



# M. P. Birla Foundation H. S. School

(Affiliated to the Council for the ICSE, New Delhi, School Code : WB 143)

(ISO-45001:2018 Certified Institution)

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Ref: MPBFHSS/G/0001/2021-22

March 15, 2021

## **GENERAL CIRCULAR** **For Information of all Parents/Guardians**

Dear Parents/ Guardians,

We take this opportunity to welcome all our students to the forthcoming academic session 2021-22.

The year 2020 has been different and rather difficult as the pandemic spread across the globe bringing regular activities almost to a standstill. It is with your cooperation and the dedication of our teachers that we have been able to continue not only with the academic progress of our dear students, but also with the co-curricular activities which contribute to the all round development of our children.

We have always received your full support and encouragement, which has been the reason for our achievements in academic excellence and extra-curricular activities. We expect similar support from you for further improvement in all spheres. We are confident that your association with us as hitherto will be a wonderful experience.

For your information and record, the school management would like to bring to your notice the following points:

**1. The new session begins on and from:**

- April 8, 2021 (Thursday) for classes KG to X & XII
- June 22, 2021 (Tuesday) for class XI

**2. School timings:**

With the arrival of the vaccine, the Covid19 pandemic is hopefully on its way out. However, keeping in view the health and safety of the little ones, we plan to begin the 2021-22 session with online classes for classes LKG to VIII. Classes IX to XII will be called to school in segregated groups for physical (offline) classes. Timings are as follows:

Classes	Timing	Duration	Break	Platform
LKG	9.30 to 11.10 am	1 hr. 40 mins.	10 mins.	zoom.us / googlemeet
KG	9.00 to 10.40 am	1 hr. 40 mins.	10 mins.	zoom.us / googlemeet
I to III	7.00 to 9.10 am	2 hrs. 10 mins.	10 mins.	zoom.us / googlemeet
IV & V	9.10 to 11.30 am	2 hrs. 10 mins.	10 mins.	zoom.us / googlemeet
VI to VIII	11.00 am to 2.00 pm	3 hrs.	10 mins.	zoom.us / googlemeet
IX & X (offline)	11.00 am to 2.00 pm	3 hrs.	10 mins.	Offline
XI & XII (offline)	11.00 am to 2.40 pm	3 hrs. 40 mins.	10 mins.	Offline

THESE TIMINGS WILL BE FOLLOWED UNTIL FURTHER NOTICE GIVEN, SUBJECT TO IMPROVEMENT IN PANDEMIC CONDITIONS AND AS ADVISED BY THE GOVERNMENT OF WEST BENGAL.

You are requested to ensure that your child attends classes on time and is punctual in his/her attendance, which is important to inculcate discipline in his/her life.

Students should be in school as per the time slot prescribed by the class teacher in order to ensure physical distancing at entry. Students are to conform to all measures adopted by the school to guard against the spread of Covid19. Please note the following in this context:

- Students are to maintain physical distancing.
- Students are to preferably bring their own tiffin and drinking water.
- They are to always wear masks.
- Students are to use their own pocket sanitizer if they happen to touch any surface.
- They should not change their seats.
- They should use their elbow to open class room doors.
- They should not use metal accessories.
- If students feel unwell, they should avoid coming to school.
- Students are to cooperate for thermal check at the main gate during entry.

**3. Safety and security:**

**M. P. BIRLA FOUNDATION HIGHER SECONDARY SCHOOL IS THE FIRST SCHOOL IN INDIA TO BE AWARDED THE ISO 45001:2018 CERTIFICATION BY BRITISH STANDARDS INSTITUTION (U.K.) AND CONFORMS TO THE OHSAS (OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM) REGULATIONS.**

It is our endeavour to continuously upgrade and take adequate measures for the safety & security of all students and staff members. The details of the measures undertaken are published in the school diary. The school will continue to take effective measures for security and safety of all concerned. We have adopted extensive measures within the school premises to guard against the spread of Covid19 for the safety of all concerned. The entire premises are regularly sanitized at least three times every day using the recommended chemicals containing C12 to C18 compounds as well as hypochlorites. Awareness posters have been put up at vantage points in the classrooms, laboratories, staff rooms, wash rooms, school office and main gate.

4. **ECA classes free of charge:**

ECA classes are conducted on Saturdays, free of charge, from 8.00 am to 11.00 am for classes I to XI (limited students) on first come first serve basis for Basket Ball, Foot Ball, Cricket, Yoga, Vocal Light Music, Western Dance, Synthesizer, Karate, Painting, Drama, Guitar & Chess by professionals/experts. These classes are however, temporarily suspended due to pandemic and will resume once the situation improves.

5. **Special care for weak students (free of charge):**

Arrangements have been made to help and assist the academically weak students and their progress will be monitored regularly. Parents are requested to extend their cooperation. However, this is temporarily suspended due to pandemic and will resume once the situation improves.

SINCE NO TEACHING STAFF OF THE SCHOOL IS ALLOWED TO TAKE PRIVATE TUITION/S, YOU ARE REQUESTED **NOT** TO APPROACH ANY TEACHER OF OUR SCHOOL FOR THE SAME. STRICT ACTION WILL BE TAKEN AGAINST THE OFFENDERS, BOTH TEACHER AND STUDENT.

6. **A school with a difference:**

In order to help the academically weak students, the school has appointed MENTOR-TEACHERS to visit the student's residence and suggest ways and means to improve their academic performance in a congenial way. **Each student, under the care of the Mentor, is monitored & guided.** However, this is temporarily suspended due to pandemic and will resume once the situation improves.

7. **Committees**

The following committees have been constituted by the school management:

- i) Safety Advisory Committee for safety & security of the students.
- ii) Complaint Committee under Protection of Children from Sexual Offence (POCSO) Act.
- iii) Committee for Protection of Women from Sexual Harassment at Work Place.
- iv) Internal Complaint Committee for redressing students' indisciplinary actions.

**The names of the members of aforesaid committees have been put up on the school notice board.**

Apart from the above, a total of 130 Closed Circuit cameras have been installed in the school campus. Special care is taken to maintain cleanliness and proper hygienic conditions within the school premises. All electrical panels have been modified with RCCB (Residual Current Circuit Breaker), the earthing has been renovated, complete barbed wire fencing all along on the school boundary has been done, emergency lights have been arranged & a new modern water filtration plant has been installed. To comply further with OHSAS requirements, proper signage regarding safety & security has also been put up.

8. **School bus:**

The school bus service will resume only when normalcy is restored. The bus service will be safe and secure and will have GPS & CCTV surveillance. Lady attendants will take care of the students during their journey to and from school.

9. **Study materials:**

The full set of textbooks together with exercise books and the school diary for the session 2021-22 will be home-delivered by booking on the vendor's website, which will be made available immediately after distribution of the Annual Report Cards for the session 2020-2021.

The list of events, holidays and examination dates will be available in the school diary as well as on the school website [www.mpbhsschool.com](http://www.mpbhsschool.com).

10. **Pass percentage (%) (for classes - I to XII):**

A. **For all subjects: (a) In Classes-I to VIII is 50% (b) In Classes-IX to XII is 40%**

B. **For parents/guardians of class-IX students (2021-2022):**

Promotion to Class-X (March 2022) will be on the basis of the final results, which is computed on the performance of the student in Unit Test, Half yearly as well as the Annual examinations. The student is required to fulfill the following criteria:

- i) Score 40% and above overall aggregate marks in the Final result.
- ii) Score 40% and above in English
- iii) Score 40% and above in **each** of any **4** of the following subjects:

Maths, Hindi/Bengali, HCG (Average of History & Geography), Science (Average of Physics, Chemistry & Biology) & Computer Application.

C. **For parents/guardians of class-X students (2021-2022):**

Provisional admission to Class-XI (March 2022) will be on the basis of the student's performance in the pre-selection examination to be held in September 2021. **THE ADMISSION PROCESS FOR CLASS-XI (2022-23) WILL BEGIN IN NOVEMBER 2021.**

**Eligibility criteria:**

- i) A minimum of 65% overall aggregate in pre-selection examination 2021 for science stream.
- ii) A minimum of 60% overall aggregate in pre-selection examination 2021 for commerce stream.
- iii) The student's overall performance as well as his/ her behaviour with his/ her fellow students and with the teachers will be taken into account for admission to class-XI.

**THE DECISION OF THE SCHOOL AUTHORITIES WILL BE FINAL AND BINDING ON ALL.**

**D. For parents/guardians of class-XI students (2021-22):**

Promotion to Class-XII (March 2022) will be on the basis of the final results, which is computed on the performance of the students in Unit Test, Half yearly as well as the annual examinations. The student is required to fulfill the following criteria:

- i) Score 40% and above overall aggregate marks in the Final result.
- ii) Score 40% and above in English
- iii) Score 40% and above in **each** of any **3** of the following subjects:  
**Science Stream:** Maths, Physics, Chemistry, Biology/Computer Science & 2<sup>nd</sup> Language.  
**Commerce Stream:** Maths, Accounts, Economics, Commerce & 2<sup>nd</sup> Language.

**Parents are to note that your ward's poor performance in units and/or half yearly with subsequent improvement in the Annual examination is no guarantee for promotion, unless the above criteria are met.**

**11. School Tuition Fee:**

The NACH (ECS) system is in operation as the **only** means for payment of the school tuition fee for the convenience of parents and guardians.

In the NACH (ECS) system, the said fees amount will get debited from the parent/ guardian's declared bank account on the 10<sup>th</sup> of the first month of the bimonthly payment cycle (or the next working day if it is a bank holiday) through the RBI National Clearing House (ECS). In case the fees amount could not be debited from the said account for want of adequate fund or any other reason, the parent will be informed likewise.

Tuition fee for the months of April & May 2021 is payable within April 6<sup>th</sup>, 2021, after which a penalty of Rupees one thousand five hundred only will be levied. Payment of fees will not be accepted after the 20<sup>th</sup> of April 2021 and the enrollment of the student name for session 2021-22 may stand cancelled. Please note that acceptance of school fees after 20<sup>th</sup> April 2021 will be at the sole and absolute discretion of the Management. On such contingency the defaulting parents/guardians will be required to meet the General Manager of the school whose decision in this respect will be final and binding.

**As school tuition fee payment is through NACH (ECS), therefore, the fee-book stands redundant.**

**The school fee structure for classes LKG to XII is available on the school website: [www.mpbfhschool.com](http://www.mpbfhschool.com)**

**12. Parent-teacher contact programme:**

We will conduct a parent-teacher contact programme (thrice) for all the classes once before summer vacation, then after the half-yearly examination & finally before the annual examinations, which will enable the parents/guardians to interact with the teachers towards their wards' improvement, progress etc. It is mandatory for both parents to attend the parent/teacher contact programme. Parents are requested to give their feedback using the prescribed mode.

**In case a parent/guardian wishes to meet a teacher on regular school days, prior appointment through the school diary is mandatory, and the timings mentioned in the school diary should be adhered to.**

**13. School uniform:**

In order to maintain uniformity of colour, texture, materials, etc., the school has made it mandatory for all students to purchase the school uniform only from the undernoted and approved tailors for the session 2021-22. Time slots will be given for measurements to be taken within the school premises in a well segregated schedule in keeping with the measures adopted by the school against the spread of Covid19. Vendor chart is given below:

Classes	Name, address & telephone nos. of the authorised tailoring shop for 2021-22 only
I to X	M/S PRATAP DRESSES (JAGDISH PRASAD GYANCHAND) New Alipore Centre: PRATAP BHAWAN (Near IndusInd Bank Ltd., New Alipore) 388/1 Block-G, 1st Floor, New Alipore, Kolkata 700053, Phones: 033-23979052/ 9038967890/8100085516
LKG/KG/XI/XII	M/s. Goodwill Tailors 25 Ekbalpur Lane, Kolkata-700023 (Near Calcutta Hospital). Mobile nos. 9831359531 /9831905351
Tie, Belt & School Bag	M/s. Goodwill Tailors 25 Ekbalpur Lane, Kolkata-700023 (Near Calcutta Hospital). Mobile nos. 9831359531 /9831905351

**14. Other essentials:**

Parents are requested to go through the contents of the School Diary thoroughly. The examination dates as well as other rules and regulations may please be noted and adhered to. **Specimen signatures of both parents are mandatory on the page assigned for the same. STRICT ACTION WILL BE TAKEN AGAINST ANY STUDENT WHO MISPLACES OR LOSES THE SCHOOL DIARY DURING THE ACADEMIC SESSION.**

**15. Transfer certificate:**

**NO SCHOOL FEE WILL BE CHARGED FROM THE PARENTS/ GUARDIANS, WHO APPLY FOR THE TRANSFER CERTIFICATE FOR THEIR WARD(S) ON OR BEFORE APRIL 6th, 2021.** Parents/Guardians, who apply for the transfer certificate after the said date will be required to pay the fee as per the school rules.

16. **Ban on mobile phones & other gadgets:**

Bringing mobile phones, cameras, laptops & music systems to school by the students under any pretext is strictly prohibited. Any violation to this rule will lead to prompt & strict disciplinary action against the errant students leading to dismissal. ANY SUCH GOODS CONFISCATED WILL NOT BE RETURNED.

17. **Dispersal:**

To ensure the safety of our students, during dispersal, parents/escorts are to produce the duplicate I.D. Card of the particular student at the gate during their dispersal, thus avoiding unauthorized entry by outsiders.

18. **School canteen (to resume post-Covid19 pandemic):**

The school canteen will provide sumptuous food under hygienic conditions to our students in the school during tiffin hours. Students may buy food items from the school canteen only with coupons.

19. **Summer holidays:**

**Summer holidays will be for the period from May 24 (Monday), 2021 to June 20 (Sunday), 2021 (both days inclusive) for the session 2021-22. Attendance is compulsory for all students on the last day before and the opening day after all vacations.**

The list of holidays as well as list of events for the session 2021-22 including duration of unit tests, half yearly and annual examination is available on the school website: [www.mpbhsschool.com](http://www.mpbhsschool.com).

We welcome your valuable suggestions for the betterment of your wards and the institution and also seek your kind co-operation and continued support as we have received in the past. We sincerely hope and pray that the Covid19 pandemic recedes in the near future so that normalcy is restored and we can once again welcome all our students to regular school. Meanwhile, stay safe and take care.

Warm Regards,

Yours sincerely,



(VICE PRINCIPAL)

**School Contact Numbers:** (033) 2407 0000 / 2407 0001 / 7964 0101.

A. For School Fee Extn. No. 36.

B. Main Gate Security Extn. No. 33,

C. For General Administration Extn. 14

D. Help line no.:9831212200