



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/0001/2025-26

March 11, 2025

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 2025-26.

We are grateful for your continued whole hearted support and cooperation throughout the present academic session 2024-25 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 2025.

- April 2, 2025 (Wednesday) for classes I to XII
- April 3, 2025 (Thursday) for LKG, KG & UKG

Session 2024-25 saw the introduction of **Financial Literacy** and **Robotics** classes in the middle school for classes VI & VII. 60 hours of **French and German language** classes aimed at A1 certification were held in the session 2024-25. The same will continue in the upcoming session 2025-26. An excellent feedback has been received from the parents of students who have enrolled for these classes. We are happy to announce that Robotics classes will continue in class VIII as a part of the regular routine keeping in view the interest and enthusiasm with which our students have been participating in the related activities.

Mind Spark classes in Mathematics and English will be introduced in class III from the new session 2025-26. We expect our students to benefit from the **Open Door assessment programme**, which will be implemented for the first time for classes VI & VII for mathematics and science for the session 2025-26.

Business Studies is introduced as an optional subject for Commerce Stream in Class XI (2025-26).

The school is planning to incorporate **10 bagless days** for classes I to VIII in the session 2025-26 in keeping with the recommendations of NEP 2020.

We will also hold **interactive orientation sessions** for parents and guardians of different classes as per schedule mentioned in the School Diary. Wholehearted attendance of the parents/ guardians is solicited in the interest of their wards and our students.

There is good news for the Maths enthusiasts, as our school mathematics club, **SUM-E-KARAN** will be functional from April 2025.

ALL COMMUNICATION BETWEEN SCHOOL AND PARENTS/ GUARDIANS WILL BE ROUTED THROUGH THE ADMISSIONTREE.IN ERP APP. ALL PARENTS/ GUARDIANS ARE REQUESTED TO DOWNLOAD THE APP FROM ADMISSIONTREE.IN ERP SERVICES FROM PLAY STORE AND CHECK THE NOTIFICATIONS REGULARLY.

The School timings for session 2025-26 are as follows:

(a) Morning Section:

Class LKG : 8 am to 10.30 am
Class KG & 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

(b) Day Section:

Classes VI - XII: 11.15 am to 5.15 pm

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.

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.

In session 2025-26, ECA classes will be held on Saturdays as per School Diary from April 2025 to January 2026 (8.00 am to 11.00 am) for classes III to XI. Activities include Basket Ball, Foot Ball, Cricket, Yoga, Vocal Light Music, Western Dance, Karate, Painting, Drama, Chess, Quiz & Table Tennis. Parents are requested to encourage their wards to participate in outdoor as well as indoor extra-curricular activities as it contributes positively towards the all-round development of the student and keeps them away from distractions. The ECA classes are optional and levied a nominal charge of Rs.250/- per month.

Classes in French language in collaboration with Alliance Francaise du Bengale for DELF A1 Level certification (post 120 hours of training) and for German language in collaboration with Goethe Institute aimed at A1 Level certification will be conducted in session 2025-26 within the school premises on **Saturdays from 10.00 am to 12.00 noon for classes IV to IX** from May 2025 to January 2026 against a charge of Rs.800/- per month. Students are to enroll within **15th April 2025**. The students enrolled in Session 2024-25 are to clear the fee for session 2025-26 (remaining 60 hours of class).

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 2025 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. All important information regarding assessment, examination dates, promotional criteria, school events, payment of fees, safety measures, co-curricular and extra-curricular activities, school clubs, transport, rules of conduct and discipline for students, parent teacher contact programme, etc. is available in the School Diary. Parents are requested to go through the contents of the School Diary thoroughly. The School Diary is an important document and is to be brought to the school by the student on every working day. 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.

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 2025 is payable within 2nd April 2025 (new session begins) after which a penalty of Rupees One thousand Five hundred only may be levied. Payment of fees will not be accepted after the 16th of April 2025 and the enrollment of the student for session 2025-26 may stand cancelled. Please note that acceptance of school fees after 16th April 2025 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 2025-26 is available on the school website: www.mpbfhsschool.com**

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' disciplinary 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.

We are happy to inform you that our school has been awarded 1st rank in Academic Excellence in South 24 Parganas Zone, West Bengal, by the Times of India School Survey for 2023-24 & 2024-25

In order to maintain uniformity in color, texture of materials, etc., the school has made it mandatory for all students to purchase the school uniform only from our approved vendor, from the school premises, for the 2025-26 session, as follows:

Classes	Name, address & telephone no. of the authorized tailoring shop for 2025-26 only
LKG to XII (School Uniform, Tie, Belt etc.)	M/S TULSYAN MARKETING E-mail: tulsyanmarketing@gmail.com , Mob:6289238439

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 2025. 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 INVITE A HEAVY FINE.

Summer holidays will be for the period from May 19 (Monday), 2025 to June 15 (Sunday), 2025 (both days inclusive) for the session 2025-26. **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 by our authorised vendor M/S Oriental Publishers & Distributors Pvt. Ltd. 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	17.03.2025 - 21.03.2025	19.03.2025 - 28.03.2025
V, VI, VII, VIII, IX, X	25.03.2025 - 27.03.2025	27.03.2025 - 01.04.2025

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	
KG to I	03.04.2025	9.00 am to 1.30 pm.	Only selected books
II & III	03.04.2025	2.00 pm to 5.00 pm.	
IV, V & VI	04.04.2025	9.00 am to 1.30 pm	
VII & VIII	04.04.2025	2.00 pm to 5.00 pm.	
IX & X	05.04.2025	9.00 am to 1.30 pm.	

The list of holidays as well as list of events for the session 2025-26 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 2025-26.

Warm Regards,
Yours sincerely,



(PRINCIPAL)

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

Extension Nos.: 18 PA to Principal
33 Main Gate Security
24 & 36 Accounts Office