions and Field Trips to enhance the learning of the students.

Camps:

- Camps are part of the learning process during the school years.
- The school recommends students participate, considering all the learning and experiences they will gain.
- Camps are compulsory for the students of IV - VII. Parents will have to make payments for these camps at the time they are announced. Also, they are required to sign the consent forms pertaining to these camps for the child.
- The details of the camps will be shared with parents as and when they are planned.

Excursions:

- While Field Trips and camps are compulsory, excursions are optional and must be paid for by parents only in case their ward wishes to undertake the travel.
- These excursions are planned for Classes VI onwards.
- The details of these excursions will be shared with parents during orientation for the same.

Field Trips:

- Out-of-school educational trips supplement the experiences provided in traditional regular classroom-based teaching and encompass all facets of learning.
- These trips help to develop new insights, understanding, and ideas about the concepts.
- All the field trips have direct curriculum connect. During these visits, students explore and experience the real-life application of the concepts learnt.
- Learning is extended through field trips with pre-and post-activities.
- Pre-activities include reading about the topic and looking through a magazine or a related story.
- Post-activities include writing notes/observations, individual process writing, art projects, dramatic play, worksheets, etc.
- We welcome parent volunteers to accompany the class on the local field trips. Class Teachers will reach out to the parents for the same.

Please note -

- For all such field trips and excursions, the name of the list of students undertaking such activity will be scrutinized by the Unit Head, Counselors and Special Educators.
- Selection of students with high needs of personal supervision and monitoring can join the Field Trip, Camp, and Excursion only at the discretion of the management.
- Only if the Management approves, the students will initiate the payment procedure and travel.
- Students are expected to wear school uniform while travelling to and fro.
- If they must, students should wear only the maroon school jacket when on a day/overnight camp. No other jacket will be allowed.

P

Parallel Program (for Std I to V)

- Parallel Program for grades I to V, is a program that provides support to students to bridge the gap in English, Mathematics, Hindi, Marathi, and Remediation.
- It is planned during school hours and is part of the weekly timetable.
- This program provides extra academic support to the selected students who require additional support.
- The students are selected for these groups based on the teacher's observation and the student's academic performance.
- The support provided at different levels is for-
  - Std. I to IV – English, Hindi, Marathi, Mathematics, and Remediation.
  - Std. V & VI: English, Hindi, Marathi, Mathematics, and Remedial.
  - Std. VII and VIII: Hindi, Marathi, Mathematics, and Remedial.

Parents as Resource Persons-

- Apart from the PTA, which is a representative of the school parent body, TOS has created a system to tap the expertise of parents.
- TOS believes in parents as partners. The belief is that parents and teachers being the adults in a student's life, should come together for an enriching experience for the students in their precious years of learning.
- The school will reach out to parents considering they have various sets of expertise and also the inclination towards supporting the school and class for a greater learning experience.

Parking:

- Since TOS is in a narrow residential lane, parents are requested to avoid parking in this lane.
- With the increased amount of traffic in Baner area, it is necessary for cyclists to wear helmets too.
- Parents are requested to carpool due to traffic congestion.

- Students with physical challenges are given special permission to drive to the main gate.
- Parents must drop their ward at the designated drop-off zone on the main road.
- Avoid arguing with security personnel regarding parking.

Photographs:

- TOS has appointed an official photographer to cover all important class/school events. You can buy photographs of different events from him.
- You can place an order, pay and collect them from school through the photographer.

Phone calls:

- Students are not allowed to make phone calls using the school phone except in emergency situations.
- Do not call the teacher/your ward during class hours.
- Do not call at the last minute to inform a change of plan regarding the student going home (asking the bus driver not to take your ward on the bus, etc.) The request will be considered only if given in writing in advance.
- Do not make phone calls to the Director-Principal/Vice Principal/Unit Heads/Coordinators on personal numbers, except in emergency situations. Contact them on school numbers.

Promotion Policy: As per CBSE norm and school policy.

Q

Questions–who will answer what!

- Regarding academic matters: Your child's teachers, Coordinator, or the Unit Head / Vice Principal/ Director-Principal
- Administration-related matters: Administrative Unit Head/ Vice Principal
- Fees and Accounts related: Account Head
- Macro level policies: Director- Principal
- Regarding admissions: Admission Incharge
- Regarding student support: Counsellor/Special Educators/ Class Teacher
- Regarding transport: Administrative Unit Head.
- Regarding IT: IT Head

  To seek support from any of the above-mentioned persons, you can write a mail on the school's email ID or seek an appointment by calling the school's office.

R

Reception:

- When you come to school to meet your ward/teacher, come to the reception desk so you can be helped or guided to the relevant space or person.
- Drop materials/tiffin at the reception and not in the class.
- Do not walk into the classroom during school hours.
- Leave messages for your ward/teacher at the reception.

Relationship:

- We view our association with you as a partnership where relationship-building is central to all our processes.
- We request you to address us as 'Di' or 'Da.' This is one more step towards building a relationship with you and your ward.

S

Security:

- The school campus is covered by surveillance CCTV cameras.
- Dedicated security staff ensures that no student leaves the gate without permission.
- Make appropriate entries at the security when you visit the school for any purpose.
- If the student is not supposed to board the bus or if someone is going to pick up the student, please inform the class teacher and the bus attendant a day prior.
- While picking up the student (Nursery to XII)from school, carry the Parent ID card that is given.
- If any new member will be picking up the student from school and does not come with an ID card, then the student will not be sent along until the parent sends the communication in written form with proper authorization.
- CCTV footage will not be provided in cases of loss or misplacement of personal belongings such as tiffin boxes, jackets, shoes, etc. Students are expected to take responsibility for the safekeeping of their personal items.

Skill Building:

- The school recognises the need for the students to build 21st century skills.
- The school offers level specific skill courses as per the guidelines of the New Education Policy.

Special Needs:

- If your child has any food allergy, learning disability, or specific need, please inform the school authorities and the class teacher about it in writing through a letter or email.

- In case of any specific learning difficulty, submit the assessment report to the class teacher. This will help the teachers to provide specific support to the student.
- In certain cases, based on the observation Class Teacher/ Special Educator may recommend for assessment. Parents are expected to cooperate as it is for the well-being and support of the student.

Sponsorship:

- We invite sponsorship for special events like Founders' Day, Theatre Plays, Awards, major flagship programs, etc.
- **Sports:**

  Refer to the Sports Policy on the school website.

Social Media:

- Parents and students are expected to handle social media with sensitivity and responsibility, especially while sharing comments about teachers, other students, or the school.
- In case of being found allegedly involved in misbehaviour through social media, the school will take a step to report cyber cell/respective officials/departments.
- Humiliating school staff or passing rumors or false allegations in social media groups will be dealt with seriously.
- The school uses bulk SMS services / WhatsApp Broadcast groups to notify parents about fee due dates, report release dates, or any announcements or changes.

Subjects Offered

- We offer all subjects in accordance with CBSE guidelines up to the Secondary level.
- At the Senior Secondary level, the school offers one language along with academic elective subjects in Science, Commerce, and Humanities, as per the approved subject combinations. For detailed information, kindly refer to the school website.
- Students coming from other countries or states who have no exposure to Marathi or Hindi will be provided support through Parallel Program.
- Students with diagnosed difficulties may drop one or both languages, depending on their formal diagnosis from a certified Government agency.
- Concessions of these kinds are arrived at after due discussion and deliberation on a case-to-case basis.

T

TEAMS Portal

- TEAMS portal is used for conducting online meetings/ orientations.
- Every student is given a username and password to access the portal.

Theme of the Year:

- The cultural ethos of an institution is based on its value system. The customs and practices, the beliefs and behaviour of each member of the institution are what define its unique identity.
- The values are inculcated through the annual theme.
- **The annual theme for AY 2026 - 2027 is *' Gratitude'.***

Timetable:

- The class teacher gives the class timetable to the students within the first week of school.
- Do follow it to help your ward pack their bag, books, homework schedule, etc., so that it doesn't become unnecessarily heavy.
- The Timetable is subject to change depending on school activities and events.

Timings:

- **Monday – Friday:**
- Nursery - Senior KG- 9:00 AM to 12:30 PM
  Class I – X: 8:00 AM to 2:30 PM
  Class XI-XII: 8:00 AM to 1:10 PM

- **Saturday**
  Classes to be held for Class V – XII from 8:30 AM to 12:30PM

Two-Wheeler Norms:

- Valid licence and helmet are compulsory for students who use a two-wheeler to come to school.
- In case of a pillion, he/she too must wear a helmet.
- Students using bicycles should also wear helmets.
- Without a helmet the parking outside school will not be permitted.

Training:

For Staff:

- Teachers are given training in various aspects of teaching, teamwork, classroom management, team building, and subject enhancement on a regular basis to hone their skills for better performance.

For Parents:

- Workshops for parents are conducted in Language, Mathematics, Parenting, Mental Health, and other relevant areas concerning education. Awareness sessions are also organized from time to time.

For Students:

- Training programs for students are designed for mental health, developing various skills like leadership abilities and issues relevant to different class levels.

Transport:

TOS does not operate its own transport services.

- **Sharvari Bus Services** have signed a contract to provide transport services to students and teachers who opt for it.
- The transporter decides on the bus route, pick-up, and drop location and communicates to the parents directly.
- All financial transactions are done directly to the service provider.
- School interfaces with them in terms of training and sensitizing them towards safety requirements, students, and the way to handle them during travel time.
- The school also monitors the service provider following all the norms.
- A transport committee has been formed to check RTO compliances.
- Parental concerns could be shared with the PTA volunteer who is a part of the committee / the Admin Unit Head of the school.
- Parents should ensure that private transporters (other than school transport) follow norms as per guidelines given by RTO. Parents need to verify and keep a check on all matters related to transport. TOS is not responsible in any way for outside/private transporters.

Trust:

- Trust us for our choices, approaches, guidance, and pedagogical choices.
- We are a dedicated team of professionals with experience.
- Some of us have been around for some time, while others have come up with new dreams and ideas. We are also constantly in the mode of self-examination, evaluation, reflection, modification, and modernisation.
- We seek expert help through workshops, training programs, and consultations on a regular basis.
- Our teachers participate in study trips to other schools and institutions and are engaged in innovative practices in education.

Tuition:

- TOS teaching staff are not allowed to take tuition for TOS students.
- In case of any academic concern, if you have a tutor for your ward, you may bring the tutor for a face-to-face meeting with the class teacher/ subject teacher..
- This is to brief them on your ward's performance levels and the kind of inputs and monitoring required for the student.

U

School Uniform:

Prescribed uniform for girls and boys

Levels	Regular Uniform	Sports Uniform (To be worn on the sports classes day)
Pre- Primary	· Red T-Shirt with school logo · Black track Pants with red stripes · Fully black shoes of any brand and black socks · Black floaters only on the rainy day	·Regular School uniform
I - IV	· Maroon T-Shirt with school logo · Black trousers · Fully black shoes of any brand and black socks · Black floaters only on rainy days	·Regular School uniform
V - XII	·Maroon T-Shirt with school logo · Black trousers · Fully black shoes of any brand and black socks ·Black floaters only on rainy days	·House T-Shirt with school logo ·Black Shorts with stripes of house colour ·Black Shoes, Black Socks

Wednesday will be 'Smart Casuals Day' for students of Classes Pre-Primary to XII.

- **Students must wear neat, decent, and appropriate-coloured clothes.**
- **Black shoes and black socks are compulsory.**
- **Black floaters may be worn only on rainy days.**
- **During winter or when required, only the maroon school jacket is permitted. No other jacket is allowed.**

General Rules regarding Uniform:

- Students are advised to carry a handkerchief every day.
- Personal hygiene and grooming must be always maintained, including trimmed nails, neatly combed hair, clean clothes, and clean shoes.
- Wearing a neat, tidy, and appropriate school uniform is mandatory.
- Avoid use of long earrings, bracelets, or other jewellery that can cause injury while playing.
- An ID card is part of the uniform and is compulsory on all days. If students are not wearing an ID card, they will be asked to contact their parents to get the ID card. The objective is to keep the student safe in the school premises.

Violation of the above mentioned school uniform code whether in the school premises or when students are representing school during inter-school events, field trips, camps or excursions would lead to serious consequences as mentioned in the behaviour policy.

For the purchase of uniforms, parents can contact RINKU TO SHARE

W

Website:

Log on to www.theorchidschool.org

Wholesome Wellness Program-

- At The Orchid School, we firmly believe that it is imperative for an individual to be socially, emotionally, and behaviorally well-adjusted to function to his/her complete potential.
- With this aim in mind, The Orchid School has formed the Wholesome Wellness Team who will focus mainly on the physical, emotional, social, and spiritual well- being of the students.
- Along with catering to the different day-to-day wellness needs of the students, the team will also be organizing awareness programs and campaigns, which will benefit all the stakeholders involved in the holistic development of the child.
- The team will comprise of the Counselors, Special Educators, Fitness Coaches, and the school Nurses.

Withdrawal from school:

- See Admission withdrawal policy on the website under Admission Tab.

Y

You are part of Us-

Need we say more?

Z

Zen Parenting: Be calm and relaxed. Do not be an overanxious parent. Every child has different capabilities and interests. They follow a unique path of development.