



BIRLA HIGH SCHOOL **FAQ (2025-26)**

1. When does the term begin?

Classes will begin as per the details mentioned hereunder:

CLASS	DATE	TIME
Playgroup	Monday, 7 th April 2025	9 a.m. to 10:30 a.m. till further notice
Nursery	Thursday, 3 rd April 2025	8:30 a.m. to 11 a.m. till further notice
Lower KG	Wednesday, 2 nd April 2025	8:00 a.m. - 12:00 noon
Upper KG	Wednesday, 2 nd April 2025	8:00 a.m. - 12:30 p.m.
Class I	Wednesday, 2 nd April 2025	8:00 a.m. - 1:10 p.m.
Class II	Wednesday, 2 nd April 2025	8:00 a.m. - 1:15 p.m.
Class III	Wednesday, 2 nd April 2025	8:00 a.m. - 1:20 p.m.
Class IV	Wednesday, 2 nd April 2025	8:00 a.m. - 1:25 p.m.
Class V	Wednesday, 2 nd April 2025	8:00 a.m. - 1:30 p.m.

2. Does the school provide any transport?

Transport is not provided by the school and we take no responsibility for carpools.

3. How do we get the school diary?

The school diary is given by the Class teacher once the new session commences.

4. Is there any half-day facility for the students?

We do not have any system for half day. Children will not be allowed to leave early or come in late to school.

5. Are children allowed to enter school late?

Children are not allowed to enter school late. After 3 days of being late in a month, strict action will be taken. The child is also liable to be sent home.

6. How are parents notified about important updates or assignments?

Children are encouraged to write notes in the diary. However, parents get notified about attendance, assignments and circulars through Campus Care portal. All circulars are uploaded in our school website. Teachers also notify parents through WhatsApp in the class group. Updates about daily activities are posted in the Google Classroom.



BIRLA HIGH SCHOOL **FAQ (2025-2026)**

7. Are Activity Based Learning (ABL) classes and Clubs compulsory?

Activity Based Learning (ABL) classes are held every Wednesday for the students of Class I & II. Timings are as follows:

- for class I: from 12:45 p.m. to 1:30 p.m.
- for class II: from 12:45 p.m. to 1:35 p.m.
- for UKG from 12- 12:30 p.m.

Clubs are held every Wednesday for the students of classes III, IV & V from 12:45 p.m. – 1:45 p.m.

Both the above are held during school hours and therefore compulsory.

8. Are the extracurricular classes after school compulsory?

Extracurricular classes are held for the students of classes III, IV & V only. These classes are optional for the students and are held after school on the specified days mentioned in the diary.

9. Is school closed on rainy days, rallies/bandhs?

School is open on all these days. Parents should use their discretion in sending their wards to school unless otherwise notified.

10. Are parents allowed to meet the teachers in the morning?

Parents are not allowed to meet the teachers in the morning or during school hours. Please follow the days and timings mentioned in the school diary for the same.

11. Are Tiffin Boxes or Water Bottles allowed to be sent later?

Tiffin boxes or water bottles will not be accepted by security or the school office after school has begun.

If the child forgets his tiffin box/water bottle, he will be provided with food/ water at school.

12. Are Escort cards compulsory for dispersal?

Yes, the **Escort card** is compulsory.

Children are not allowed to leave the school without the Escort card. Only parents will be issued a gate pass (if necessary) if they fail to produce the Escort card during dispersal.

A child **will not** be dispersed against his Fee Book or any other document.

13. What is the purpose of an Escort Card and a Student Identity Card?

Dispersals are done only against an Escort card whereas pupils are expected to wear the Student Identity Card to school daily.

14. What will happen if an escort forgets to carry the Escort Card to school?

No gate pass will be issued to the **carpool drivers/any other relative /house help /etc.** Hence, the child will have to wait in school till the parents come or send someone with the Escort Card.



BIRLA HIGH SCHOOL
FAQ (2025-2026)

15. Who are the Authorized Booksellers?

Playgroup, Nursery & Classes I - V :

Oxbridge – 79A, A.J.C. Bose Road, Kolkata - 700 014,
Ph: 9007218679

Monday to Saturday - 9:30 a.m. - 7 p.m.

Lower, Upper KG & Classes I - V :

Scholar's (Victoria Plaza): 2A, Shakespeare Sarani

(Sahara Sadan Complex) Opp. M.P. Birla Planetarium Kolkata-700 071.

Phone – 2282-6246/9830253393, 7044069108

In March and April - open 7 days a week from 9:30 a.m. – 7:00 p.m. only & from May onwards store will be open from Monday to Saturday 10:30 – 6:00 p.m.

Email – neelam.gupta58@yahoo.com , Website : shopatscholars.com

16. On which dates can stationery be purchased from the Bookseller?

Sale of stationery from the Bookseller's shops mentioned above, will be as follows:

- **Class Playgroup:** Friday, 21st March 2025 from Oxbridge.
- **Nursery:** Saturday, 22nd March 2025 from Oxbridge.
- **Lower KG:** Friday, 21st March 2025 from Scholar's.
- **Upper KG:** Saturday, 22nd March 2025 from Scholar's.
- **Class I & II:** Monday, 24th March 2025 from Oxbridge and Scholar's.
- **Class III:** Tuesday, 25th March 2025 from Oxbridge and Scholar's.
- **Class IV:** Wednesday, 26th March 2025 from Oxbridge and Scholar's.
- **Class V:** Thursday, 27th March 2025 from Oxbridge and Scholar's.

17. When will the stationery be submitted to the class teachers?

Parents of Classes Playgroup to II will have to submit the stationery to the class teacher on Thursday, 27th March 2025 between 9 a.m. – 12:00 noon. Please note that entry and exit will be from Gate No.1. You are required to carry 2 passport size photographs of your ward wearing the school uniform. Parents of new admittees of Classes III – V are also required to come to school that day for collecting the temporary Escort Card from the school office.



BIRLA HIGH SCHOOL **FAQ (2025-2026)**

18. Since there are no books for Playgroup, what are parents expected to submit on the stationery collection day?

Parents of Playgroup students will submit the customised stationery kit to the class teacher. Parents have to carry 2 passport size photographs of the child wearing a t-shirt (any colour) for temporary ID cards along with the school apron.

19. From where do we purchase the school uniforms?

The prescribed school uniform vendors are:

1) **Scholar's Victoria Plaza:** 2A, Shakespeare Sarani (Sahara Sadan Complex) Opp. M.P. Birla Planetarium Kol-700 071.
Phone – 2282-6246/9830253393, 7044069108
In March and April - open 7 days a week 09:30 am to 07:00 pm.
From May onwards - open from Monday to Saturday 10:30 am to 06:00 pm.
Email: neelam.gupta58@yahoo.com Website: shopatscholars.com

2) **Sureka Stores:** 1, A.J.C Bose Road Kolkata – 700 020. (Lord Sinha – A.J.C. Bose Road crossing), (Opp. Shri Shikshayatan School, Pre-Primary section)
Nearest metro station – Rabindra Sadan Gate no.1.
Phone – 2282-8107/2282-7025/9123815442/9748145574
Monday to Saturday (10:30 a.m. – 7:30 p.m.)
Email: surekastores@gmail.com Website: surekastores.com

3) **Pragya Tailors:** 134, Mahatma Gandhi Road, Kolkata-07.
Phone – (003) 2269-3875 / 8013939349
AE-332, Sector-I, Salt Lake City, Kolkata-64.
Phone – (033) 2337-8556
37A, Garcha Road, Ballygunge, Adjacent to Gariahat Tram Depot, Kolkata.
Phone – 2454-4911/4912/9830260838/35518195
(Monday to Saturday -11:00 am to 07:00 pm)

4) **Status Collection:** B.K. Market (Ground Floor), Facing Pretoria Street (Opp. Nightingale Hospital) 16B, Shakespeare Sarani, Kolkata-71
Phone – 2282-8335/ 40630046/ 9836543840
5/2B, Nurullah Doctor Lane, Kolkata -17 (beside Sana Nursing Home) Phone – (033) 2280-0703
(Monday to Saturday 11:00 am to 08:00 pm)

20. From where do we purchase the school shoes?

- **For Playgroup, students can wear any comfortable Velcro shoes. No lace shoes or slippers are allowed.**
- For Nursery to Class V, school shoes will be available at BATA Stores at Lindsay Street, Camac Street and Bata Shoe store (Kohli Mansion).
- ID card should be carried by the student to avail a discount of 16% on the purchase of school shoes.

21. *In case of any problem regarding books/uniforms, who do we contact?*

You are requested to sort the problem with the concerned vendor, failing which please feel free to contact the Headmistress by mail at: headmistress@birlahighschool.com