

PODAR INTERNATIONAL SCHOOL, BENGALURU

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

Ref.No. PISB/CIR/2/2018-19

8 June 2018

Dear Parents,

Kindly note the following:

Parent ID Card: Please find parent ID Card sent along with this circular. You are requested to fill in the details accurately and affix a stamp size photograph of your ward along with photographs of the parents and guardian if any and return it for attestation by the Principal by 12th June 2018. The school reserves the right to ask parents and persons picking up students / visiting the school to produce the ID card at any given time. **Permission to let any child go with relatives or any other escort will be denied if parent's ID card is not brought in the interest of students' safety.** Arguments with school officials at the time of pick up will not be entertained if the parent ID card is not produced when asked. Parents are requested to kindly cooperate with the school in this regard, in the best interest of their own children.

Student ID card: In order to ease and speed up the process of issuing student ID cards, the photograph and details of the student can now be uploaded by the parents. Kindly log on to www.betweenus.in and follow the steps listed below:

- i. Click on Update Identity Card menu below Dashboard.
- ii. In this page you can upload your profile picture under Student Photo Upload panel.
- iii. Click on Choose File option & browse through your computer gallery. Select the most visible & clear image for upload. (Note: - Here the size of the image shouldn't exceed 4 MB)
- iv. On selection of the image, please adjust size by cropping image. Once the image is cropped you can proceed further by clicking Crop & Save button at the bottom.
- v. Once updated you can check your details under Student Identity Card panel.
- vi. Update your Identity Card details under Edit Student Identity Card Details panel.

We request all parents to complete the same by 16th June 2018 in order to get the ID cards at the earliest. **PHOTOGRAPH OF STUDENT SHOULD BE TAKEN IN SCHOOL UNIFORM.**

For those parents who are unable to do the upload on their own, our teachers would be available to assist you between 3:30 p.m. and 4:30 p.m. in the computer lab from June 11th to June 13th and on Saturday, June 16th 2018. Kindly carry a soft copy of the photograph of your ward in school uniform to enable faster uploads.

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.

Hobby Classes: Regular hobbies conducted on Wednesdays and Fridays would commence on Wednesday, 13th June 2018. Kindly ensure that your child brings the necessary accessories for the hobby opted. Those who wish to opt for paid hobby are expected to make the one time cheque/ DD payment towards the same in favour of Podar International School by Saturday 9th June 2018 in order to commence classes at the earliest.

Transport Fees: If 1 instalment of transport fee is pending (old parents) pick up and drop facility will be **withdrawn from Monday, 11 June 2018** as it would be assumed that you do not wish to avail the transport facility for the current academic year.

Clarification on School Shoes:

Wednesday and Friday	Black or White Shoes
All other days	Black Shoes

School Fees: Please note that the last date for paying 1 instalment of school fee is 30th June, beyond which late fee will be applicable. **As informed earlier sibling concessions will be permissible only if the fees of both or more siblings are paid before the last date. Kindly ignore if already paid.**

Books and Uniforms: If your order for books/uniforms on www.shopforschool.in is more than 2 weeks old kindly fill in the google form sent as a message today by clicking on the link or typing the following url: <https://goo.gl/forms/EEuy5AOV4w3UqOwV2> with the order number, date of booking and name by which booked. Even if you have furnished this detail once to any one in school, please do it again to expedite the matter.

By any chance if you receive multiple sets please return them in the school office. We regret the inconvenience while we are following up in earnest. We appreciate and thank you for your cooperation.

Regards,



Principal