



M. P. Birla Foundation H. S. School

(Affiliated to the Council for the ISCE, New Delhi, School Code : WB 143)
(1st school in India to be awarded ISO-45001:2018)

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Ref: MPBFHSS/GC/0001/2024-25

March 11, 2024

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

Dear Parents/ Guardians,

Greetings from M. P. Birla Foundation Higher Secondary School!!

We take this opportunity to welcome all our students to the forthcoming academic session 2024-25.

We are grateful for your whole hearted support and cooperation throughout the present academic session 2023-24 as always to help us surge ahead as one of the premier educational institutions of Kolkata. As we jointly endeavor towards the holistic development of our students, we would like to bring to your notice the following:

The new session begins on and from 2nd April 2024.

- April 2, 2024 (Tuesday) for classes I to XII
- April 4, 2024 (Thursday) for LKG, KG & UKG

We are happy to announce certain **new inclusions** in session 2024-25. Robotics classes will be included in the regular routine of classes VI & VII. Financial Literacy is being introduced as a graded subject for classes VII & VIII. For the first time, our senior school students have formed the School Business club POSEIDON which will hold a number of intra school events. We are also considering the provision of French & German as foreign language class (optional) as a Co-curricular Certificate Course.

All communication between school and parents/ guardians will be routed through the Admissiiontreeerp.in ERP App. All parents/ guardians are requested to download the App from admissiiontree.in ERP services from play store and check the notifications regularly.

Interactive orientation session for parents and guardians of classes IV to IX will be held in the first quarter. Wholehearted attendance of the parents/ guardians is solicited in the interest of their wards and our students.

You are requested to ensure that your child **attends school on time and is punctual** in his/her attendance, which is important to inculcate discipline in his/her life. 90% attendance is a must for your ward's promotion, over and above the marks obtained, which may please be noted.

The School timings for session 2024-25 are as follows:

- | | |
|------------------------------------|---------------------------------------|
| (a) <u>Morning Section:</u> | (b) <u>Day Section:</u> |
| Class LKG : 8 am to 10.30 am | Classes VI - XII: 11.15 am to 5.15 pm |
| Class KG : 7.45 am to 10.45 am | |
| Class UKG : 7.45 am to 10.45 am | |
| Class I : 6.45 am to 11.00 am | |
| Classes II-V : 6.45 am to 11.15 am | |

Students are advised to be in school at least 10 minutes before the school timings mentioned above. Last entry for students is 6.45 am for the Morning section and 11.20 am for the Day section. NO CHILD WILL BE ALLOWED IN AFTER THIS. OUR SUPPORT STAFF HAVE BEEN INSTRUCTED AS SUCH.

ECA classes are held free of charge on Saturdays from 8.00 am to 11.00 am for classes III to XI (limited students) on first come basis for Basket Ball, Foot Ball, Cricket, Yoga, Vocal Light Music, Western Dance, Synthesizer, Karate, Painting, Drama, Guitar, Chess, Quiz & Table Tennis. Parents are requested to encourage their wards to participate in outdoor as well indoor extra-curricular activities as it contributes positivity towards the all round development of the student and keeps them away from distractions.

SIP ABACUS and BRAIN GYM PROGRAMME is held on Saturdays as an optional activity for students of classes I to V. A notice with details regarding the course will be handed over to students within the first week of April 2024 for your information and response.

Academic Assessment is done on the basis of the student's overall performance in the Half Yearly Examination, the Unit Tests as well as the Annual Examination. Curriculum as framed by the NCF is followed. Teaching and assessment techniques are as per NEP 2020 guidelines. Special credits are awarded for exceptional performance in inter school activities. The promotional criteria is explicitly published in the school diary. Parents & Guardians are requested to go through the same.

M.P. Birla Foundation Higher Secondary School Behala was awarded the First Rank in Academic Excellence in Zone South 24 Paraganas West Bengal by "Times School Survey" 2023.

Special care is taken of 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. The school has appointed MENTOR-TEACHERS to suggest ways and means to improve the academic performance of students in a congenial way. **Each student, under the care of the Mentor, is monitored & guided.**

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. BREACH OF THIS RULE WILL LEAD TO STRICT ACTION AGAINST THE STUDENT.

The school bus service available is safe and secure and has GPS & CCTV surveillance. Lady attendants take care of students during their journey to and from school. Please direct your queries regarding the School Bus Service to Mr. Ashutosh Kumar Pandey at the School Accounts Office.

NACH (ECS) system is in operation as the only means for payment of the school tuition fee for the convenience of parents and guardians by which the said fees amount will get debited from the parent/ guardian's declared bank account on the 10th of the first month of the bimonthly payment cycle through the RBI National Clearing House. Tuition fee for the months of April & May 2024 is payable within 30th March 2024 after which a penalty of Rupees One thousand Five hundred only may be levied. Payment of fees will not be accepted after the 15th of April 2024 and the enrollment of the student for session 2024-25 may stand cancelled. Please note that acceptance of school fees after 15th April 2024 will be at the sole and absolute discretion of the Management. On such contingency, the defaulting parents/guardians will be required to meet the Chief Executive Officer of the school whose decision in this respect will be final and binding. **The school fee structure for classes LKG to XII for the session 2024-25 is available on the school website: www.mpbfhschool.com**

Parent-teacher contact programme for all the classes will be conducted thrice once before summer vacation, then after the half-yearly examination & finally before the annual examinations. 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.

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 FOLLOWS THE GUIDELINES OF OHSAS (OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM).

It is our endeavour to continuously upgrade and take adequate measures for the safety & security of all students and staff members. 130 Closed Circuit cameras monitor the entire campus. The school management has constituted committees such as Safety Advisory Committee for safety & security of the students, Complaint Committee under Protection of Children from Sexual Offence (POCSO) Act. 2012, Committee for Protection of Women from Sexual Harassment at Work Place, and 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.** 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.

STUDENTS ARE TO ATTEND IN CLEAN AND PROPER SCHOOL UNIFORM. STUDENTS FOUND WITH UNKEPT HAIR AND UNTIDY ATTIRE WILL BE SENT BACK. 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 2024-25 as follows:

Classes	Name, address & telephone nos. of the authorised tailoring shop for 2024-25 only
I to XII	M/S TULSYAN MARKETING 50, Parbati Ghosh Lane, Kolkata – 700 007 E-mail: tulsyanmarketing@gmail.com , Mob:9830055356
LKG/KG/UKG	M/s. Goodwill Tailors 25 Ekbalpur Lane, Kolkata-700023 (Near Calcutta Hospital). Mobile nos. 9831359531 /9831905351
School Uniform, Tie, Belt & School Bag	20 th to 31 st Mach 2024 (working days) from school premises (9 am to 3 pm)

***UNIFORM FOR BOTH BOYS AND GIRLS OF CLASSES IX TO XII COMPRISE TROUSERS WITH SHIRT/ TOP**

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.**

In case of application for Transfer Certificate for their ward at the end of the current academic session, no school fee will be charged from the parents/guardians, who apply on or before 29th March 2024. Parents/Guardians, who apply for the transfer certificate after the said date will be required to pay the fees as per the school rules.

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

For smooth Dispersal and 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, thus avoiding unauthorized entry by outsiders.

The school canteen provides sumptuous food under hygienic conditions to our students in the school during tiffin hours.

STUDENTS ARE NOT ALLOWED TO CARRY MORE THAN Rs.100/- TO SCHOOL UNLESS WITH PRIOR INTIMATION TO AND APPROVAL OF THE CLASS TEACHER. IF FOUND OTHERWISE, THE STUDENT WILL INVITE DISCIPLINARY ACTION AGAINST HIM/HER

Summer holidays will be for the period from May 20 (Monday), 2024 to June 16 (Sunday), 2024 (both days inclusive) for the session 2024-25. **ATTENDANCE IS COMPULSORY FOR ALL STUDENTS ON THE LAST DAY BEFORE AND THE OPENING DAY AFTER ALL VACATIONS.**

The full set of textbooks together with exercise books will be home delivered only by booking on the vendor's website as per following dates:

ONLINE SCHEDULE (www.myschoolbookstore.in) / mob: 7595953384

Class	Booking Period	Delivery Period
LKG, KG, UKG, I, II, III & IV	17.03.2024 - 21.03.2024	19.03.2024 - 28.03.2024
V, VI, VII, VIII, IX, X	22.03.2024 - 26.03.2024	24.03.2024 - 01.01.2024

Important Note

- **Only Full Sets [Text Books + Exercise Books + Covers] can be purchased online.**
- **Delivery of orders will be done within 5 to 6 working days from the order date.**

Classwise distribution schedule of only selective text/ exercise books (FULL SET WILL NOT BE AVAILABLE)

In case you need only certain textbooks & exercise books for your wards, the same will be issued on the dates as mentioned below, from the school premises (near Basketball Court).

Classes	Distribution dates	Distribution timings	Only selected books
KG to I	03.04.2024	9.00 am to 1.30 pm.	
II & III	03.04.2024	2.00 pm to 5.00 pm.	
IV & V	04.04.2024	9.00 am to 1.30 pm	
VI & VII	04.04.2024	2.00 pm to 5.00 pm.	
VIII	05.04.2024	9.00 am to 1.30 pm.	
IX & X	05.04.2024	2.00 pm to 5.00 pm.	

The list of holidays as well as list of events for the session 2024-25 including duration of unit tests, half yearly and annual examination will be available on the school website: www.mpbhsschool.com as the new session begins.

We welcome your valuable suggestions for the betterment of your wards and the institution and also solicit your kind co-operation and continued support for the academic session 2024-25.

Warm Regards,
Yours sincerely,



(PRINCIPAL)

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

Extension nos: 18 PA to Principal

33 Main Gate,

24 & 36 Accounts Office