



BCM ARYA INTERNATIONAL SCHOOL, SHASTRI NAGAR, LUDHIANA
Affiliated to: Cambridge Assessment International Education
(CAIE)



NEW SESSION w.e.f. 01/04/2024



“Continuous improvement is not just a goal, but a mindset - an ongoing journey.”

Dear Parents,

Heartiest congratulations!!

We extend our warmest wishes for the commendable achievement of your child. Your partnership is valued, and we eagerly anticipate your continued support as we embark on a new academic journey together.

Following another year of academic triumphs, we are excited to kick off the upcoming **Academic Session 2024-25 on April 1st, 2024.**

Pre EY -A Level (Pre Nur -XII)

SCHOOL HOURS

Pre EY	- 9:00 AM -11:30 AM	Monday to Friday
EY 1-EY 3	- 7:40 AM to 11:30 AM	
Stage 2- A Level	-7:40 AM to 01:40 PM	
EY 2-A Level	-7:40 AM to 12:40 PM	Saturday
PRE EY- EY1	- OFF	

Timings from 1st April, 2024 to 12th April, 2024

- **Pre EY (Pre Nur)-9:00 am-11:00 am**
- **EY 1 (Nursery) -8:30 am-11:15 am**

SCHOOL POLICIES & PROCEDURES

1. UNIFORM

- ❖ Visit our school website <https://www.bcmaryacambridge.org/> for details of uniform and the list of books.
- ❖ Record of improper uniform is maintained in the Almanac.
- ❖ Continuous non-compliance with uniform code can result in disciplinary action.



**SUMMER UNIFORM
(Monday- Friday)**



SATURDAY UNIFORM



**WINTER UNIFORM
(Monday- Friday)**



SATURDAY UNIFORM

2. **ALMANAC**

- ❖ Student Information: All the columns (Page 1-7) 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.

PINK PAGES – Parents can communicate with the teacher through **Pink Pages**.

- ❖ **Latecomer Record, Library Record and Infirmary record** is to be signed by Parents on regular basis.

3. **FEE**

- ❖ Fee is to be paid online only 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 the Month.
- ❖ In case you pay the Fee using **Net Banking, Remember to fill the UTR No.**
- ❖ Fee payment option will be available from **April 1, 2024**.

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

SCHOOL WEBSITE – <https://www.bcmariyacambridge.org/>

- ❖ 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 along with the duly filled 'student profile updation' proforma available under parent / student link.

6. **CURRICULUM PLANNING (Target)** - Refer to the Target (Planner) to know about the month wise **academic planning** for each term.

7. **LEAVE RULES**

- ❖ **CASUAL LEAVE** of 1 -2 days can be availed by applying through Online Student Profile.
- ❖ **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)

8. **PUNCTUALITY & REGULARITY**

Attendance is mandatory on all days, in case of Board classes a child is required to have a minimum of 90% attendance to qualify for the Exams.



9. **TIFFIN BOX**

- ❖ Send one seasonal fruit, properly sliced in a separate container for **Fruit Break** along with a fork.

- ❖ 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. **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.



- ❖ Emergency cases are rushed to hospital and parents are informed.

11. 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.
- ❖ Parents of new entrants to use provisional I-Cards till the time they do not get RF ID Card.
- ❖ Do not collect your ward during school hours.
- ❖ Make arrangement to collect your ward immediately after the school timings.
- ❖ It is not allowed to walk into the class of your ward during **school hours**.
- ❖ The school continues in taking all necessary steps in maintaining the safety & Wellbeing protocol for the students

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

To apply for New I-Card:-Order through online request form available on school website.

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

13. ACTIVITIES OFFERED – For information regarding **Sports, Special Faculty, Classes, Visit our School Website.**

For IGCSE to A level coaching on Foundation Courses will be provided.

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

- ❖ You can also drop in your suggestions/queries to the Principal at the school's e-mail address:- cambridgebcm@gmail.com

"Ensuring that our children receive the necessary support and resources during their formative years is an investment in the vitality and prosperity of future generations."

Jasneer Seth

Principal

