

**A - Z**

**READY REFERENCE REGARDING TOS  
POLICY, PROCEDURE, PROGRAMME, PEOPLE  
2010 - 2011**



Pradnya Niketan Education Society's

**THE ORCHID SCHOOL**



Dear TOS Family,

We have compiled a list of all that you need to know about TOS- in terms of 4 “P” s. This is to minimize the slips you may face due to ignorance or negligence. Do go through it time and again to make best use of this booklet. This is an updated version.

- > A to : Also featured on the website
  
- > TOS Management reserves the sole right to make changes, introduce new relevant policies.

TOS Team.



# A

## Attitude:

- > Having positive, respectful attitude towards your child's school, teachers, administrators, service staff, class mates and other parents help.
- > In return parents too get respect and attention as positive energy attracts everyone.

## Approach:

- > TOS believes in child-centric education and adult centric work, learning environment.

## Abuse:

- > In any form unaccepted corporal punishment, humiliation or verbal abuse by any staff is strictly dealt with.
- > You can approach any of the unit heads/coordinators.
- > Everything related to the child gets attention at TOS. The approach to deal with the matter may differ. Confidentiality is maintained and no child gets targeted. This is our commitment.

## Administration:

- > Approachable, transparent and open. All the boring paperwork and organizational bits and pieces that come with the institution are also done in a cooperative spirit.
- > All unit heads and coordinators are in one way or the other part of the administrative task force. It is decentralized so respective domain heads become decision making authority or part of the process.

## Advise:

- > We can all benefit from the advise and experience of others but if done with the spirit of support and keeping certain realities in context.

## Admission:

- > Admission is open to all children irrespective of race, nationality, religion, caste or gender.
- > Only 35 children per class per division, 3/ 2 division per level. Those classes with 3 divisions of 35 children will continue and graduate out as 3 division.
- > Sibling (only directly related ones) may be given preference.
- > The child needs to fulfill age criteria as stipulated by the School Managing Committee and ratified upon.
- > No interview or test for Pre-Primary level (Nursery to Senior K.G).
- > Entrance test for Std. II, III (Maths & English) IV, V, VI, VII and VIII (Hindi, Maths & English)
- > Std. I children to be tested orally for comprehension and conversation.
- > Foreign nationals need to secure appropriate Visa / Resident permit and submit relevant documents at the time of admission.
- > Special provisions available for admission of children who come to India on short term visit by completing admission formalities and payment of necessary fees or with special considerations through the school managing committee.
- > Children can hold the admission already procured, if they are away for short duration or if they are going out of India, accompanying their parents on their work assignments. Maximum period of one



Days	Level	Penalty for missing
First day & Last day of School before and after every vacation	Jr. KG to Std. VIII	Rs. 250/-
Independence Day	Std. III to VIII	Rs. 250/-
Republic Day	Std. III to VIII	Rs. 250/-
Sports Day	Nursery - Std. VIII	Rs. 250/-
For respective class events - Concert Day/ Annual Day / Founder's Day,	Nursery.-Std. VIII	Rs. 250/-
Camps	Std. VII and VIII	Rs. 250/-
Tests	Respective level - compulsory to attend 4 tests in a 6 test cycle and 3 tests in a 4 test cycle.	Promotion may get affected.

**Note:**

- > For medical reasons, a medical certificate needs to be submitted.
- > Parents to fill up leave record form printed in the student diary. In case of failure to do so the report card of the term will be withheld till penalty dues are cleared.

**Address:**

- > Enter correct address in student diary, student badge, parent information and resource sheet.
- > Please inform the school of any change in address. Correct information enhances the smooth flow of communication.

**Affiliation:**

- > We are proposed to be affiliated to CBSE Board.
- > As per affiliation norms, we have applied in the academic year 2010.
- > We have the state recognition and NOC for affiliation.

**Appointment :**

To meet Director/Principal/Staff/Unit Heads/Coordinators

- > Class teachers, subject teachers and the special educators- after school hours (i.e., after 12.30 pm for Pre-Primary section and after 3.15 pm for Primary and Middle section).
- > Prior intimation (day and time) must be communicated to the concerned class teacher to avoid waiting and disappointment.
- > Director, Principal, Unit Heads and Coordinators -Thursday 2.00 to 4.00pm Appointment can be taken from school office personally, via mail or over the phone.

**Assessment:**

- > Assessments are on-going and continuous and cover scholastic, personality and co-curricular aspects.
- > They are done in such a way that inter-learner comparisons and fear of external examinations is minimized.
- > Graded and age appropriate evaluation tools are used to restore the spirit of the process.
- > The assessments are time tabled for every level, dates are mentioned in the school calendar.

**Assessment process:****Pre-primary and Primary:**

- > Continuous, comprehensive and cumulative assessments.
- > Observations of oral, practical and written work will be recorded and documented in the Assessment sheets maintained for each child by the Class teacher.
- > The feedback will be communicated to the Parents on PTC day and through the report card.

**Mode of Evaluation:****Pre Primary :**

- > Observation based on one to one interaction, class observation, oral and written class work, worksheets and home work.

**Classes I to VIII:**

- > Cyclic tests - written, oral and practical.
- > Observation based on one to one interaction, class observation, oral and written daily class work, worksheets and home work.
- > Middle school will also be evaluated on project work and group work.
- > Schedule and Portion for the tests will be sent 10 days before. The dates are given in the calendar.

**Test cycle and mark distribution:**

NO	CLASS	NO OF TEST	MARKS
1	Pre-Primary	6 Assesments	NA
2	Std. I	6 Cyclic Tests	20 marks each
3	Std. II	6 Cyclic Tests	25 marks each

**Std. III**

NO	TEST	SUBJECT	MARKS
1	Unit Test 1	English, Hindi, Math, EVS,	25 x 4 = 100
		Marathi & Computer	25 x 2 = 50
2	Term Test	English, Hindi, Math & EVS	50 x 4 = 200
		Marathi, Computer	25 x 2 = 50
3	Unit Test 2	English, Hindi, Math & EVS	50 x 4 = 200
		Marathi, Computer	25 x 2 = 50
4	Final	English, Hindi, Math & EVS	50 x 4 = 200
		Marathi, Computer	25 x 2 = 50
		Total Marks	900

**Std. IV**

NO	TEST	SUBJECT	MARKS
1	Unit Test 1	English, Hindi, Math & Science	50 x 4 = 200
		Marathi, Social Science & Computer	25 x 3 = 75
2	Term Test	English, Hindi, Math & Science	75 x 4 = 300
		Marathi, Social Science & Computer	50 x 3 = 150
3	Unit Test 2	English, Hindi, Math & Science	50 x 4 = 200
		Marathi, Social Science & Computer	25 x 3 = 75
4	Final	English, Hindi, Math & Science	75 x 4 = 300
		Marathi, Social Science & Computer	50 x 3 = 150
		Total Marks	1350

**Std. V**

NO	TEST	SUBJECT	MARKS
1	Unit Test 1	English, Hindi, Maths, Science	50 x 4 = 200
		German, Marathi, Soc Sci, Computer	25 x 4 = 100
2	Term Test	English, Hindi, Maths, Science	75 x 4 = 300
		German, Marathi, Soc Sci, Computer	50 x 4 = 200
3	Unit Test 2	English, Hindi, Maths, Science	50 x 4 = 200
		German , Marathi, Soc Sci, Computer	25 x 4 = 100
4	Final	English, Hindi, Maths, Science	75 x 4 = 300
		German, Marathi, Soc Sci, Computer	50 x 4 = 200
		Total Marks	1600

**Std. VI, VII & VIII**

NO	TEST	SUBJECT	MARKS
1	Unit Test 1	English, Hindi, Maths, Science, Social Science	75 x 5 = 375
		German, Marathi, EE , Computer	50 x 4 = 200
2	Term Test	English, Hindi, Maths, Science, Social Science	100 x 5 = 500
		German, Marathi, EE, Computer	75 x 4 = 300
3	Unit Test 2	English, Hindi, Maths, Science, Social Science	75 x 5 = 375
		German, Marathi, EE, Computer	50 x 4 = 200
4	Final	English, Hindi, Maths, Science, Social Science	100 x 5 = 500
		German, Marathi, EE, Computer	75 x 4 = 300
		Total Marks	2750

**Asset:**

- > Asset is a diagnostic test for students of Classes III to VIII. This test will help assess the student's 'understanding and the ability to apply' what he / she has learnt at school, in real life situations.
- > The tests will be held in the month of August. These tests are administered only once a year. Dates are given in the calendar.
- > These tests do not require any pre preparation. They are based on grade - level subject matter. The format is only objective type where the students have to choose the correct answer from choices given.
- > The Asset test results also become a bench mark for our School and students at the National Level.

**Appreciation:**

- > Appreciate your child's work from time to time. It will prove as a great motivation to perform better.
- > Also the teachers who play such an important role in shaping your child's future, deserve to receive positive feedback from you. Do mail your word of appreciation or send it through the diary.
- > Teachers also must send a note of appreciation to parents for their valuable inputs and help , as and when it is received.

**Activities - General:**

- > Activities play an important part in the holistic development of a child. From Nursery to Std. IV , the children are exposed to all the activities namely Music, Dance, Art, Craft, cooking days, field trips, nature walk.

**1) Golden time- From Std. V onwards.**

- > Golden time is time for students to learn skills of their choice. This period is once a week . The Golden time faculty members give a presentation of their activity at the beginning of the year and the children then make a decision based on their liking.
- > It includes options of Science club, Taekwondo, Speech and Drama, Literature club, Craft and Embroidery, Games (Skating and Volley ball)

**2) Performing Arts From Std. V - VII.**

- > Students will be opting for music and dance. Music choices are between Western and Semi-classical music. In dance, they choose between Contemporary , Kathak and Bharatnatyam. In percussion, they choose between drums and tabla.

**For Std. VIII**

- > Students will be opting for any one of the options between music, dance and percussion.

**3) Team Sports and coaching - From Std. V onwards.**

- > Sports coaching for Classes V, VI, VII and VIII is conducted at Balewadi sports stadium weekly once. The school has hired the premises on regular basis.
- > The students make a choice between cricket, football, basket ball , athletics and volley ball.

## **B**

### **Behavior:**

- > Parents-Your behavior influences the kind of relationship you will develop with the school authorities, your child's teachers and her/his friends. So, you make the choice and face the outcome. Just remember- Your child is watching you.
- > Children- Refer to diary for all boundaries, rules and regulations that will govern your behavior.

### **Body Language:**

- > The 'language' of our bodies conscious and subconscious positions or movements that communicate a lot of message to others. Positive body language builds up relationships.

### **Birthdays:**

- > Birthday is a special day for the child. During assembly the child is called on stage, there could be many children and also teachers sharing the same birthday, and a special birthday song is sung for them.
- > Students are permitted to come in colour dress.
- > Distribution of gifts or chocolates strictly not permitted.
- > It will be returned if sent with the child.
- > Do not send birthday invitations along with the child.

### **Bags:**

- > Child should carry appropriate size bag .
- > There are shelves in the classroom which can store the text books and note books , subject wise.
- > Hence the child should carry home only those books which are relevant in terms of homework or preparation for an exam.
- > This way the weight of the bag is reduced and the child is not burdened with carrying a heavy bag.
- > The child must carry the school diary regularly to school.

#### **What to carry other than the books?**

- > Nursery- to Sr.K.G: School Diary, napkin, water bottle, small tiffin, a set of clothes to change- all duly labeled
- > Std I to Std VIII: School Diary, napkin, water bottle, small tiffin, lunch box, pencil box ( with 3 sharpened pencils, eraser, ruler and a sharpener) books and note books according to the time table, a cloth bag for library book All duly labeled
- > Do not permit children to bring any personal belonging , toys or special books unless asked for.

### **Bargain:**

- > Not allowed for late fees, late coming, missing important days etc. Stick to the stipulated rules please.

# C

## Choir:

- > The School has a formal choir group. Students are chosen from Std. V to Std. VIII , and the music teacher trains them in choir singing. They usually perform on important event days.

## Contact us at:

- > Reception Desk- +91-20-66202702, 65007681
- > E-mail- theorchidschool@rediffmail.com
- > Website- www.theorchidschool.org
- > Address: The Orchid school, Baner Mhalunge Road, Baner, Pune -411045. Maharashtra, India.

## Communication:

- > You can use the student diary to communicate with your child's teacher. Or
- > Send a note, e-mail to the Unit Head/Coordinator / Principal /Director. Or
- > Call us on the land line phone (not on our mobile please).

## Class Parent Volunteer System:

### It has been initiated to :

- > To take advantage of talents, abilities, interest and time to increase the richness of your child's program.
- > To help, assist and support the class teacher in coordinating class related activities.
- > To create and develop productive, positive and harmonious partnership between home and school.
- > To pass on any important/urgent messages to all parents in the class.
- > For passing messages class parent volunteer/s can create a call up tree which is a database of telephone numbers of all the parents in a class . The volunteer selects four parents to whom she calls and gives the message. Each of these parents further phones up 4 parents of that class and passes on the message.

### Some areas where a Parent Volunteer/s can participate or help are:

- > Substitution
- > Class Project/s
- > Art
- > Prop making
- > Developing Teaching aids
- > Cooking days
- > Story telling sessions
- > Class level and school event/s
- > Sports day
- > Concerts
- > Cultural programs
- > Publishing
- > Customs and Festivals
- > Class presentations
- > Field trips

The selected class parent volunteers will have regular touch base meetings with their respective class teacher.

**The class volunteer is definitely not:**

- > A platform to table your grievances and complaints.
- > A place to bring views for personal benefit or personal interest (eg. For your child alone)
- > A space to advice, advocate views to challenge the basic ideologies of our school.

**Counseling:**

- > We have 2 in-house counsellors attached to different levels, who along with the team, serve as catalysts to ensure and support the process of recognizing and celebrating the uniqueness of each and every individual belonging to the Orchid Family.
- > Parents and Teachers can approach the counsellors to discuss and work on strategies to help with any concern regarding a child or themselves as parents.
- > Children, on their own often approach the counsellors as well, to talk about issues they face or even just to share moments from their life. So, do come and meet up with them for all your needs and anxieties of parenting.

**Circulars:**

- > Regular circulars concerning administration, announcements, events, changes in calendar, Parent Teacher-conferences are sent.
- > Some circulars are for the whole school, and some are specific to the level or class. It is also indicated in the diary when sent.
- > Read and file them so it is available for ready reference.
- > Most of the circulars are also featured on our web site.

**Calendar:**

- > Please refer to the school calendar for all the events of the year and follow them accordingly.
- > Plan your vacation, personal engagements accordingly.
- > Management reserves the right to review policy regarding this.
- > If there is any change in the planned activities and events due to unavoidable situations, then it will be notified to you via a circular.

**Competition:**

- > We encourage equal opportunity and exposure in early years (up to elementary level) in a cooperative way.
- > As the child gets more competent with different skills, abilities and maturity to understand the concept of competition, appropriate events get introduced.
- > Inter house events are competitive in nature and are scheduled in the Calendar for Middle school. Students will also be encouraged to participate in inter school events.

**Concerts:**

- > Class concerts upto Std. IV - where opportunity is given to every child, to be on stage to showcase abilities, create confidence and provide equal opportunity for all.
- > The emphasis is not on periphery but to create an ambience and atmosphere that is not so threatening to the performers. Informality is maintained.
- > At middle school and secondary school levels, concerts will mainly be a platform for learning and staging related skills as well. Therefore middle school will have participation on stage or back stage depending on aptitude and talent.

**Camps:**

- > Camps are a good learning ground for our children to be able to face life's challenges and be prepared to tackle any situation. Nature can be the best classroom for our young impressionable minds. An outdoor experience with excellent guidance and peers can be the most defining and positive experience in a young life.
- > Environment /Adventure camps are optional for Std. V and VI Students.
- > LSO awareness camps are compulsory for Std. VII and VIII students. They should not miss these rich learning experiences.

**Curriculum:**

- > We follow NCERT guidelines and text books printed on lines of NCERT curriculum.
- > CBSE recommends schools to follow NCERT curriculum and base its programme on National Curriculum Framework. (NCF).
- > TOS has modified the recommendations and formulated its own.
- > Std. VIII, IX and X will follow CBSE curriculum and syllabus recommendations.

**Core choices:**

- > NCLB: No child left behind
- > PBL Method-Project based learning
- > Inclusive education
- > Continuous cumulative assessment.

**Consequences:**

- > Consequences help children to understand that every action has an outcome. It will help the child to learn responsible behaviour and that they are accountable for their actions, without damaging their self-esteem.
- > As per TOS discipline policy, sanctions as well as rewards form an integral part. Consequences may range from time out for an activity during school hours or missing play during lunch time.
- > Severe actions or behaviour that is hurtful , destructive or harmful to other children will lead to detention after school hours to suspension for day(s).
- > Refer to 'Whole School discipline policy' in student diary.

# D

**Department:**

- > We have academic and administrative departments.
- > They have heads and sub-heads for implementing and monitoring our programme. Check "Organogram".

**Detention :**

- > It is a consequence for the child for not doing Home Work or for incomplete class work and homework.
- > Detention will be on Thursday of that week where the child will have to wait from 3.15 pm to 4.00 pm after school . Detention is applicable only for Std. III and above. Jr KG to Class II will bear the consequence at the discretion of the teacher.
- > The child will be monitored by the teacher.
- > Parents will be informed about the detention through a note in the diary or a phone call. Parents will have to make their own arrangements to pick up the child.
- > Incomplete homework will be recorded by the teacher in the diary.
- > Detention will be exercised after three remarks in the diary.

**Dress code :**

- > Refer to uniform for the details.

**Diary for students:**

- > The diary must be brought to school everyday.
- > It should be properly maintained.
- > Tearing of pages or scribbling unwanted details is strictly prohibited.
- > Parents to go through the diary everyday and sign the appropriate page to indicate that they have read the messages.
- > Parents are expected to acknowledge all the entries made. It is their responsibility to supervise their child's homework/ assignment.
- > Parents are requested to fill in the forms- Parental Consent, Declaration, Parent's Information Sheet and hand it over to the class teacher on the first day of the school.
- > Diary will also keep record of student's incompleteness of HW. Refer to consequence.
- > Any change in home address or contact numbers must be intimated to the school authorities and the class teacher through the 'Address change form' available in the office.
- > The 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 a cost.

**Discipline:****For Parents:**

- > Parents need to be aware of the school's rules to follow them..
- > Disciplining at home also requires certain ground rules, consistency and consequences.
- > Parents should cooperate with the school by implementing the suggestions made by the school - regarding parking, dress code for their child, attendance, arrival time to school, lunch policy, security requirements etc.

- > Talk to the child about his behaviour and alternative ways for expressing himself.

#### **For Children:**

- > Refer to the School Diary for the Discipline Policy.
- > There will be a consequence for mis-conduct , depending on the gravity of the offence an official warning letter sent to the parent , suspension for a certain period of time to expulsion in extreme cases.

## **E**

#### **Events:**

- > All through the academic year various events are held in the School.
- > All the events are calendared in the beginning of the academic year and distributed evenly.
- > There are whole school events like the Founder's Day, Independence Day and Republic Day, Concerts and Sports days, Art exhibition, Festivals.
- > For each event , a committee is formed for the smooth functioning. It comprises of the Level Unit Head, the Event and Art Co-ordinator, and a teacher who is nominated for that particular event. The entire common staff as well as parent volunteers help with all the logistics.
- > There are inter-house events held , for eg. Debate, Quiz , matches like cricket, basketball, volleyball etc.

## **G**

#### **Gifts:**

- > Do not send any gifts for any of the Orchid staff. A warm smile and acknowledgement in words are much valued. Also do not send gifts for other children during birthdays.

#### **Gossip:**

- > All of us enjoy it once in a while as long as it is not malicious and hurtful to others. Gossip can also be unsettling and spread false rumors about individuals or institution.

## **H**

#### **Home visit:**

- > Our teachers/counsellors may make a home visit with prior intimation- if your child is absent due to hospitalization or prolonged illness or for family meet or family crisis situation.
- > Home visits strengthens the bond between the child and the teacher and also helps in better understanding of the child's background.
- > The teacher can play the role of a nurturer better and facilitate the overall development of the child.

#### **Home - work :**

- > The school gives regular homework and assignments to instill in them self study habits, accountability to develop skills and attitudes required for the future life.

- > Homework is meant for the child as a form of revision or reinforcement done in the class.
- > Homework must be done regularly and submitted with the assigned time.
- > If the child is unable to do homework for reasons of not understanding the concept / matter/topic make a note in the diary requesting the teacher to reiterate the same.
- > Homework not done for other reasons will invite for detention. Incomplete HW will be recorded in the diary.
- > If child is absent for a long period , it is the responsibility of the parent to cover up the topic taught. Try to complete all the home-work done during the absence. The teacher will guide and support for the same.
- > Holiday Homework is given during the vacations in order to keep the child in touch with the school work. Homework is aimed at reinforcing the concepts taught in school and is designed in a way that makes it enjoyable for the child to do during the holidays. It is more hands-on/ project oriented. Holidays should be used for children to catch up with extra learning and practice who are indicated as at 'being risk'.

### **Holidays :**

- > Information regarding vacations and holidays has been intimated to parents through the school calendar and diary.
- > Plan your vacation/trips/family functions etc. accordingly.
- > In case of unprecedented holiday declared , the week's Saturday would be compensated into a working day. The same will be intimated to the parents through sms / the diary/ or circular.

### **Half day:**

- > Permission for half day (for travel, family function, doctor's appointment) will not be granted.
- > Only for school recommended medical or psychological tests, half day will be allowed.
- > Permission to leave early in exceptional situations needs to be sanctioned by the class teacher/coordinator/Unit Head / Principal.
- > This permission would be granted only if the child is unwell/hurt/or for any family emergencies. This will vary from case to case.
- > If the child is unwell from home, do not send the child to school even on tests days.
- > Half days will not be granted if the child comes only for test.
- > The parent needs to fill the "Permission slip" to take the child out.
- > Please do not negotiate or argue with the staff regarding this.

### **Houses:**

- > The middle and secondary school i.e. Std. V to Std. VIII have houses to inculcate the spirit of competition.
- > The students are categorized into four houses .
- > The house names are Ujala (Yellow), Unnati (Green), Umang (Red), and Udaan (Blue).
- > The groups are based on mixed abilities.
- > The house of the child will be continued till the child graduates out of school.
- > The house uniform needs to be bought from Champion sports.
- > The child must wear the house uniform on all inter-house events.
- > Each house will have house captains elected from middle school along with teachers. One teacher will be in-charge of each individual house.
- > Trophies and awards will be given for the year for various inter-house activities, competition etc.

**I****Inclusion:**

- > TOS has a policy whereby children with special educational needs are “included” in mainstream education.
- > We have a resource room and special educators to address this need and provide intervention in class room for children.
- > This is our social responsibility to the community.

**Induction:**

- > Teachers will send you specific time in the first week for getting to know you.
- > We also have an orientation session for 'new parents’ to familiarize them with our systems.

**Illness:**

- > If your child is unwell, especially fever do not send him/her to school even if there is an exam scheduled.
- > If you send the child with illness, we will not allow him/her to write exams even if present in school. If the child declares illness after test, and needs to be sent home, the test will be null and void. No half day will be granted on exam days. Do not negotiate this.
- > Inform teacher about food restrictions during convalescence/illness/allergies.

**Identity Card:**

- > Two identity cards would be issued to each child.
- > The child must wear the duly filled identity card to school every day.
- > The other identity card should also be duly filled and produced while taking the child back home from school or from the bus stop.
- > In case the Identity card is lost or damaged a new one should be purchased at the school office.
- > Update the identity card whenever you change residence or your contact numbers.
- > The identity card is for your child's safety, so please make sure that the child wears it to school regularly.

**L****Label:**

- > Label all your child's belongings apart from the bag and water bottle, also shoes of young children, sweaters, pencil box, books and note books etc.

**Late Coming:**

- > Late Coming to School will not be allowed.
- > When a student is late, the late coming has to be entered in the Diary by the concerned authority and counter signed by the parent / guardian.
- > After every 3 remarks a strong, appropriate consequence will be implemented or the student will be sent home.

### **Late Fee:**

- > If fees are not paid on time , a fine of Rs.100 per day including Sundays and bank holidays will be levied.
- > Bank will not accept fees beyond due date without the school office authorizing the late fees component.
- > No negotiation about late fees, under any circumstances.
- > School gives reminders through SMS and website about due date for fees.
- > After the due date no further reminder will be sent.
- > After due date, till one month, if fees not paid, the admission would be terminated.
- > In case of loss of the fee challan, a new one can be issued at the school office for Rs.100 per challan.

### **Leave Policy**

All leaves must get prior sanction from the Class teacher/Coordinator/Unit Head/Principal.

#### **1. General leave:**

- > Parents to fill "Leave Record" section in the diary for 1 or 2 days.
- > Prior permission should be sought from the Principal for more than 3 days. A written application needs to be given.
- > A Doctor's certificate should be produced if the child is absent for more than three days due to illness.

#### **2. Leave on important dates:**

- > Please refer to the 'compulsory attendance on important days grid', given in A for Attendance.

#### **3. Long leave:**

- > All long leave needs prior permission
- > Child must inform and take permission from teacher, authorized by Unit Head/Principal.
- > In medical cases parents need to produce medical certificate.
- > Long leave not to be extended beyond the leave allowance as given below:
- > Pre-Primary-One year
- > Std I and II Six months
- > Std III and IV Three months
- > Std V onwards One month
- > In any leave situation the child/ parent is responsible to complete the school work missed. Teacher will however help in giving the notes.
- > Absence without prior permission that exceeds 1 month will lead to termination of admission.

### **Library:**

#### **1. For Parents**

- > Through our Learning Centre (OLDC), we will permit parents to use our library facilities.
- > You can avail of the library by paying one year membership fees to borrow books and use the library during evening time if your child is attending any evening classes etc.
- > We intend to keep the library open until 7pm. on working days.

## 2. For Children

- > Kindergartners will have class library.
- > Std 1 onwards, children can borrow books using a library card. Each child is issued one library card and can borrow one book at a time Books have to be renewed weekly.
- > Children can come and read in the library in their break time or free period.
- > Children also attend a library skills class which is time-tabled and taken by the Librarian. The class helps them to choose books which is age appropriate and encourages them to read.
- > Books will be issued only if it is brought to the library in a cloth bag (preferably the school cloth bag) along with a bookmark.
- > Please discourage the child from scribbling , folding corners or soiling the library books.
- > If the book is damaged or lost , parents have to reimburse the cost.

### LSO:

- > The Counsellors take LSO (Life Skills Orientation) Classes from Std. V onwards. The classes are activity and discussion based keeping in mind the goals set at the beginning of the academic year.
- > The counsellors through interactive sessions, dialogue with the children about things happening in their lives and around the world.
- > This space is used to allow them to analyze, understand and hear different perspectives. In future these skills will help them to think critically and form opinions based on what they think is right.

### Lost and found:

- > There is a “lost & found “ shelf kept in the waiting space.
- > Come and look for your child's belongings during PTC or open days.
- > Try encouraging your child to be responsible with their belongings and also search for them when misplaced.

## M

### Meeting:

- > It is better to take appointment for meetings.
- > Some meetings like parent-teacher conferences and open days are already marked in calendar.
- > Since TOS staff wait for 45 minutes after school hours, it is a good time to meet with them.
- > Saturdays too are convenient for meetings.

### Mobile phone:

- > Children are not allowed to get mobile phones to school.
- > Please put your mobile phone in switch off or silent mode if you are attending a school function or official meetings.

### Management:

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

# N

## NCF:

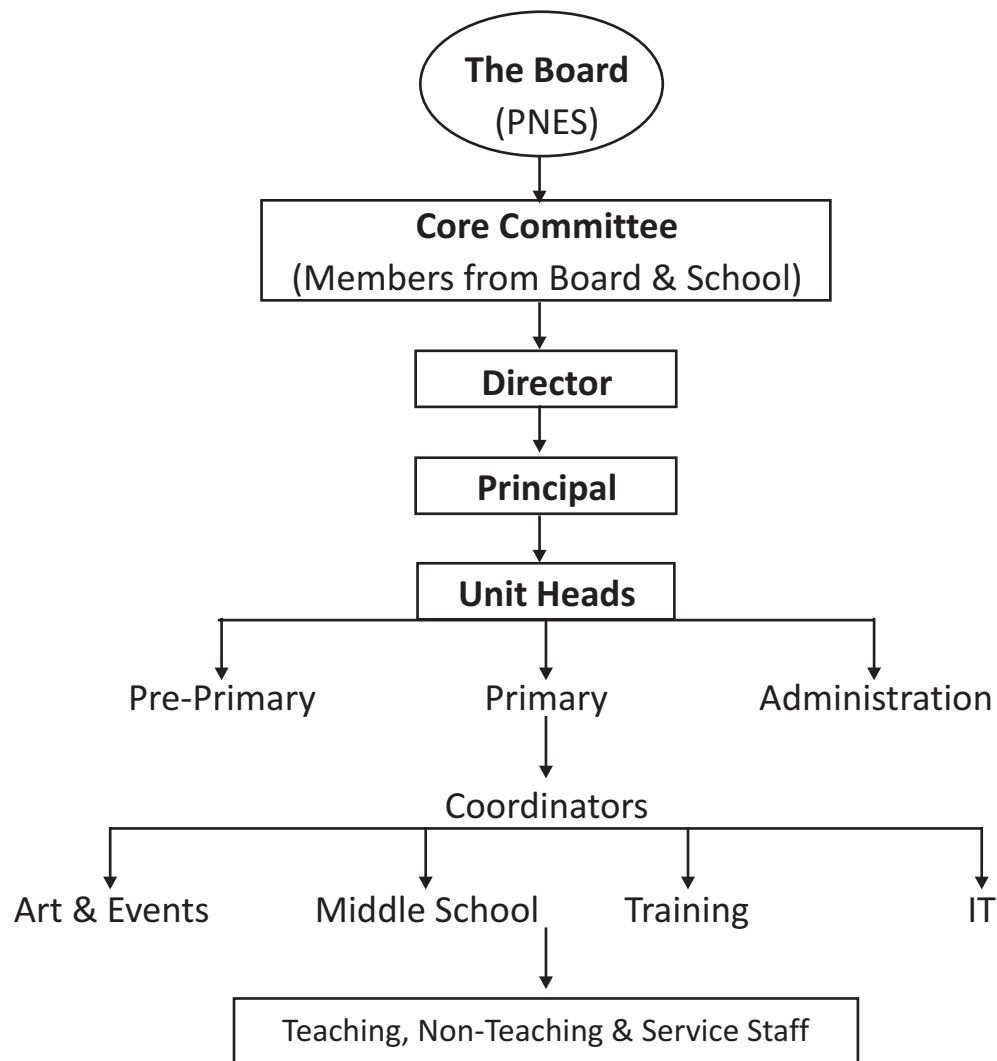
- > National Curriculum Framework, document published by NCERT forms the foundation of our curriculum choices, teaching methodologies and approaches to education.

## Negative attitude:

- > It is better to work on your negative attitude or experience you may have towards a particular staff member than to carry it further or spread it to others.
- > Reality keeps changing so are our attitudes and approaches.
- > We view partnership with parents as an important component in this process.

# O

## Organogram



**OLDC:**

- > Orchid Learning Development Centre offers wide range of evening classes, extra-curricular activities, training and workshop for parents and teachers.
- > Refer to our brochure and website for more details.
- > For further enquiries, do contact our OLDC contact person on 66228761.

**Observation:**

- > Thursdays are kept for observing your child in his/her classroom environment.
- > You can choose a time to come and observe your child in the classroom .
- > Inform your teacher prior to your session so that you can be a useful and non-interfering partner during this time.
- > Please note that this time is for observing your child and not to evaluate or criticize the teacher and her performance.

**P****Permission slip:**

- > To be filled up, authorized by office representative and handed over to security ,if you :
- > forget to get a matching Identity card to fetch your child;
- > need to take your child home early in case of illness or emergency;
- > someone else has been assigned by you to pick up the child.

**Parent Contact :**

- > There are four formal parent contact meetings through the year in form of PTC (parent teacher conference) and Open Days.
- > These meetings are one to one between teacher and parent to discuss the academic performance and behaviour of the child or any other matter directly relevant to your child.
- > On PTC day appointments are sent .Parents have to acknowledge by signing the Parent-Conference form .To minimize on waiting time parents have to adhere to the time given.
- > On Open days class teachers and subject teachers are available to meet with parents during school hours
- > Parents are welcome to meet with the staff through out the year by taking prior appointment.

**Participation:**

- > Parent Orientation is compulsory
- > Parent teacher conferences are compulsory
- > Open day - Optional
- > Report day- Report card to be personally collected by the parents. Will not be handed over to drivers, rickshaw kakas or maid servants.
- > Workshops are designed keeping in mind your needs as parents. Hence it is compulsory to attend the same.

### **Partnering with your child:**

- > Homework is not a chore for parents. Homework is set for the child by his / her teacher.
- > Help your child chart down his / her own daily study time.
- > Provide a quiet and conducive space for study with minimal distractions.
- > Monitor, guide and facilitate the child's work.
- > Help and assist when there is a need, if you can.
- > Communicate difficulties and refer problems that your child faces about his / her homework to the concerned teacher.
- > Support the teacher's implementation of consequences when the homework is not completed.
- > Keep in touch with your child's teachers about homework requirements.
- > Go through your child's books from time to time.
- > Talk to your child about the day's activities in the school and keep abreast of the child's progress.
- > Read the student diary everyday, see if your child has completed all work assigned and sign the page.
- > Be generous with feedback, appreciation and incentives on every accomplishment big and small.

### **Parking:**

- > Since TOS is located in a narrow residential lane, parents MUST park their vehicles on the main road when they visit school for any reasons.
- > Children with physical challenges are given special permission to drive up to the main gate.
- > Park your vehicle on the main road at your own risk.
- > Follow the rules of parking to avoid any confrontation with shop owners or other authorities.
- > Do not argue with security regarding parking. Rule is a rule for everyone.

### **Photographs:**

- > TOS has appointed an official photographer to cover all important class/school events. So cameras will not be allowed for concerts, sports days etc.
- > If you wish to video shoot your child's first day or special day occasion in school, please seek prior permission from concerned authority.
- > Photographs are displayed during PTC and open days. You can place an order, make payment and collect them from school through the photographer.

### **Phone calls:**

- > Children are not allowed to make phone calls using school phone except in emergency situations.
- > Do not make calls to the teacher during class hours.
- > Do not make calls to the child.
- > Do not call last minute to inform change of plan regarding child going home (asking the bus driver not to take the child in bus etc).
- > Do not make phone to the Director or Principal or Unit Heads and Coordinators on personal numbers, except in emergency situations. Contact them on school numbers.

### **Parent information sheet:**

- > You got to fill up this sheet attached to your child's diary and return to your child's teacher.
- > Be accurate in providing information as this is a main source of contact details for the office and class teacher in case of emergency.

**Presentations:**

- > It is a part of every class activity.
- > Presentations are held during the assembly where the whole class performs on a festival given to them.
- > It's a platform for the children to come up with their hidden talents and build in self confidence and also overcome stage fear.
- > Parents can also be a part of this event by volunteering to help.
- > Parents can also view the child's presentation by taking prior permission.

**Promotion Policy:**

- > For promotion - regular tests and interpretation of tests, observation both one to one and class observations, understanding and recommendation of the teacher will be considered.
- > Promotion will not be granted if the child is under age or at lower age of that band width for the class level and does not show age appropriate performance.
- > For classes V and above the child must score 35% to secure promotion for main academic subjects English, Hindi, Math, Science.
- > Students should appear for 80% of the examination of the year.
- > The child is at risk of promotion if he/she does not fulfill the attendance criteria ie. 70% minimum.
- > If the child is caught copying during exam or misconduct then consequences will follow. Depending on the seriousness of the act, the consequence could be deduction of marks to debarring from exam.

**Portion :**

- > A portion grid has been added in the school diary .
- > Before every test the portion will be sent home. Kindly refer to it.
- > The portion is sent well in advance and it will help in guiding your child to divide the portion uniformly and set a time-table for studying.
- > This will reduce the pressure and fetch optimum results.

**Q****Questions Who will answer what!**

- > Take it to respective domain heads .
- > Regarding academic matters your child's teacher, coordinator or the unit head of that level / Principal/ Director
- > Regarding Administrative , financial matters- Accountant /Administrative Unit head / Principal / Director
- > Regarding admissions- Front Desk
- > Regarding support services- Counsellor/Special educators

**Quality Time:**

- > Try to spend quality time with your children, be it reading out a story, taking a short walk to the bus-stop or just an interaction on the child's day at school.
- > Your child will cherish these moments spent with you for life.
- > These moments are more precious than all the gifts and toys the child receives from you.

## R

### Reception:

- > When you come to school to meet your child / teacher, do come to the reception desk so you can be helped or guided to the respective space or person.
- > Do not walk into the class room during school hours.
- > Leave your messages for your child/teacher at the reception desk only.

### Relationship :

- > We view our association with you as a partnership where relationship building is central to all our processes. Hence the first week event planned to get to know me between the teacher and parents.
- > We request you to address us as “Di” or “Da”. This is one more step towards building relationship with you and your child.

### Reports:

TOS Report card is a detail feedback that runs into several pages.

- > Reports are issued twice a year which is at the end of each term .
- > Parents have to collect the report on the calendared day. If they are unable to collect on the report day, they may authorize a family member or a friend to collect the report by giving a letter or collect the report from the school office.
- > Parents to sign and return the first term report when the school reopens after Diwali vacations.
- > Class III onwards report will indicate the percentage in graphical form.
- > Class V onwards marks will reflect grades.
- > Report is an important document and should be kept as record for future years.  
(for further information refer to Promotion Policy )

### Rewards:

- > Rewards are given as incentives and acknowledgement to the students for positive behavior and action.
- > It is a way to motivate and encourage children to continue to display appropriate behavior and attitude.
- > Children are rewarded for efforts, abilities and achievements. Rewards can be in the form of stars, stickers , merit certificates, medals etc.

## S

### School Council:

- > The school council is a body of students, who are nominated and voted by them.
- > Under the guidance of the school counselor, they help in ensuring that rules and discipline is followed at their level smoothly.
- > They also act as mediators and children approach them to help them resolve arguments.
- > They are elected thrice a year.
- > This council has been envisioned in such a way so as to give all children a chance to discover the leadership qualities they have within themselves.

**Special needs :**

- > If your child has any food allergy or learning disability , please inform the school authorities and the class teacher about it.

**Special Abilities:**

- > Since TOS is an inclusive school, children with special abilities, disabilities and learning difficulties are admitted. Parents need to submit all diagnostic test results. This will help us plan remedial inputs or other kinds of intervention for your child.
- > In the course of your child's academic year, you may be recommended for diagnostic testing especially if your child is having problems with academics that are beyond emotional and social context. Do take our recommendations seriously and follow them meticulously.

**Sports :**

- > Nursery - Std. IV will have a general fitness and sports program conducted by the school sports teachers.
- > Additional physical development activities are introduced as level increases :
- > Std. I and II Aerobics
- > Std. III and IV Yoga
- > Std. V VIII Basketball, football, athletics, cricket, and volleyball.
- > Std. V VIII will be going to Balewadi stadium for intensive practice of the above mentioned sport.
- > Students will be monitored by the school sports teachers, class teachers and also specialized coaches.
- > They will be taken to the stadium from the school by the school transport.
- > Students will be encouraged to participate for interschool and outside school events.
- > Students will have to wear house uniforms and comfortable sports shoes.

**Security:**

- > Update the phone number and the change of address on the ID card.
- > Produce matching I-D card when you come to pick-up the child/ or when you send any adult to pick up the child.
- > Follow rules regarding car-parking when you come to pick up or drop your child.
- > Make appropriate entries at the security when you visit school for any purpose.

**Staff selection:**

- > All appointments to all categories of employees shall be made by the Selection Committee nominated by the School Managing Committee, either by direct recruitment or by promotion through a selection process recommended by the School Managing Committee and ratified upon by the Board of Trustees.

**Selection Process:**

It consists of five stages :

- > Walk-in interview
- > Entrance test
- > Demo Lessons for teacher category and tasks for administrative category
- > Personal interview

- > Ratification by the Board of Trustees

### Samachar:

- > We have a bi-yearly school magazine called The Orchid Samachar which contains articles about the year's happenings and events written by the teachers/staff/ students /parents of the school.
- > Parents can advertise in the Samachar.
- > For advertisement rates the IT Department can be contacted.

### Sponsorship:

- > We invite sponsorship for special events like teacher's day, children's day, staff training, retreat, festivals etc.
- > Sponsorships may not be tied with promotion of any product or services.

### Subject Areas:

#### For Pre-Primary:

Nursery	Junior K.G.	Senior K.G.
<b>1 Motor Skills</b> a Gross motor skills - Outdoor Play b Fine motor skills - Indoor Play c Self Help Skills	<b>1 Motor Skills</b> a Gross Motor Skills / Physical Edu. b Fine Motor Skills-Indoor play c Self Help Skills	<b>1 Motor Skills</b> a Gross Motor Skills / Physical Edu. b Fine Motor Skills-Indoor play c Self Help Skills
<b>2 Language Experience</b> a Listening and Speaking b Reading Readiness	<b>2 Language Experience</b> a Listening and Speaking b Reading Readiness c Writing Readiness	<b>2 Language Experience</b> a Listening and Speaking b Reading and Writing
<b>3 Exploration/ Projects</b>	<b>3 Math + Thinking Skills</b>	<b>3 Math + Thinking Skills</b>
<b>4 Concepts (Math + Science)</b>	<b>4 Concept Attainment (Math + Science)</b>	<b>4 Concept Attainment (Math + Science)</b>
<b>5 Creative Arts</b> a Art + Craft b Music + Rhythm c Dance + Role Play	<b>5 Exploration/ Projects</b>	<b>5 Exploration/ Projects</b>
	<b>6 Creative Arts</b> a Visual Arts(Arts / Craft) b Dance + Movement c Music + Rhythm d Drama + Role - Play	<b>6 Creative Arts</b> a Visual Arts(Arts / Craft) b Dance + Movement c Music + Rhythm d Drama + Role - Play
	<b>7 Functional Hindi</b>	<b>7 Hindi</b>

**For Primary:**

<b>Std I</b>	<b>Std II</b>	<b>Std III</b>	<b>Std IV</b>
1 English	1 English	1 English	1 English
2 Mathematical + Thinking Skills	2 Mathematical + Thinking Skills	2 Mathematical + Thinking Skills	2 Mathematical + Thinking Skills
3 Environmental Studies	3 Environmental Studies	3 Environmental Studies	3 Environmental Studies a Science b Social Studies
4 Hindi	4 Hindi	4 Hindi	4 Hindi
5 _____	5 Marathi - Introduction	5 Marathi	5 Marathi
6 G. K.	6 G. K.	6 G. K.	6 G. K.
7 Physical Education	7 Physical Education	7 Physical Education	7 Physical Education
8 Aerobics	8 Aerobics	8 Yoga	8 Yoga
9 Creative Arts a Visual arts - Art & Craft b Music (Vocal - Indian/Western) c Dance	9 Creative Arts a Visual arts - Art & Craft b Music (Vocal - Indian/Western) c Dance	9 Creative Arts a Visual arts - Art & Craft b Music (Vocal - Indian/Western) c Dance (Contemporary/ Semi Classical) d Percussion Instruments (Tabla / Drums)	9 Creative Arts a Visual arts - Art & Craft b Music (Vocal - Indian/Western) c Dance (Contemporary / Semi Classical) d Percussion Instruments (Tabla / Drums)
10 Drama / Role Play	10 Drama / Role Play	10 Drama / Role Play	10 Drama / Role Play
11 Self Help Skills	11 Self Help Skills	11 Self Help Skills	11 Self Help Skills
12 Computer Science	12 Computer Science a Theory b Pratical	12 Computer Science a Theory b Practical	12 Computer Science a Theory b Practical
13 Library Skills	13 Library Skills	13 Library Skills	13 Library Skills

**For Std. V and VI:**

	<b>Std V</b>		<b>Std VI</b>
1	English	1	English
2	Hindi	2	Hindi
3	Marathi or German	3	Marathi or German
4	Mathematics	4	Mathematics
5	Environmental Education	5	Environmental Education
6	Environmental Studies a Social Science b Science	6	Environmental Studies a Social Science b Science
7	Physical Education Sports Coaching - Basket Ball / Foot Ball / Cricket / Atheletics/ Volley Ball	7	Physical Education Sports Coaching - Basket Ball / Foot Ball / Cricket / Atheletics/ Volley Ball
8	Creative Arts a Visual arts - Art / Craft b Golden Time (Hobby) - Skating / Taekwondo / Band / Literary Club / Science Club / Craft & Embroidery / Speech & Drama. c Performing Arts - Dance- Kathak / Bharatnatyam / Contemporary d Music-Vocal - Indian / Western e Percussion Instruments - Tabla / Drums	8	Creative Arts a Visual arts - Art / Craft b Golden Time (Hobby) - Skating / Taekwondo / Band / Literary Club / Science Club / Craft & Embroidery / Speech & Drama. c Performing Arts - Dance- Kathak / Bharatnatyam / Contemporary d Music-Vocal - Indian / Western e Percussion Instruments - Tabla / Drums
9	Computer Science a Theory b Practical	9	Computer Science a Theory b Practical
10	Library Skills	10	Library Skills
11	LSO - Life Skill Orientation / Health Education	11	LSO - Life Skill Orientation / Health Education

**For Std. VII and VIII:**

	<b>Std VII</b>		<b>Std VIII</b>
1	English	1	English
2	Hindi	2	Hindi
3	Marathi or German	3	Marathi or German
4	Mathematics	4	Mathematics
5	Environmental Education	5	Environmental Education
6	Environmental Studies a Social Science b Science	6	Environmental Studies a Social Science b Science
7	Physical Education Sports Coaching - Basket Ball / Foot Ball / Cricket / Atheletics / Volley Ball	7	Physical Education Sports Coaching - Basket Ball / Foot Ball / Cricket / Atheletics / Volley Ball
10	Creative arts a Visual arts - Art / Craft b Golden Time (Hobby) - Skating / Taekwondo / Band / Literary Club / Science Club / Craft & Embroidery / Speech & Drama. c Performing Arts - Dance - Kathak / Bharatnatyam / Contemporary d Music - Vocal - Indian / Western e Percussion Instruments - Tabla / Drums	10	Creative arts a Visual arts - Art / Craft b Golden Time (Hobby) - Skating / Taekwondo / Band / Literary Club / Science Club / Craft & Embroidery / Speech & Drama. c Performing Arts - Dance / Music / Percussion
11	Computer Science a Theory b Practical	11	Computer Science a Theory b Practical
12	Library Skills	12	Library Skills
13	LSO - Life Skill Orientation / Health Education	13	LSO - Life Skill Orientation / Health Education

**Spaces:**

- > **Amphitheatre** - located on the third floor is used for circle time, class related activities where the teacher takes them for a story session . Also it is a space which can be used to stage plays in the evening in the near future.
- > **Multipurpose Hall** located in the basement is used for whole school assemblies, presentations, teacher and parent training and workshops, concert practices and celebrations, In the evening it is used for OLDC classes.
- > **Auditorium** which is on the ground floor has a seating capacity of around 330, is used for all our concerts, quiz programs, debate, theater, movie screening, musical programmes etc.
- > **Conference room** located near the office is used for small group training programs, meetings, presentations for children by a guest , small group interactive sessions for students etc.
- > **Library** on the third floor is used for browsing through books, reference work for students, teachers , and parents if they wish to. Library skills classes are held class-wise in this space. It is used for training and workshops usually on Saturdays and holidays so that children are not disturbed.
- > **Activity Centre** located in the basement is a space created for our Kindergarteners and Std. I children, where they come and spend a period once a week which is already time-tabeled and get a hands on experience of the real world. Check the website for more details.
- > **Computer Labs:** Junior computer lab on the first floor and senior computer lab on the fourth floor are used for computer theory and practical lessons. The labs can accommodate 35 children at any given time, so each child has a computer to himself / herself.
- > **Science Labs** Physics, Chemistry and Biology Labs on the fourth floor is spacious and has all the latest and necessary equipments in place.
- > **Social Science and Concept Labs** on the third floor specially designed for children to experience hands on with concept games and study maps and globes of different countries in the world.
- > **Art rooms (2)** on the third floor are used for art activities by children class wise .
- > **Music and dance rooms** located in the basement. There are separate rooms for percussion the table room and the drums room, dance , music western, classical. Children go to these rooms as per their time-table .
- > You can hire some of the above mentioned spaces, for eg. the amphitheatre, multipurpose hall, auditorium, conference room in the evening or holidays for coaching classes, training, camps, workshops, meetings and conferences.
- > For further details you can contact our OLDC office no. 66228761.

**T****Trust:**

- > Trust us for our choices, approaches, guidance etc.
- > We are a dedicated team of professionals with tons of experience from across the world.
- > Some of us have been around for some time while others have come with fresh dreams and ideas. We are also constantly in the mode of self-examination, evaluation, reflection, modification and modernization.
- > We seek expert's help through work shops, training programmes, consultations etc.
- > Our teachers also go through regular review meetings, field visits to other schools and institutions engaged in innovative practices in education.

**Timetable:**

- > Class teacher will give the time table in the first week of the school. Do follow it to help your child pack bag, books, homework schedule etc.
- > Time Table is subject to change depending on school activities and events
- > Std. V/VI/VII/VIII, Saturday time table is used up productively by examining needs week by week.

**Transport:**

- > TOS does not operate its own transport services.
- > It has outsourced to a company that manages and provides services.
- > We do not have any say in their charges, bus stops, pick up-drop back schedule etc.
- > We do interface with them in terms of training and sensitizing them towards safety requirements, children and the way to handle them during travel time.

**Tuition:**

- > TOS staff is not allowed to take tuitions for TOS children.
- > However we may recommend you to find private tutors for your child if you are unable to supervise, help in your child's studies.
- > You can bring the tutor for a face to face meeting with the class teacher to brief her/him of the child's performance levels and kind of inputs and monitoring required for the child.

**Textbooks and Learning Material:**

- > Textbooks and notebooks would be issued at the beginning of the academic year.
- > The textbooks and notebooks should be maintained properly and brought to school.
- > Some books and note books are kept in school to reduce the burden of the bag.
- > In case of loss of the same, a new one must be purchased from the office.
- > If the cover tears, mend or put another cover.

**Teaching Enrichment Process:****XSEED:**

- > The Orchid school is proud to announce the implementation of XSEED in classes I to V.
- > XSEED is a teaching methodology that takes a wide view of a child's inherent skills and potential and instead of forcing them on to a set pattern, lets these skills and talents bloom in their own way.
- > Based on the latest in education research and child psychology, XSEED reaches out to all children, and engages them in the way that best suits them.
- > This innovative style of teaching shows a very visible difference in the extent to which children learn and understand concepts.
- > XSEED aims to provide children a strong foundation for life, and research pilots show it succeeds in doing so.
- > There is a training for teachers once a year by the Xseed Team
- > They also have a yearly review meeting with the TOS Team on the progress of the program.

**E-Pathshala:**

- > E-Pathshala is a comprehensive turn key solution to key solution to implement.
- > Digital classrooms equipped with interactive boards that act as a computer, regular class board, and TV .

- > The software covers curriculum, activities, charts, learning games, 2D-3D animations and videos for Elementary and secondary level that cater to the CBSE, ICSE and IB schools.
- > A comprehensive professional training program for the teachers. E-Pathshala is not only an investment financially but in our teachers and children to unleash their creativity within and outside the classroom.

### Training:

- ☐ Teachers are given training in various aspects of teaching, interpersonal relationships, classroom management, team building on a regular basis to hone their skills for better performance.
- > Workshops for parents are also conducted in language, math etc.
- > Training programs for children are designed for developing leadership abilities.

### Timing:

- > **Nursery, Jr. KG, Sr. K.G:**  
Monday to Friday - 8.30 am to 12.30 pm.
- > **Std. I to Std VIII:**  
Monday to Friday - 8.30 am to 3.15 pm.
- > **Std.V, VI, VII, VIII:**  
Saturday - 9.00 am to 1.00 pm (days as per calendar)

## U

### Uniform:

Uniforms are available at

#### Champion Sports Wear.

**Contact:** Neil Madan /Sunil Darawatkar

**Address:** Champion Sports wear  
759/52, Deccan Gymkhana,  
Pune-411 004      Tel.+91 20 25675117

#### Girls:

**Nursery to Sr. KG -** Pinafore with school shoes and socks

**Std.I to Std.VIII -** Divided skirt, blouse and belt with school shoes and socks

#### Boys:

**Nursery to Sr. KG -** Shorts and shirt with school shoes and socks.

**Std.I to Std.VIII -** Shorts, shirt and belt with school shoes and socks.

**Foot wear for monsoon -** June to September- Black floaters for all classes.

### General Rules regarding Uniform:

- > Clean and ironed uniform a must
- > Hair beyond shoulder length should be tied.
- > Black hair band, hair clips or black ribbon must be used.
- > Nails must be neatly trimmed and cleaned.
- > Use of nail color, long ear rings, bangles, gold jewellery, hair color, mobile phones, watches  
Not permitted
- > Std. V to VIII-allowed to wear watches

- > ID Card is compulsory on all days including Wednesday.
- > Violation of school uniform code would lead to appropriate consequences.
- > If students are found defaulting it will be recorded in the diary. After three warnings the child will be sent home or the parent will have to come to school and give the particular child what he/she has forgotten.
- > If the child is not in full uniform parent will have to send a letter along with the child.

**Dress code on Wednesday for the whole year :** Coloured dress and black floaters.

- > "Wear what you like" day except for field trips (refer to calendar.)
- > Children to be dressed in a comfortable/ presentable manner

**Sports Uniform:** (Available at Champion Sports)

**Std. I to IV:** Maroon T-shirts & shorts, cream socks, brown canvas school shoes.

**Std. V to VIII :** Sports uniform as per the house colour allotted to the child.

Sports cap , sleeveless cardigan and beige cycling shorts and tights will be available for sale.

Children may wear black floaters with sports uniform on rainy days.

Days for sports uniform will be indicated in the diary by the class teacher.

## W

### **Whole school discipline policy :**

- > Refer to student's diary.

### **Without Textbooks, Notebooks, Badge etc:**

- > When a student is without text books/notebooks or stationery, the teacher will make a note in the diary.
- > The parent/guardian is required to sign it.
- > After every 3 remarks a strong, appropriate consequence will be implemented or the student will be sent home.
- > Make sure that the child wears the school badge daily to school and also the address and telephone nos are updated on it. This is for your child's safety and security.

### **Why do we do what we do ?:**

- > Visit the website.

### **Withdrawal from school:**

- > Give an application.
- > Fill up form with no dues certified from class teacher, library, accounts office.
- > Submit the form and refundable deposit certificate to office.
- > Collect cheque and TC one week from submission.

### **Website:**

- > Log on to [www.theorchidschool.org](http://www.theorchidschool.org)

## X

### **X-change program :**

- > Orchid School has co-partnered with Donnergymnasiet, Sweden to initiate the Teacher Exchange Program. Every year 4 teachers from Orchid and Donner visit each other's school/country to gain insights into the educational practices and teaching methods.
- > PNES has signed a M.O.U. with Orebro University to train social work studies in Cross Cultural competence.
- > Pasch is a part of the Gothe Institute and The Orchid School is one of their chosen partners. Under this initiative 4 children are going to Germany to participate in the 'Mini-Munchen' Project.

## Y

### **You are part of us:**

- > Need we say more?

### **Your responsibility:**

- > The child's overall responsibility is with you.
- > Get to know your child's school.
- > Update yourself with all the relevant information.
- > Keep the school in the picture.

## Z

### **Zen parenting:**

- > Be in a state of calm and relaxation.
- > Not to worry about things that cannot be changed.
- > Let go !!