



BCM Arya International School

Shastri Nagar, Ludhiana

Affiliated to: Cambridge Assessment International Education (CAIE)

NEW SESSION w.e.f. 01/04/2019



"Education - not the filling of a pail, but the lighting of a fire"

CONGRATULATIONS!!

SCHOOL HOURS

LKG - UKG I - X	7:40 AM to 11:30 AM 7:40 AM to 01:40 PM	} Monday to Friday
UKG - X LKG	7:40 AM to 12:40 PM OFF	

SCHOOL POLICIES & PROCEDURES

1. **UNIFORM** - Visit our school website www.bcmeducation.org >> Click on CAIE link >> About Us link for details of uniform along with list of books.

- ❖ Whenever a student comes in improper uniform, it will be recorded in the Almanac.
- ❖ Continuous non compliance with uniform code can result in disciplinary action.

2. ALMANAC

- ❖ **Student Information:** All the columns on Page 1-6 are to be filled meticulously by Parents.
- ❖ **Change in Bus/Van/Driver/Pick up person/Registered Mobile Number/House Address** must be notified to the Class Teacher.

3. FEE

- ❖ Fee is to be paid online within the **first 10 days of each quarter i.e. April, July, October and January.**
- ❖ A **late fee of Rs. 100** will be charged up to 20th of that Month.
- ❖ If fee is not paid by 20th, name of the pupil will be **struck off the rolls.**
- ❖ Prefer **Net Banking.** In case you pay the Fee using RTGS/NEFT, **Remember to fill the UTR No.**
- ❖ Fee payment option will be available from **April 1, 2019.**

4. SCHOOL CALENDAR

- ❖ The schedule of all the school **activities/competitions/PTM** is given for your reference.
- ❖ Children are encouraged to participate in these activities to enhance their skills.

5. **BCMARYA APP** - All notifications related to practice work, activities/competitions/change in schedule/timings/holidays are sent through **APP ONLY.**

6. SCHOOL WEBSITE - <https://www.bcmeducation.org/cambridge/>

- ❖ Details of all school activities along with **photographs/videos** etc. are uploaded regularly.
- ❖ Log in to student profile of your ward for information related to your ward's **Attendance, Fee Record, Transportation details (if using school transport), Assignments and Homework.**
- ❖ Kindly check and update the information related to you and your ward under the option '**Basic**' in student profile.
- ❖ Changes (if any) in uneditable information can be done through **class teacher** on submission of adequate proof.

7. **CURRICULUM PLANNING (Target)** - Refer to the Target (Planner) to know about the month wise **academic planning** for each term. It will be distributed in the month of April.

8. LEAVE RULES

- ❖ **CASUAL LEAVE** of 1 -2 days can be availed by sending the prescribed Leave form.
- ❖ **Half day leave is not allowed.**
- ❖ **LONG LEAVE** is sanctioned by the **Principal** only.

- ❖ **LEAVE DURING ASSESSMENTS/EVALUATION** – Only medical leave will be considered.
(To be sanctioned by Principal with Medical Certificate)

9. TIFFIN BOX

- ❖ Send one seasonal fruit, properly sliced in a separate container for **Fruit Break** along with a food grade **plastic fork (only)**.
- ❖ Check out the menu on the Last Page of the **Target**.
- ❖ Send only home cooked food in the **Steel Tiffin Box Only**.
- ❖ Do not use **Foil Paper** to pack Tiffin. Use cloth napkin.

IMPORTANT – No Tiffin box will be accepted during school timings.

10. GREEN INITIATIVE

- ❖ Students from **IV standard onwards are motivated to come on bicycles.**

11. MEDICAL ASSISTANCE

- ❖ **Do not send your ward to the school in case of sickness.**
- ❖ In case of any illness/pain/injury in school, **First Aid** is administered by the Doctor in the School Dispensary.
- ❖ For even basic oral medication (if required) parents are first called up to know about any allergy.
- ❖ If parents do not take the call/cannot be contacted best possible treatment is given by the School Doctor.
- ❖ Emergency cases are rushed to cupboard and parents are informed.

12. SECURITY & SAFETY

- ❖ All students must wear their identity card everyday as it is important for accessing information related to the student in case of emergency.
- ❖ It is **mandatory** for Parents to carry '**Parent RF ID Card**' for every visit to school. For gaining entry, touch your RF ID card in front of the **Card Reader** installed at the School gates.
- ❖ Avoid collecting your ward during school hours.
- ❖ Make arrangement to collect your ward immediately after the school timings.
- ❖ Do not walk to the class of your ward during **school hours**.

IMPORTANT: Loss of Student ID Card or Parent RF ID Card should be immediately reported to Class Teacher.

13. TRANSPORT – For details open the **Transportation Link** available on the school website.

14. ACTIVITIES OFFERED – For information regarding **Sports, Special Faculty, Prachin Kala Kendra** Classes, Visit our School Website.

YOUR SUGGESTIONS FOR THE BETTERMENT OF THE SCHOOL FUNCTIONING ARE MOST WELCOME.

- ❖ You can use the '**Suggestion Box**' near the School Reception.
- ❖ You can also drop an **e-mail** to the Principal or the Cambridge Head at the school's e-mail address.

*“Prepare the CHILD for the path, not the PATH for the child”
“Provide your child with the best opportunity to reach their excellence.”
CHILD+PARENT+TEACHER=SUCCESS*

DR. PRAMAJIT KAUR
PRINCIPAL

MS. JASNEEV SETH
CAMBRIDGE HEAD