



The Bishop's School - Pune

PRINCIPAL'S MESSAGE

TO PARENTS OF STUDENTS OF CLASSES : 6

2025-2026

Date : Friday, 28th March 2025

Time : 8.30 am

Venue : Lorna Roberts Hall, (B.W. Roberts Building)

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A warm welcome to you all and sincerely hope you are well.

The school acknowledges that parents / guardians are the primary educators; as a professional body of teachers, the staff of Bishop's work in co-operation with the students and the parents to help each individual pupil to reach his potential.

Each student is a unique individual with special gifts and talents – we hope that with motivation, encouragement and hard work all our students will discover their individual talents.

As your children have graduated from the Junior School and come to the middle school, do note the subject teachers for each subject will be different.

IMPORTANT DO'S AND DON'T'S / SUGGESTIONS TO PARENTS

SCHOOL MATTERS

1. Strictly abide by the reporting time to school i.e 7.40 am. Should any child arrive late repeatedly the gates will be closed at 7.45 am, and the child will not be allowed to enter the school but sent home for the day. Parents must keep a tab and ensure that the private transporters as well must be on time. It is important at this stage to inculcate the importance of time in our children.
2. With the Lunn block declared unfit and unsafe after the inspection, we are forced to take precautionary methods to keep our children safe within the confines of our school. Hence moving them to the junior school was necessary.
3. Looking at the academic requirements and the over lapping of activities in the Senior School, from 1st April onwards Class 6 students will attend regular classes along with the middle school as per the below schedule.
 - School Days : **Tuesday, Thursday, and Saturday**
 - Effective from : **Tuesday, 1st April 2024**

This change ensures consistency across the senior school while maintaining a manageable workload for staff and students.

4. Parents must ensure that the students carry their Hymn Books and ID Cards every day to the School. New ID cards will be issued shortly. Attendance is marked when students swipe their ID card as they enter the school and parents will get a message when their child has logged in.
5. The homework for the day will be uploaded. **Check on the TB/digital diary. Please ensure your son completes his homework regularly**

6. As per the National Education Policy the school will have 10 bagless days per year, where students will be involved in various hands-on activities, field trips and a visit to a historical site/monument
7. If you change your contact number, do inform the class teacher or the school.
8. **LEAVE/ABSENCE**
 - No prefixing or suffixing of leave to any declared School holidays is allowed under any circumstance. Please refrain from making such requests.
 - Permission will not be granted for leave to attend family functions when the school is in session as it hampers the child's studies. Please refrain from making requests for the same.
 - All leave notes to the Headmaster should be applied online, using your wards personalized email id only.
 - In the event of absence for a day or two, parents are required to fill the online absentee form which is available on the TBS WEBSITE, explaining the reason for the absence. If the duration of absence is to be for more than two days, a medical certificate in case of sickness should be uploaded while filling the online absentee form. It is the duty of the student to find out the work that he has missed during his absence and then complete the same.
 - Please do not send your child to school if he is not well particularly when he has a test. If you send your sick child to school, he will be sent to the infirmary and will not be allowed to leave the campus till after school hours.
 - The School Authorities must be informed if your child has a serious medical problem. The medical reports should be handed over to the School Office/Infirmary so that the School could ensure precautionary measures regarding your child.
 - All correspondence should be through the Student's ID only.
9. We are planning to introduce Community Service and at least one outdoor activity or field trip each term besides the school picnic.
10. **EXAMINATIONS**
 - **There will be Two Terms in this academic session.**
Examinations - For Classes VI to VIII there will be One Term Examination and one Final Examination. The First Unit Test will be of 20 marks in the month of July, the first terminal examination of 80 marks will be held in September and the final term will comprise of a 20 mark internal Unit Test in November and an 80 mark Final Examination in February 2025. (20 marks project)
 Parents will be allowed to take home the Answer Scripts for the First Terminal Examinations only.
 - The format of the Question Paper for Class VI to VIII is of the ICSE pattern and not the same as in the Junior School. Hence no comparison of marks or performance of the child should be made as to his performance in the Junior School.
 - Ensure that the Text books are read and do not rely on the exercise book alone.
 - On Open House Days, you may meet the various teachers to discuss your son's academic performance. Please remember to collect the Report Card according to the time allotted to you. If you send a relative to collect your child's report card, they are required to carry a letter of authority signed by you.

- If there is a problem please discuss it with the teacher after making an appointment through the Headmaster. If you are still unhappy, you may seek an appointment with the Headmaster to discuss the same.
11. **Visiting Hours / Appointments:**
 - **The Principal** may be free for interviews on Monday and Friday between 10:00 a.m. and 1:00 p.m., BY APPOINTMENT ONLY. The Principal will not see any one on School business, on Saturday, Sunday and Holidays except in an emergency. Parents are particularly requested to keep to these timings. Business hours in the office will be strictly from Monday to Friday between 9:00 a.m. to 12:00 noon.
 - **The Headmaster/Co-ordinator** will be available to meet Parents of the Middle and Senior School students on Tuesday, Wednesday and Thursday between 10:00 a.m. and 12:30 p.m. after making an appointment with the Secretary to the Headmaster.
Parents are requested to please keep to these timings.
 12. **The Card System** – A Yellow Card will be issued if a child behaves in an indisciplined manner in school. Despite warnings if there is no improvement in his behavior then a Green Card will be issued. If the child still continues to show no improvement in his behaviour, then a Pink Card will be issued and the child will be asked to be withdrawn from the institution.
 13. **Bus Discipline** – Students availing of the school transport must be disciplined at all times while travelling to and from school. Bus service will be discontinued if the child is indisciplined. There have been such cases in the past, hence parents are requested to explain to their wards the consequences of misbehaving in the school/private buses.
 14. No mobile phones, cameras or any electronic gadget is to be brought to School. If found it will be **confiscated** and will be returned to the child at the end of the academic year.
 15. Parents who are willing to stand by the School in emergencies please give in your names and mobile numbers in the registers which are being passed around.
 16. Please refrain from rumours and gossip. Please do not hesitate to phone or write for clarifications from the administration.
 17. Dress Code : Parents are requested not to come to school in shorts and slippers
 18. There will be no student transfer within our 3 Bishop's Schools. In case of transfer to another school both parents must sign the application with photo ID proof.
 19. All information is provided through the e-mail and mobile app including the daily announcements.
 20. If you are not able to login to your personalized ID of the school, kindly send a mail to support@thebishopsschool.net and someone will help you solve the issue.
 21. If there is any issue with regards to the syllabus/class matters/well-being of your child kindly get in touch with the school. ***Do not depend on Whatsapp groups for clarification.***
 22. Do not use Whatsapp groups to discuss and malign a particular student or a staff of the school.

23. I look forward to your constant co-operation to make every event in The Bishop’s School a grand success right through this academic year.
