



BCM SCHOOL CHANDIGARH ROAD LUDHIANA

(A CBSE School of BCM Foundation Affiliated to CBSE, New Delhi)

Dear Parents

CONGRATULATIONS!

As we embark on a New Academic Session, BCM Family feels immensely elated to extend a sincere gratitude to all the parents for supporting us in making the preceding Academic Session outstanding.

With the grace of Almighty, the commencing Session 2024-25 is anticipated to be overflowing with fresh opportunities and possibilities.

Kindly take note of the important points regarding the new session which is going to commence on April 3, 2024:

SCHOOL TIMINGS:

Monday – Saturday	7.40 am to 1.50 pm	Fruit Break after 1 st Period
		Lunch Break After 4 th period

Note: School Gates will be closed at 7.40am sharp.

SCHOOL UNIFORM:

- Please ensure your ward is dressed in the designated Summer Uniform accompanied by their School Identification Card.
- The uniform should be neatly ironed, of appropriate size, and in a clean and tidy condition.
- Instances of non-compliance with the uniform guidelines will be noted in the Almanac, and repeated occurrences may lead to disciplinary measures.



STUDENTS' ALMANAC:

- Ensure that all columns on the first five pages of the Student's Almanac are completed on the day of issuance.
- Any changes to be made regarding the bus, driver, pick-up person, registered mobile number, or house address must be communicated to the Class Teacher promptly. Additionally, update the information on the student's I-card and ERP.
- Regularly sign the Latecomers Record, Library Record, and Infirmary Record, as they are maintained by the respective teachers.



SCHOOL CALENDAR:

- The School Calendar contains the schedule of all School Activities, Intra School Competitions, and Parent-Teacher Meetings (PTM).
- Please encourage your ward to actively participate in all activities to develop their skills and abilities.



STUDENT'S ID CARD:

- All students are required to wear their identity card daily, as it plays a crucial role in accessing information during emergencies.
- It is compulsory to carry parent ID Card whenever you visit the school
 - **ID CARD DAMAGED/LOST**
- In case of damage / loss of ID card, the student needs to inform it to the class in charge
- Loss of Parent ID Card should be immediately reported to the Class Teacher.
- Remember to periodically wash the ID card strings for maintenance.



SCHOOL BAG:

- Kindly adhere to the prescribed weight limit for the school bag, which is set at 4kg, inclusive of books. Please refrain from including additional books or extra materials.

- It is strictly prohibited to carry valuables, electronic watches/devices, or any objectionable articles in the school bag. If such items are discovered, they will be confiscated and not returned.
- Encourage your ward to regularly organize and declutter their bag for better organization.
- Ensure that the school bag undergoes periodic cleaning, either by washing or dry cleaning, to maintain hygiene standards.

TIFFIN BOX:

- Please pack two tiffin boxes - one for fruits and one for lunch (strictly home-cooked food only) to be sent along with the school bag.
- Include one seasonal fruit, appropriately sliced, in a separate small container for the Fruit Break, along with child-friendly cutlery.
- Tiffin boxes will not be accepted during school hours.



SCHOOL FEE:

- Deposit School fee online (www.bcmschools.org/home)
- Fee must be deposited before 20th of every quarter.
- Fee payment option will be available on April 1, 2024.
- Monthly online fee must be deposited before 10th of every month.



LEAVE RULES:

- Use ERP portal for availing Casual Leave, for one/ two days or send leave in a prescribed format given in the Almanac.
- For availing long and Medical Leave, submit an application for approval along with supporting documents i.e. Medical Certificate.
- Short Leave / Half Day Leave is not allowed.
- DURING ASSESSMENTS/EVALUATION- Only Medical Leave will be considered. (To be sanctioned by the Principal with proper Medical Certificate).

LEAVE FORMAT

Student Name: _____ Roll No: _____ Section: _____

Date: _____

Leave requested for _____ days from _____ to _____

Reason: _____

Class: _____ Signature of Parent: _____

Class: _____ Signature of Teacher: _____

Class: _____ Signature of Principal: _____

Note: *Regular attendance credit is given in the leaving period and absent days are not counted.

CURRICULUM PLANNING:

- Compiled Syllabus for each subject will be uploaded in the first week of April.
- Quarterly Plan of each subject will be uploaded on the school website in the first week of quarter.

PARENT TEACHER CONNECT:

- PTM will be held on 2nd Saturday of every Month (excluding Public Holidays)
- It is mandatory for all the parents to attend PTMs.
- Also attend Orientation sessions organized in the School Campus.

SCHOOL WEBSITE:

Visit school website (www.bcmschools.org) to know about the:

- School Rules
- List of Books
- School Activities/ events
- School Clubs
- Curriculum
- Leave Rules
- School Circulars
- CBSE Circulars
- E-Magazine
- Newsletter



BCM ERP SYSTEM

- All important messages will be sent through BCM ERP System.
- Update yourself through BCM ERP to know more about all important information like homework, attendance, Assignments etc.

SUGGESTION:

Parent's suggestions are always welcomed. You can always send a mail for your valuable suggestions or write on the suggestion register on the day of PTM.

BCM SCHOOL, SEC-32A, CHANDIGARH ROAD, LUDHIANA

Clubs & Committees



Artificial Intelligence Club	Art	Academic Council members	Artificial Intelligence	Celebration of Annual Days	Indoor Games
Design Thinking Club	Dance	House Prefects	Coding	Club meetings	Badminton Chess Judo Table Tennis Yoga Skating
Information Technology Club	Vocal Music	Monitors	Information Technology	Green School Programme	
Articulators' Club	Western Music (Guitar /Casio)		Olympiads	NCC	
Readers' Club	Work experience (Craft/DIY/Mural Painting)		SAT Exam	NSS	
Eco Club	Hawan & Vedic Education (Geeta Gyan)		Vedic Maths	School Band	Outdoor Games
Theatre Club	<div style="text-align: center;"> <p><i><u>During Summer Break</u></i></p> <p>Myriad of Activities</p> </div>			Ted Talks	Athletics Basketball Cricket Football Volleyball Baseball Lawn Tennis
Heritage and Tourism Club					
Financial Literacy Club					
Quiz Club					

INFRASTRUCTURE



Interactive panels for Digital Learning



Tinkering Lab



Language Lab



CCTV



Ramp & Lift Facility



Recording Studio

SPECIAL FACULTY

Career Counsellor

Tinkering Lab Coordinator

Medical Officer

Special Educator

Health & Wellness

Environment Manager

