



ORCHID INTERNATIONAL SCHOOL™

NASHIK

Dear Parent,

We are happy to welcome all our existing and new students and teachers for the new academic session 2009-2010. We are here to update you with the new enhancements, intended for the new session.

- ✍ The School is pleased to inform you that it will be introducing ISC - Grade XI [Science, Commerce and humanities (English Literature with other elective subjects)] from this new academic session.
- ✍ It's our pleasure to introduce the new faculty members who have become members of orchid family
- ✍ Keeping in view the academic stress to the children who can not cope with mathematics in Grades VII to IX we recommend the students to opt for Environmental Science or Economics as a subject from Group II and who can not cope with Computer Applications can opt for Art from Group III.
- ✍ We are working in an accelerated manner to improve our English language programme.
- ✍ In order to reduce the academic difficulties, we would like to fine tune our supervised study periods and would like to make our pedagogy more interesting.
- ✍ Towards destressing activities for the students we would like to touch upon Music, Drama & Dance in our integrated curriculum.
- ✍ To emphasize round the clock academic development of the weaker students we would be organizing special Parent- Teacher meetings to have a detailed discussion between all the concern teachers with the child and the parent on regular intervals.

To encourage our children to be self disciplined we have to comply with the existing rules of the School as follows:

TELEPHONE RULES:

- The schedule and timings for the different Grades are as follows:
 1. Mondays- from 9.05 p.m. to 9.45 p.m.- Grades II, III & IX
 2. Tuesdays-from 9.05 p.m. to 9.45 p.m.- Grades V & VI
 3. Wednesdays-from 9.05 p.m. to 9.45 p.m.-Grade VII & XI
 4. Thursdays-from 9.05 p.m. to 9.45 p.m.-Grade VIII
 5. Fridays-from 9.05 p.m. to 9.45 p.m.-Grade I , X & IV

6. No Parent can call on Saturdays or Sundays at any time, The Management, Teachers & Staff are here to take care of your children.

PARENTS ARE PERMITTED TO CALL THEIR CHILDREN ON THEIR BIRTHDAYS ONLY BETWEEN 9.05 P.M. TO 09.45 P.M.

CALLS TO STUDENTS WILL NOT BE TRANSFERRED AFTER 9:45 p.m.

ALL STUDENTS, TEACHERS and OTHER STAFF ARE NOT AVAILABLE AFTER 10:00 p.m. THE STUDENTS' BED TIME IS AT 10:00 p.m.

CALLS ARE PERMITTED TO BE MADE ONLY BY THE PARENTS OF THE STUDENTS. IF OTHER RELATIVES NEED TO CALL THEN THE PARENTS WILL FORFEIT THEIR CHANCE FOR THAT PERIOD i.e 15 DAYS

EACH STUDENT IS PERMITTED ONLY ONCE IN EVERY 15 DAYS.

STUDENTS ARE NOT PERMITTED TO SPEAK TO THEIR PARENTS/LOCAL GUARDIANS/RELATIVES ETC. FROM ANYBODY'S MOBILE IN THE SCHOOL PREMISES. THIS IS STRICTLY FORBIDDEN.

NO PARENT CAN INSIST ON THEIR CALLS BEING TRANSFERRED TO THEIR CHILDREN IF THE STAFF HANDLING CALLS SAYS THAT THERE IS A PROBLEM

PLEASE SPEAK POLITELY TO THE STAFF HANDLING PHONE CALLS. THEY ARE YOUR CHILDREN'S CARE TAKERS AND ARE THERE TO HELP YOU.

STUDENTS' OUTINGS:

1. The Parents of Yearly boarders are allowed to meet the children in the School Campus or to take their children for an outing **only on a 4th Saturdays & Sundays** of every month during the academic session, not on any other days as per your own convenience. Please note that your child is missing valuable outings and activities planned for that week end.
2. You should take prior permission in writing to take your child for an outing on the above mentioned weekend, so that the school will come to know how many are going to be absent for any outing or activity planned for that weekend. Please do not call the office for any such permission other than for the 4th week end.

PARENTS' VISIT TO THE CAMPUS:

The School has introduced some rules to protect the privacy, security and comfort of your children. We hope you will cooperate with the School in this matter.

1. No parents will be allowed into the School Campus after 7.00 p.m. to drop or pick up their children. They have to depart from the School Campus by 7.00 p.m. (Mondays to Sundays)
2. Parents of Yearly Boarders & Weekly Boarders will not be allowed to drop or pick up their children to and from the School Campus after 7.00 p.m. They will have to stay the night elsewhere and drop them the next morning at 7. 30 a.m if they arrive in Nashik after 7:00 p.m. Kindly plan your trips to drop your children accordingly.
3. No visitors for admission, sightseeing or any other purpose will be permitted into the School Campus after 7.00 p.m. They have to depart from the School Campus by 7.00 p.m. positively.
4. No parents of the students studying in OIS are permitted to enter the Boarding House/Houses at all times. They have to leave their children at the entry gate of the Boarding Houses.
5. The luggage will be transported to and from the students' rooms by the School Staff or with the help of students under supervision of the Matron and the cupboards will also be arranged under the supervision.

6. If visiting parents need to use the Washroom, they may use the one in the Admn. Block or the one near the Dining Hall but not the ones in the Boarding Houses.
7. No parents / visitors can move around the School Campus without written permission from the Principal. There are specific slips available for this purpose at the Administration Office. They have to be filled and signed. These have to be shown if any School Staff should ask for information when a parent or visitor is found moving around in the Campus. Please co-operate with the School Staff. They are doing their duty.
8. All parents & visitors have to first report at the School Office Reception before they enter into any other area of the School Campus.
9. The Security Guards at all points of the Campus have been given specific orders for security of your children and these cannot be challenged by any parent or visitor at any point of time. They are doing their duty.
10. All parents are requested to address and speak politely on the Campus and on the phone to all academic, non-academic and supporting Staff of the School. They take care of your children round the clock.

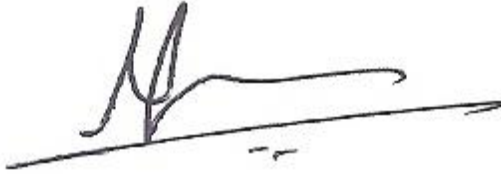
DORMITORY RULES:

To encourage our children to be more self- disciplined the parents are requested to follow these guidelines:

1. The children are not allowed to bring any electronic items like i-pods, CDs, pen drives, Mobile phones into the Boarding House.
2. The children are not allowed bringing any oily food along with them. Only Dry fruits, biscuits and healthy food are allowed in the form of tuck.
3. Children may not bring perfume, deodorant, jewellery, expensive cosmetics and other similar articles to the boarding house.
4. Wrist-watches are not allowed for the students of Grades I to VII. Students of Grade VIII to XI should only bring wrist watches worth not more than Rs. 1000/-.
5. The children are not permitted to keep any cash with them.
6. You are requested to send decent casual clothes, to wear other than uniforms. Clothes with logos, designs with indecent phrases are not allowed.
7. Girls must wear long kurtis on their jeans and they must preferably bring salwaar-kameezes for casual occasions.
8. For administration of medicines to boarders the Nurse should be given in writing the medicine required to be given to your child. The House parent to be given a copy each of this letter and the medicine should then be administered by one of the above mentioned persons as per the House parents' decision.
9. Any other requests should be given in writing and then the House parent will forward them to the concern departments.

We would anticipate your valuable suggestions towards over all development of our children at OIS and would expect that you will

extend the same support and co-operation in coming days as well so that that our school will continue to improve the quality and effectiveness in all areas.

A handwritten signature in black ink, appearing to be 'Sundar Gandikota', written over a horizontal line.

(Sundar Gandikota)
Principal