



# BCM SCHOOL CHANDIGARH ROAD



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

## Greetings & Congratulations!

Dear Parents,

As we embark on a new academic journey, the **BCM Family** extends its sincere gratitude for your unwavering support in making the previous year a resounding success.

With the grace of the Almighty, we look forward to the **2026-27 Academic Session**, a year we anticipate will be overflowing with fresh opportunities and growth for our students.

### Session Commencement: April 4, 2026

Please take careful note of the school timings and schedules below to ensure a smooth start for your ward:

Category	Days	Timings	Fruit Break	Lunch Break
Main School	Monday – Saturday	7:40 am – 1:50 pm	9:10 am – 9:20 am	11:10 am – 11:30 am
Foundation Stage	Monday – Saturday	8:40 am – 12:40 pm	9:05 am – 9:15 am	11:10 am – 11:35 am

### Important Note on Punctuality

To maintain discipline and a smooth start to the instructional day, please ensure students arrive on time:

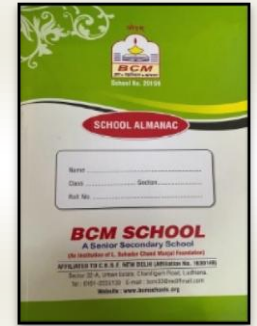
MAIN SCHOOL	BCM FOUNDATION STAGE
<b>Gates Close at 7:40 am sharp.</b> No entry will be permitted after this time	<b>Gates Close at 8:40 am sharp.</b> No entry will be permitted after this time.

### SCHOOL UNIFORM & GROOMING

- **Standard Attire:** Please ensure your ward attends school in the prescribed **Summer Uniform**, complete with their **School Identification Card**.
- **Turnout & Presentation:** We request that the uniform be clean, neatly ironed, and of an appropriate fit to ensure a smart and disciplined appearance.
- **Compliance:** Adherence to uniform guidelines is mandatory. Any instances of non-compliance will be recorded in the School Almanac. Persistent oversight may necessitate further disciplinary action in accordance with school policy.

## STUDENT'S ALMANAC & RECORDS

- **Initial Setup:** Upon issuance, please ensure that all information columns on the **first five pages** of the Almanac are completed immediately.
- **Information Updates:** Any changes regarding transport (bus/driver/pick-up person), registered mobile numbers, or residential addresses must be communicated to the **Class Teacher** promptly. Please ensure these updates are also reflected on the **Student's I-Card** and the **School ERP**.
- **Regular Monitoring:** Parents are requested to regularly review and sign the **Latecomers Record, Library Record, and Infirmary Record** within the Almanac to stay updated on their ward's school activities.



## SCHOOL CALENDAR & CO-CURRICULAR PARTICIPATION

- **Annual Roadmap:** The School Calendar is available on the school website and provides a comprehensive schedule of all academic & co-curricular activities, intra-school competitions, and Parent-Teacher Meetings (PTMs).
- **Holistic Development:** We encourage parents to motivate their wards to participate actively in all scheduled activities. These platforms are vital for honing their unique skills, building confidence, and fostering overall personality development.



## IDENTIFICATION & SECURITY

- **Student ID Card:** It is mandatory for all students to wear their Identity Card daily. This is a critical safety measure for identification and accessing vital information during emergencies.
- **Parent ID Card:** For campus security, parents must carry their official School Parent ID Card for every visit to the school premises.
- **Loss or Damage:**
  - If a **Student ID Card** is lost or damaged, the student must inform their **Class In-Charge** immediately to initiate a replacement.
  - The loss of a **Parent ID Card** must be reported to the **Class Teacher** without delay.
- **Hygiene & Maintenance:** Please ensure the ID card lanyard (string) is washed periodically to maintain a clean and tidy appearance.



## SCHOOL BAG PROTOCOLS

- **Weight Control:** Keep the bag weight under **4kg**. Only carry books required as per the daily timetable.
- **Restricted Items:** Valuables and electronic gadgets are strictly forbidden. If found, these will be confiscated and permanently withheld.
- **Bag Care:** Help your ward declutter their bag regularly to avoid unnecessary load.
- **Sanitation:** Please wash or dry-clean the school bag at regular intervals for student health and hygiene.



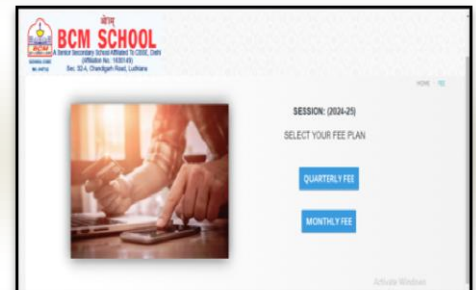
## NUTRITION & TIFFIN POLICY

- **Dual Tiffin:** Please send two separate tiffin boxes—one for the Fruit Break and one for Lunch—inside the school bag.
- **Meal Quality:** We strictly permit **home-cooked food only**. For the Fruit Break, include one seasonal fruit (appropriately sliced) in a small container with child-friendly cutlery.
- **Security & Discipline:** To ensure student safety and minimize classroom interruptions, **tiffin boxes will not be accepted at the school gate** during school hours.



## SCHOOL FEE PAYMENT

- **Online Portal:** School fees should be deposited online via our official website: [www.bcmschools.org/home](http://www.bcmschools.org/home).
- **Quarterly Payments:** Fees must be deposited by the **20th of the first month** of every quarter.
- **Monthly Payments:** For those opting for monthly payments, fees must be deposited by the **10th of every month**.
- **Availability:** The fee payment portal for the new session will be active starting **April 1, 2026**.



## LEAVE RULES & GUIDELINES

- **Short Absences (1-2 Days):** Apply directly through the **ERP Portal** or the **Almanac leave slip**.
- **Long/Medical Absences:** Submit a formal request and a **Medical Certificate** for administrative approval.
- **Assessment Period:** Leave during examinations is strictly restricted to medical emergencies and requires **Prior Approval from the Principal** with supporting medical documentation.

**No Short Leave or Half-Day Leave requests will be entertained.**

A template for a 'LEAVE FORM'. It includes fields for 'The Principal', 'Parent Name / Ward/Child', 'Class', 'Roll No.', 'Date', 'Leave requested from', 'Leave requested for how many days', and 'Leave requested for' (from and to dates). There are four signature lines for 'Parent', 'Principal', 'Teacher', and 'Headmaster'. A note at the bottom states: 'Note: Regular attendance enables a gain in the learning process and hence, attendance is vital.'

## ACADEMIC & CURRICULUM PLANNING

- **Annual Syllabus:** A comprehensive, subject-wise syllabus for the entire session will be uploaded to the school website during the **first week of April**.
- **Quarterly Academic Plans:** Detailed plans for each subject will be made available on the school website during the **first week of every quarter**.

## STRENGTHENING THE PARENT-TEACHER PARTNERSHIP

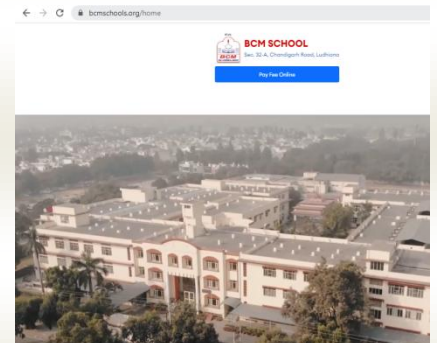
- **PTM Schedule:** Every **fourth Saturday** of the month (except on public holidays and in exceptional cases).
- **Commitment:** We request mandatory attendance at all PTMs to ensure a consistent support system for our students.
- **Campus Orientations:** Kindly attend the various Orientation Sessions held on campus to stay aligned with the school's vision and policies.



## EXPLORE OUR SCHOOL WEBSITE

We encourage parents to regularly visit [www.bcmschools.org](http://www.bcmschools.org) to stay updated with the following information:

- **Academics:** Curriculum, List of Books, and CBSE Circulars.
- **Guidelines:** School Rules, Leave Rules, and School Circulars.
- **Enrichment:** School Clubs, Activities, and Events.
- **Publications:** E-Magazine and Daily Newsletter (Campus Connect)



## BCM ERP

- **Official Channel:** All important messages and notifications are shared exclusively through the **BCM ERP System**.
- **Daily Monitoring:** Access the portal regularly to stay informed about:
  - **Daily Homework & Assignments**
  - **Student Attendance Records**
  - **Examination Schedules & Results**
- **User Responsibility:** Please ensure your login credentials are active and check the portal frequently for real-time updates.
- **Click on the link to open ERP**  
<https://bcmschools.org:8444/ords/r/schoolerp/bcm32/login>

## ASSESSMENT STRUCTURE

The assessment structure for the current academic session comprises Cycle Tests (to be conducted every Monday), the Mid-Term Examination, and the Annual Examination. Periodic Tests have been replaced with Cycle Tests to ensure continuous assessment of students across all classes.

Detailed guidelines and the schedule will be shared separately.

## GUIDANCE & COUNSELLING

- **Available Support:** Professional counsellors are available across all wings to provide personalized support to our students.
- **Appointments:** To arrange a session with a counsellor, parents may send a request through the **Class Teacher** or the **Wing Supervisor**.



## BIRTHDAY CELEBRATION GUIDELINES

- **Dress Code:** To maintain school decorum, students must wear the **Regular School Uniform** on their birthdays. Casual or party attire is strictly not permitted.
- **Celebration Policy:** To promote simplicity and equality, parents are requested to send only **one small stationery item** per student for distribution. Please refrain from sending chocolates, cakes, or expensive gift hampers.



**FEEDBACK & SUGGESTIONS** We deeply value your input as partners in your ward's education. Please feel free to share your valuable suggestions through the following channels:

- **For Fee-related queries:** [office.32@bcmf.org.in](mailto:office.32@bcmf.org.in)
- **For General Information:** [info.32@bcmf.org.in](mailto:info.32@bcmf.org.in)
- **In-Person:** You are welcome to record your feedback in the **Suggestion Register** available during Parent-Teacher Meetings (PTM).

As we embrace this fresh beginning, let us move forward with confidence in our collective journey. As **Aristotle** wisely noted:

***“Well begun is half done.”***

We look forward to a rewarding and successful academic session together.

**Warm Regards,**

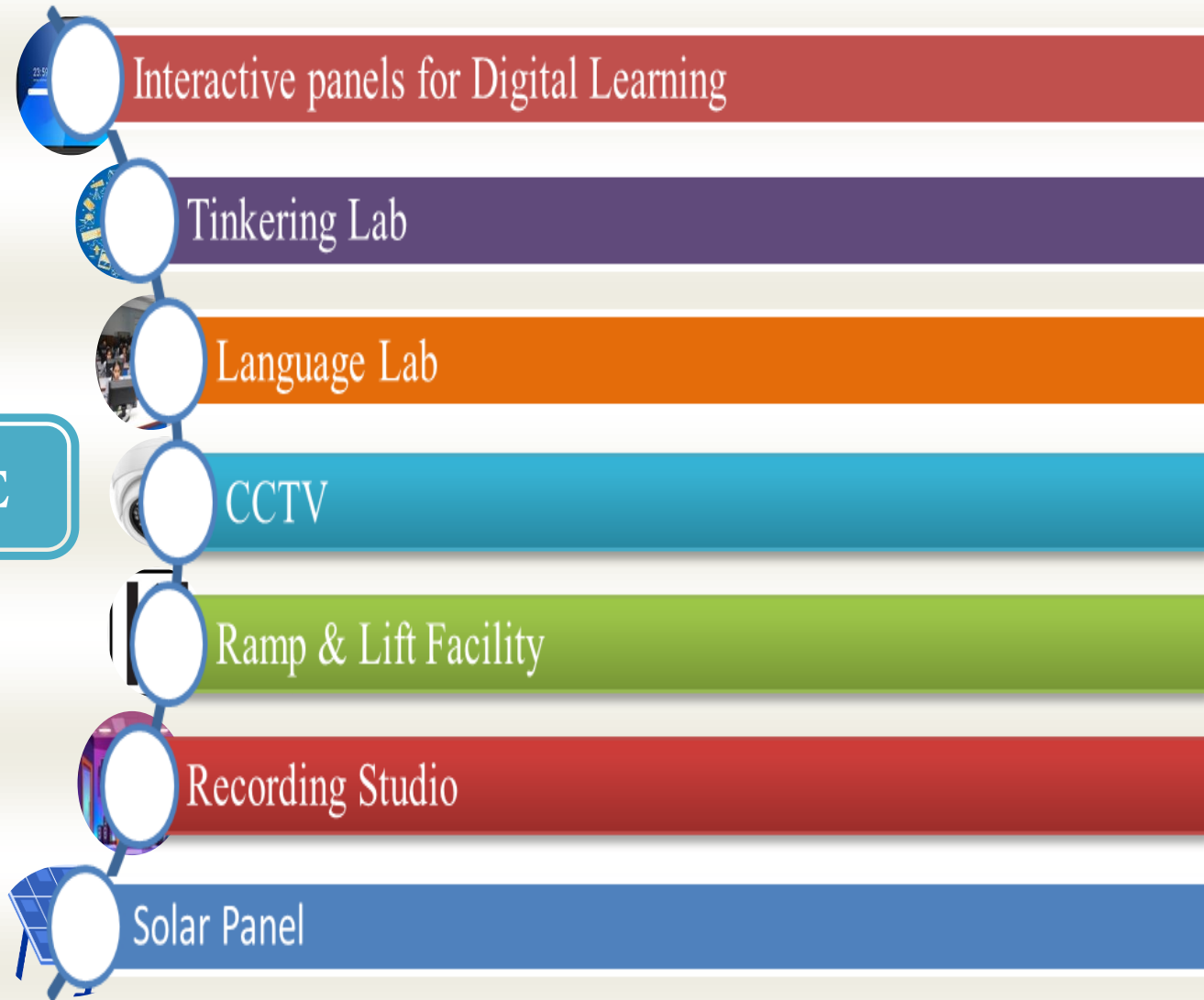
A handwritten signature in green ink, appearing to read 'S. S. Suleman'.

**PRINCIPAL**

## Salient Features of the School

CLUBS	MORNING ACTIVITIES	PROCTORIAL BOARD	SPECIAL CLASSES	OTHER ACTIVITIES	GAMES	COMMITTEES
Eco Club	Art	Academic Council Members	Artificial Intelligence	Annual Days Celebratiion	<b>Indoor Games</b>	Grievance Redressal (Ms. Poonam Arora)
Stem Spark Club	Dance	House Prefects	Coding	Club meetings		Badminton Chess Judo Table Tennis Yoga Skating
Quiz Club	Vocal Music	Monitors	Information Technology	Green School Programme	Disaster Management (Ms. Ritu sayal)	
Spic Macay Heritage Club	Western Music (Guitar/Casio)		Olympiads	NCC/ NSS	Sexual Harrasment (Ms. Manju Bhatti)	
Language & Literature	Work Experience (Craft/DIY/Mural Painting)		SAT Exam	School Band	<b>Out Door Games</b>	Safety and Security (Ms. Rajni Maingi)
Sports Club	Hawan & Vedic Education (Geeta Gyan)		Vedic Math	Ted Talks	Athletics Basketball Cricket Football Volleyball Baseball Lawn Tennis	Anti-bullying (Ms. Anjali Ralli)
Entrepreneur Club	<div style="border: 2px solid #0070C0; border-radius: 25px; padding: 10px; background-color: #ADD8E6;"> <p style="margin: 0;"><b>MYRIAD OF ACTIVITIES &amp; TRAINING CAMPS ORGANISED ADDITIONALLY DURING SUMMER VACATION</b></p> </div>					
						Discipline (Ms. Poonam Arora)
						Transport (Ms. Ritu Sayal)

## INFRASTRUCTURE



**SPECIAL  
FACULTY**

Career Counsellor

Tinkering Lab Coordinator

Medical Officer

Special Educator

Health & Wellness

Environment Manager

**Community Outreach**

**Buddy Programme**

**Bridging Program - SAFAL**

**Swadesh Manthan**

**Saathi Project**

**Alumni Association**

**Centre for Talent Development**

**Our Unique Initiatives**

**Career Guidance cell**

**Leadership Programme**

**SQAA- School Quality Assessment and Assurance**

**Pupil Tutoring**

**Mission Prakriti – Green School**