

APEEJAY SCHOOL BHUBANESWAR

Ref.No:- CIR/007/2026-27

Date: 07-04-2026

CIRCULAR: IMPORTANT GUIDELINES FOR STUDENTS & PARENTS (AY 2026-27)

Dear Parents,
Greetings of the day!

This is to inform you about important guidelines and procedures for the smooth functioning of the school in the upcoming academic session. Kindly adhere to the following:

1. CAMPUS MOVEMENT & TRAFFIC

Gate No. 1 (towards main road) is for Classes **VIII–XII** and **Gate No. 2** (towards village road) is for **Nursery–VII**. This is to avoid traffic congestion.

*Students/Parents must use only their designated gates.

*Parking should be in the designated areas only.

***Do not park your vehicles** in front of **Main Gate** so as to avoid any mishap.

*Avoid congestion near school gates and follow security instructions.

***Do not stand near the Gate** or in the campus once you drop/collect your child.

*Blocking entry/exit points and unnecessary honking are strictly prohibited.

*Parents are **not permitted to enter into classroom** on a particular day during school hours.

2. SCHOOL TIMINGS & DISCIPLINE:

Students must report 10–15 minutes before the Assembly / 1st period. The **reporting time** of students is **7:40 - 7:55 am**. Attendance in the classroom happens at 7:55 am. If a child doesn't report in the classroom before 8:00 am (beginning of 1st period) then the child is marked absent. Hence, punctuality is expected and appreciated.

Late entries will be recorded and monitored. Late Reporting stamping will be done for students entering the gate on or after 7:55 am.

Repeated late coming will invite disciplinary action of Yellow Card / Red Card (after 03 warnings).

Reporting timings for **Nursery - II** is **7:55 - 12:00**; **III - XII** is **7:55 - 2:00 pm**.

Departure timing for safety & security purposes may vary viz., Nur, LKG, UKG at 12:00 noon and I & II at 12:10 pm.

During Summer the school timing changes as per Government of Odisha notice. In the past couple of years, the school timing is during Summer (tentatively wef 2nd week of April) is **6:50 am – 11:00 am**. The same is informed in advance.

3. ACADEMIC GUIDELINES:

Students (Classes Nur–XII) must follow prescribed subject combinations and timetables. School follows NEP 2020 norms for all classes and incorporates ECCE guidelines for Nur – II.

*Students are **not required to carry textbooks**. They will only carry notebooks as per the time table, water bottle and tiffin. Bag weight will remain appropriate if child follows the time table.

*Emphasis is on regular attendance (**75% attendance every month is mandatory** as per CBSE norms); timely submission of assignments, and appearing in continuous Assessment viz., PT-1, PT-2 (CBT-1), Half Yearly Examination, PT-3, PT-4 (CBT-2) & Annual Examination.

*Extra/Guided classes are conducted between 2:15 to 3:15 pm from Monday to Friday. Attendance may be mandatory for selected students.

4. FEE PAYMENT:

All fee payments must be made strictly through the **MCB App**. It will be operational with effect from **4 April 2026**.

*No offline/cash/credit/debit/bank draft mode of payments will be accepted

*Verify student details before making payment

*Download and retain payment receipts for future reference and records.

*In case of failed transactions: do not retry immediately; contact the school office if the amount is deducted but not reflected.

*Fees must be paid within the prescribed timeline. **15 April** for 1st Quarter, **15 July** for 2nd Quarter, **15 October** for 3rd Quarter, and **15 Jan** for 4th Quarter.

Delay may lead to: late fee penalty of **Rs 200 per month** and it gets cumulative till the fee is remitted; restriction from classes; or withholding of report cards/results.

5. ID CARDS & SECURITY:

New ID cards are under process and will be completed **on or before 25 April** (tentatively); Till such time existing students should carry previous year's ID cards.

*Wearing ID card is mandatory within campus and must be visible at all times

*Misplaced ID cards must be reported and reissued with applicable charges

*ID card distribution: 20 April 2026 – 25 April 2026

*Release Card & Parents Card is issued to parents and must be carried while collecting the child during dispersal; only authorized persons are allowed for pick-up with verification.

6. UNIFORM GUIDELINES:

A proper school uniform is compulsory on all working days (Tie, Belt, ID card & proper black sports shoes).

*Students must maintain a clean, ironed uniform, proper footwear, and hygiene.

*Altered uniforms (not matching the school logo and cloth texture) and unauthorized accessories are not permitted. (**Watch, Mobile & any kind of electronic devices are strictly prohibited**).

If electronic gadgets is found in the custody of students, it will be confiscated.

*House uniform must be worn on designated Sports days only.

*Winter uniform will be mandatory from 15 November till 28 February (Hoodie for Nur - VIII and Blazer for IX - XII).

7. STUDENT RESPONSIBILITIES

*Students must carry required books, stationery, and school diary daily.

*Avoid bringing valuables; school will not be responsible for any loss.

*Mehndi & Tattoos, Danglers, hair colour are strictly prohibited.

*Students can carry **max Rs 50** to school if they want to avail Canteen facility. Anything over & above it will be confiscated along with disciplinary action.

*Students are permitted to celebrate their birthdays in school by distributing **toffees** worth **Rs 5/-**. Costly chocolates & cake are strictly not permitted. Nur to V students can wear civil attire. Students of VI to XII need to wear School uniform on their Birthdays.

***Students should wear an ID card daily**. Without an ID card, children will have restricted entry at the gate.

8. COMMUNICATION & INTERACTION

*Parents must save the Class Teacher mobile number for updates. CT will send all information through MCB and important messages / circulars may be posted via **whatsapp broadcast**.

*Maintain decorum and avoid irrelevant messages to teachers.

*Parents can call or send messages to CT for any concern/issues between **5:00 pm – 6:00 pm** only.

*Avoid calling teachers outside designated hours; use official channels.

*Teachers **don't carry mobile phones** during working hours from **8:00 am to 3:00 pm**. Hence, they are not available to take your calls.

*For any issues during school teaching/working hours you can call at **7077006609** or write email to **info.bbsr@apeejayschool.com**.

9. DAY BOARDING / DAY CARE / SPORTS ACADEMY:

***Day Boarding Program** is open for grade **III to IX** and is optional. There are no additional charges for DBP. It will be on **Monday, Wednesday & Friday** with timing **2:15 pm to 3:45 pm**.

*DBP Includes supervised study and activities (Sports / Theatre / Mental Maths / Robotics / Music / Dance / Painting / STEM etc)

*Prior registration is mandatory.

***Day Care** caters to the need of working parents of Nur - II and has additional fee per month. The timing is after regular school hours that is from **12:00 - 4:15 pm**.

***Sports Academy** is for **III to IX** on Tuesday, Thursday, Saturday & Sunday from 4:00 - 5:30 pm. The academy hones skills of students in Football, Cricket, Basketball & Skating. It has an additional fee for enrollment.

As always, we appreciate your unstinted understanding and cooperation to make school function smoothly.

Warm Regards

ATANU RATH

Principal

Apeejay School, Bhubaneswar