



BCM SCHOOL

A SENIOR SECONDARY SCHOOL AFFILIATED TO CBSE, NEW DELHI
SEC 32-A CHANDIGARH ROAD, LUDHIANA



CAMBRIDGE INTERNATIONAL

Congratulations !! On the success of your child!

Dear Parents,

We feel pleasure to make you acquainted with some norms of the school which are detailed below:-

- ❖ Our new Academic Session (2017-2018) commences from 03-04-17 with the following timings:-

Monday to Saturday

Nur - UKG : 8.40a.m.to 12.40 p.m.

I - X : 7.40 a.m. to 1.50 p.m.

- ❖ Send your child in **Summer Uniform**. Please ensure that your child is smartly and neatly dressed up and reaches the school on time.
- ❖ Check and sign the **School Almanac** everyday to get yourself acquainted with the important information sent through Almanac. All columns 'on the first two pages and the last page' of the School Almanac (**School Diary**) should be filled up on the very first day of getting the same (including name and phone no. of Van / Bus drivers).
- ❖ **Very important** — **Any change** in your residential address or telephone number should be communicated to the class teacher immediately. Inform Class-Teacher in case you are not receiving SMS sent by school.
- ❖ Send **tiffin box (only Home Cooked Food)** in the school bag. No tiffin box will be accepted during school timings. Do not use foil paper to pack the tiffin.
- ❖ Make sure your child appears for all **Weekly Tests/Skill Assessments on scheduled dates (as mentioned in school circulars)**.
- ❖ Go through the **School Calendar** to know about the forth – coming activities of the school.
- ❖ **Very Important** - Deposit the **quarterly/monthly fee online** as per the schedule given on the school website. Stick to the dates mentioned there. Turn overleaf for the procedure of online fee payment.
- ❖ Visit **School Website** regularly to update yourself about the school.
- ❖ Attend **Monthly Parent –Teacher Meetings** regularly to see and share the progress of your child. In case of any emergency, a prior appointment can be fixed up through the school front office.

- ❖ **Birthday Celebration-** Distribution of any kind of eatables is not allowed.
- ❖ You are requested to send one seasonal fruit daily, properly sliced, in a **small separate container** along with a small plastic fork for the **fruit break**.
- ❖ Make sure that your child does not carry **any valuable and objectionable article/ money** in the bag.
- ❖ **Do not send** your ward to the school **in case of sickness**. Inform the class –teacher by sending a prescribed leave application form through the Principal.
- ❖ Avoid collecting your ward during school hours (for safety reasons). In case of emergency, parents should collect the ward **by filling emergency leave slip at school reception**. Make arrangement to collect your ward immediately after the school timings for his/ her safety. Remember to get a visitor slip whenever you visit the school.
- ❖ In case, your child is coming to school on cycle, make sure that he/she gets a token (to be issued after payment of Cycle Parking Charges). In case of any problem regarding conveyance, feel free to contact our **Transport Department**.
- ❖ Your suggestions for the betterment of the school functioning are most welcome. If there is anything you wish to convey, please make use of '**Suggestion Register**' near the School Reception.

“BEHIND EVERY YOUNG CHILD WHO BELIVES IN HIMSELF IS A PARENT WHO BELIEVED IN HIM FIRST”

Wishing you good luck !!!


PRINCIPAL

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Procedure for Online Fee Payment

1. Log on to the school website www.bcmschools.org
2. Select '**Pay fee online**' button.
3. Select Quarterly/Monthly fee button.
4. **For Monthly fee:-**
 - i) Enter admission Number and Click on '**Go**' button.
 - ii) Select Month and fill a valid Email-Id and remarks if any then click '**Pay Now**' button.
 - iii) A new page will open, follow the instructions given there and proceed for payment.
5. **For Quarterly Fee:-**
 - i) Select appropriate term and fill a valid Email-Id and remarks if any then click '**Pay Now**' Button.
 - ii) A new page will open. Follow the instructions given there and proceed for payment.
6. Payment can be through Credit Card/ Debit Card/ Net Banking. So keep your option ready.

'Encourage your ward to take part in school activities for overall development'

Sports



- Cricket
- Chess
- Basket Ball
- Hand Ball
- Athletics
- Gymnastics
- Skating
- Taekwondo
- Karate
- Lawn Tennis
- Softball
- Carrom
- Badminton
- Judo
- Yoga
- Table Tennis

Special faculty



- Health and Wellness Teacher (Counsellor)
- Dietician
- Psychologist
- Career Counsellor
- Medical Officer
- Environment Manager
- HR Manager
- Transport Manager
- Special Coaches for various Games

Multifarious Camps/ Classes During Summer Break...