

**PODAR INTERNATIONAL SCHOOL, BENGALURU**

(Survey #301 & 307/1, 4<sup>th</sup> and 5<sup>th</sup> Main Road, Kalkere Channasandra Main Road, Kalkere, Horamavu Post, Bangalore-43)  
**Ref.No. PISB3/CIR/1/2018-1928 May 2018**

Dear Parents,

Warm greetings to you all!

We have started the new academic year on a bright note.

Thanks to all parents of new admission for their active participation in the orientation session.

As we commence, we seek your cooperation to give our best to the students. In this connection please note the following points-

- **School Timings:**

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

**Saturday** 8.30 a.m. to 12.00noon

Parents can meet teachers at the time mentioned below

**Monday-Friday:** 3.30 p.m. to 4.15 p.m.

**Saturday** : 12.15 p.m. and 1.15 p.m.

Students not using school bus should reach school by 8.25 a.m. without fail. Parents dropping them should take this 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 3.30 p.m. (Mon-Fri) and 12.15 p.m. (Sat) without fail.**

Students **will not be permitted to go home** in the middle of day's session except on medical grounds or in an emergency.

School contact details:

PRINCIPAL : 8884495235 mail id: [principal.bengaluru3@podar.org](mailto:principal.bengaluru3@podar.org)

ADMIN OFFICER : 8884495236 mail id: [admin.bengaluru3@podar.org](mailto:admin.bengaluru3@podar.org)

OFFICE: 829169177 mail id: [fde.bengaluru3@podar.org](mailto:fde.bengaluru3@podar.org) and [account.bengaluru3@podar.org](mailto:account.bengaluru3@podar.org)

- **Third Saturday is holiday** for students and teachers whereas office will function full day.
- **Kindly send Rs. 120 towards School Diary with your ward tomorrow and we shall issue it immediately.** It has declaration forms with details required for student ID card. Please take time to fill in these forms with information required by the Karnataka Education Department or for school records with identical details and **return to us.** Any non-compliance will delay the process of issuing ID cards.
- **Portal :** Your contact ID to interact with school staff through portal is already communicated by E-mail. If you face any problem in this regard, please contact the school office. Regular logging 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.
- **Olympiad, Spell Bee 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. It may take a few days for things to settle down. Students should be at the bus stop 5 minutes before the scheduled time. Bus will not wait beyond the scheduled time. Children should be told not to disobey Didis in the bus and should remain seated. Parents should not expect buses to come in lanes and by lanes.
- **NIE programme:**  
**The school is partnering with The Hindu, for the NIE (Newspaper in Education) programme for children of grade III-VI.**  
**Please send a cheque for. Rs. 280/- in the name of Podar International School for the same**  
**Children will not only get student edition of daily newspaper on subscription but also benefit from various other programmes like expert talk on various age appropriate topics, chance to publish their articles/pictures etc., This is an effort from the school's end to encourage and build good reading habits.**  
 We seek your cooperation to avoid any such situation so as to have cordial association with us.
- School norms applicable to parents-
  - i. Parents are not allowed up to class rooms or beyond office for any purpose without meeting the office staff or Principal.
  - ii. Students should not bring expensive jewels, watch, pen, etc. School authorities will not be responsible for any loss or damage if brought.
  - iii. **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.**
  - iv. 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.
  - v. Avoid sending junk food for lunch or snacks. **Non- veg. food/egg is not allowed** in school.
  - vi. Taking children even in lower classes on long leave when the school session is on affects the child's studies. Kindly avoid it.
  - vii. Tests and exams will not be conducted again if a child misses it for any reason.
  - viii. **Students' blazer or sweater must carry an indelible identity mark on the inner part for identification in case it is misplaced or lost.**
  - ix. Avoid visiting school in casual dresses to school. Specially shorts and night dress.
- School is glad to introduce canteen facility. Please contact school on 8884495236/8291691773 for more details.

Please find attached the following with the circular. Please **fill them and send them by tomorrow, 29 May 2018 without fail.**

1.hobby form

2. Student details form

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

Regards,

Principal

