

**PODAR INTERNATIONAL SCHOOL, BENGALURU**

(#3/2, Basavanapura, Himmadevanahalli, Off Bannerghatta Road, Bengaluru-560083, email: [principal.blr@podar.org](mailto:principal.blr@podar.org))

**Ref.No. PISB/CIR/1/2018-19**

**28 May 2018**

Dear Parents,

Greetings from Podar International School (CISCE), Bengaluru!

At the outset, we feel proud to begin the new academic year on a bright note with our students faring exceptionally well in the ICSE 2018 and PU Board examinations. This has instilled fresh energy into the system. I am sure many of you have a reason to feel proud that your child is a Podarite!

We have worked through the vacation to start another bright academic year to enhance your ward's academic strength, social skills and adaptability. We are committed to keep your trust with Podar International School and bring innovations. We feel proud to announce that our school has won the "Innovative Idea Award" for the second consecutive year from among 103 Podar schools! Our innovative idea that won the award this year was "Life Skills go Practical". As we commence, we seek your cooperation in order to continue to give our best to the students.

Please take note of the following points to understand the system-

**Books and Uniform-** We have a vendor whose details are put up on the school notice board. In case he doesn't have stock you can book online and get within a week. Uniform and books are expected to be available with him from 27 May 2018.

**School Timings:**

**Monday to Friday:** 8.30 a.m. to 3.15 p.m.

**Saturday:** 8.30 a.m. to 12.30 p.m.

2<sup>nd</sup> and 3<sup>rd</sup> Saturdays are holidays for students, unless they have opted for additional paid hobbies. On 2<sup>nd</sup> and 3<sup>rd</sup> Saturdays buses will leave school at 11.30 a.m., after the hobby classes.

**Meeting with teachers:** Parents can meet teachers on Saturdays between 12.45 and 1.30 p.m. and on other week days between 3.30 and 4.30 p.m.

**Since Podar School conducts a lot of activities to explore students' talent, at times, we need to conduct classes even on II and III Saturdays to meet academic targets for all classes.**

**Children who are walking or coming by private vehicles to reach school must report by 8.25 a.m., without fail. The parents who drop them should take the responsibility to avoid their own children feeling embarrassed by reaching late and facing detention. Further, it is a lesson in punctuality we are trying to inculcate. The school reserves the right to be lenient or strict depending on situation on each day. Students dropped by parents should be picked up before 3.45 p.m., without fail. Students who reach late will lose that day's attendance, automatically.**

**Students will not be permitted to go home in the middle of day's session except on medical grounds or in an emergency.** Parents should not come to school seeking permission to take home when the school session is still in progress.

**Students have been shuffled in classes with two or more sections.** New list has been displayed for students.

**Uniform Schedule:** Students need to wear track pant and T shirt on Wednesdays and Fridays and school uniform on other week days. Please ensure that students follow the schedule.

**School Diary:** **The school diary must be purchased from school against a payment of Rs. 120/-.** It has three declaration forms for the parents to fill latest details. Please take time to fill in these three forms with information required by the Karnataka Education Department or for school records with identical details and **return to us latest by Monday, 4<sup>th</sup> June, without fail.** Those who do not submit declaration forms will not get ID Card.

**Class Shuffling:** As admissions are still going on, shuffling of some students in certain classes may continue to happen for the next few days. Kindly bear with us.

**Portal:** Your contact ID to interact with school staff through portal has been communicated by E-mail. If you face any problems in this regard please contact Ms. Manisha Pereira, Vice- Principal. Regular logging in to [www.betweenus.in](http://www.betweenus.in) will help you in following up your child's progress. **We have arrangements to send SMS from school.** It will go to one priority number mentioned in the diary declaration form. School fees can also be paid through this portal.

**Homework Messages:** The word limit in the SMS option of betweenus.in restricts sending of complete homework messages. To overcome this issue, **homework related messages will only be sent to your betweenus inbox as a message and not as an SMS henceforth. Kindly download the betweenus app (available for both android and iOS users) to ensure hassle-free access.**

**Field Trips:** As part of our extended learning activities, field trips will be conducted for students. We request parents who can help us either visit their places of work (in case of factories, manufacturing units, composting plants etc.) or have contacts in industries to kindly contact -the Vice-Principal with details. The same can also be mentioned in the declaration form in the diary.

**Hobby classes:** The school imparts skills in 2 chosen hobbies. Though these are provided as a part of curriculum, any accessories required like musical instruments, Karate dress, Chess board, Calligraphy kits etc. **will have to be bought by the parents**, either directly from school or from outside. Students coming without these accessories will be denied the opportunity of learning a skill which will be a wasted opportunity. **It is not advisable to change hobbies every year. The best two chosen hobbies must be persisted with to gain expertise in it.**

**Additional paid hobbies-** The school proposes to give extra hobby learning opportunities on Saturdays on extra payment. **It is purely optional to enroll for it.** A separate form is being sent for the purpose.

**Newspaper in Education - NIE:** The school arranges to provide children's edition of TOI for 180 days in the academic year, which comes with educative puzzles, riddles etc. apart from news. The TOI also arranges workshops, skill imparting sessions, etc to its subscribers. Parents to note that it is different from the regular TOI received at home. **Subscribing for the NIE is optional. Students who wish to subscribe shall pay Rs. 320/- each towards its subscription.** Please send the amount along with the hobby option form before 4<sup>th</sup> June 2018. In case of Siblings only one subscription needs to be purchased.

**Second Language:** As per the directions received from the department of Education, Govt. of Karnataka, introduction of Kannada as a second language is mandatory. This will happen in a phased manner. In lieu of this, students of Grades I and II will learn two second languages (Kannada and Hindi) for this academic year. Students of Grade III and up will continue to follow the old system of one second language and one third language.

**Olympiad and Talent Search Exams:** We arrange for conducting these in the school on optional basis. As and when we receive notification we will inform to enroll your ward's name by paying the appropriate fees.

**School Bus:** We take all precautions to make your child's bus journey safe. Students should be at the bus stop 5 minutes before the scheduled time. The buses can be tracked by the GPS system in order to avoid delays in reaching the stop. Each bus has 2 lady attendants, one of whom will get down to help children board or alight. Both parents and students should treat these ladies with respect since they are there to take care of the children's safety. Children in particular should be told not to disobey them and should remain seated. **Bus will not wait beyond the scheduled time.** Bus timings may vary compared to last year. It will take about a week before we settle down on bus routes and timings for pick up or drop. With the school growing and the number of routes increasing (two more buses have been added to our fleet) and Bannerghatta road shrinking because of Metro work, **to make the children reach school in time we may cut down on number of pick up/drop points, wherein students can walk a distance of a few metres to convert two points into one. Services into small lanes may be withdrawn and we would appreciate your cooperation.**

**The class wise list of pick up and drop points and timings have been communicated. For a few students, route numbers for pick up and drop may be separate.**

The weight of school bags has been a concern for all of us. To reduce this, we request parents to refrain from sending text books to school as teachers will use visualizers to display text book pages on the white board which can be seen by all children. So, children need not bring text books unless specifically told, to complete some exercises given in it. So please ensure that text books are left at home. We may withdraw this proposal if we face any practical problem when implemented.

As responsible parents ensure that you follow up on your ward's study habits, diary note from teachers, etc. on a daily basis. Please sign the diary note whenever received, without fail.

**Holiday:** No regular classes will be conducted on **Saturday, June 2<sup>nd</sup> 2018 for students of Grades I to VIII** in order to give them time to settle into the school system after the long summer break. However, students of **Grades IX, X and II PUC will have classes as usual.**

**PTA/Transport Executive Committee:** We invite parents who are interested in working in the PTA/Transport Committee to send their expression of interest in the form attached below.

**Fees:** First instalment of tuition fee (OLD ADMISSIONS ONLY) and bus fee are due and pay them at the earliest to ensure your child's enrollment in the new class. Please ensure that payment is made either by using bank credit slips or through portal. **Payment should not be made by RTGS or NEFT. If fee already paid, please ignore this message.**

It is mandatory to pay fees before the due date. The school authorities reserve the right to take appropriate steps if the cheque gets dishonored.

**A fine of Rs. 200 per week will be charged to defaulters.** We seek your cooperation to avoid any such situation so as to have cordial association with us.

**Keep checking with the school office regarding the due dates for fees payment. Information is also available in the school diary.**

School norms applicable to parents-

- **Parents should not walk up to class rooms or beyond I floor** for any purpose without meeting the office staff or Vice-Principal.
- Students should not bring expensive jewels, watch, pen, etc. School authorities will not be responsible for any loss or damage if brought.
- **If your ward suffers from any ailment or disability that may hamper studies or regular school activity, it must be brought to our notice in writing so that we can take precautions.**
- We keep liquid soap in wash rooms. **Do not send medicines, hand sanitizers, etc. with your child.** If any medication is needed during school hours get in touch with the staff nurse.
- Do not send junk food or non- veg. food/egg in the lunch or snacks box.
- Do not take children even in lower classes on long leave when the school session is on, affecting the child's studies.
- Tests and exams will not be conducted again if a child misses it for any reason.
- **Students' blazer or sweater must carry an indelible identity mark on the inner part for identification in case it is misplaced or lost.**
- Canteen facility is available as in the past. Children can buy breakfast and lunch.

**We aim to make your ward's school life memorable with your cooperation.**

Regards,

Principal

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To,  
The Principal  
Podar International School (CISCE)  
Bengaluru

Dear Sir,  
I, Mr./Ms. \_\_\_\_\_ parent of Mst./Ms. \_\_\_\_\_ studying in grade

\_\_\_\_\_ would like to be a member of the PTA / Transport Executive Committee. Kindly consider my name for the same.

Regards,

Signature \_\_\_\_\_ Date: \_\_\_\_\_ Place: Bangalore

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To,  
The Principal,  
Podar International School (CISCE)  
Bengaluru

Dear Sir,  
I am herewith sending Rs. 320/- towards NIE subscription for my ward Mst./Ms. \_\_\_\_\_ studying in Grade \_\_\_\_\_.

Regards,  
Signature \_\_\_\_\_ Name of the parent: \_\_\_\_\_ Date \_\_\_\_\_