

BTGS Parent Information Guide

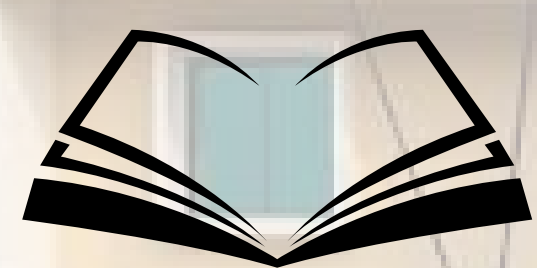
YOUR QUICK REFERENCE GUIDE

WELCOME

Welcome to Brahmavid The Global School (BTGS).

We believe that a strong partnership between the school and parents creates the best environment for every child's success. This guide has been designed as a quick reference to help you understand the essential information you need throughout the academic year.

For detailed policies and procedures, please refer to the **BTGS Student & Parent Handbook**.



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BTGS Student & Parent Handbook.*

***"Together, we nurture confident,
responsible, and future-ready
learners!"***



contact@brahmavid.com



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School Timings

*Punctuality is an important part of a student's learning journey. Parents are requested to ensure that their child arrives at school **before the commencement of the school day**. Timely arrival helps students settle into their daily routine and participate fully in all academic activities.*

School Timings :

Learning Stage	Classes	School Timings
- Foundation Stage - Foundation Stage - Preparatory Stage - Middle Stage - Secondary Stage	Nursery – UKG Grades 1–3 Grades 4–5 Grades 6–8 Grades 9–12	08:45AM-12:30PM 07:40AM-02:15PM 07:40AM-03:55PM 07:40AM-03:55PM 07:40AM-02:00PM



Important Note: Students are expected to report to school **at least 10 minutes before** the commencement of classes to ensure a smooth and timely start to the school day.

Attendance Policy

Regular attendance is essential for every student's academic progress, personal development, and overall success. Parents are requested to support the school by ensuring their child attends school regularly and punctually.

Parents are requested to:

- Ensure that their child maintains a minimum of 85% attendance during the academic year.
- Inform the school in writing (via the official school email) in advance for any planned absence or immediately after the absence in case of an emergency.
- Submit a Medical Certificate or doctor's prescription for any medical leave of more than three (3) consecutive days.
- Avoid planning family vacations or extending holiday trips during the academic session, as such absences will not be considered excused.
- Ensure that their child completes all classwork, homework, projects, assignments, and other learning tasks missed during the period of absence.

Excused Absences :

Absence from school or early dispersal will be considered only under the following circumstances:

- Illness or medical reasons.
- Family or personal emergencies.
- Recognised religious holidays approved by the school.



Important Note: Regular attendance plays a vital role in a child's learning and overall development. Parents are encouraged to minimise unnecessary absences and ensure that all attendance-related communication is made through **the official school email**.

School Uniform

*The school uniform represents the identity, discipline, and values of **Brahmavid The Global School**. Students are expected to wear the prescribed uniform with pride and maintain a neat, well-groomed appearance at all times.*

Students are expected to:

- Wear the prescribed school uniform every day.
- Maintain proper personal grooming and a neat appearance.
- Wear the prescribed shoes and approved accessories.
- Carry their School Identity Card every day while on campus.
- Ensure that the uniform is clean, well-maintained, and worn appropriately.



Uniform Guidelines

The school uniform is to be worn while attending school or during official school events, competitions, educational visits, and activities organised or approved by the school.

Students are strictly prohibited from wearing the school uniform while visiting shopping malls, cinemas, markets, coaching centres, or any other public places that are not related to school activities.

Important Note: Wearing the school uniform outside authorised school activities is considered a violation of the school's Code of Conduct. The school reserves the right to take appropriate disciplinary action in such cases.

Communication Policy

*At **Brahmavid The Global School**, we believe that effective communication between parents and the school plays a vital role in supporting every student's learning and well-being. Parents are requested to follow the communication guidelines below to ensure timely and efficient assistance.*

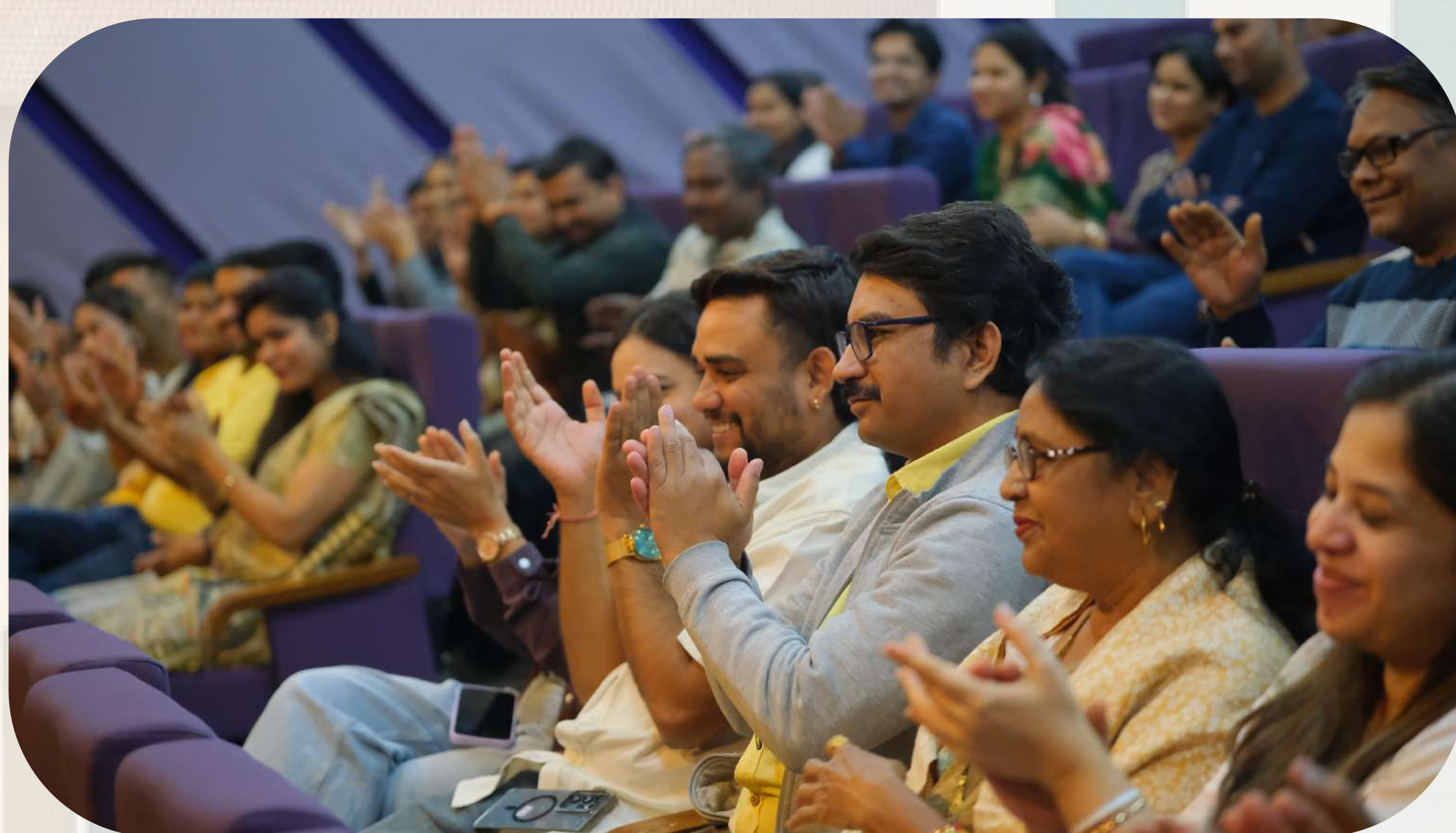
Communication Guidelines :

- Use only the official school email (contact@brahmavid.com) for all requests and communication. Requests made verbally, over the phone, or in person will not be considered official.
- If you do not have an email ID, you may use your child's registered email ID to communicate with the school.
- You may write your email in **English or Hindi**, as per your convenience.
- Clearly mention your child's **Name, Grade, and Section** in every email.
- Allow **2–3 working days** for processing and responding to requests.
- Contact the **Administration Office** only during the **official working hours** of **10:00 AM to 3:00 PM**.
- Schedule an appointment before meeting teachers or school staff.
- Attend all **Parent-Teacher Meetings (PTMs)** and the **Annual Parent Orientation Programme**.
- Use **Google Classroom** for all academic-related queries, assignments, and classroom communication.

Early Dispersal & Student Pick-up :

To ensure the safety and security of every student:

- Students will be permitted to leave during school hours **only in genuine emergencies**.
- Parents must submit the request **at least two hours in advance** through the official school email to allow sufficient processing time.
- Parents are requested not to schedule doctor appointments or other personal engagements during school hours.
- If a student has a planned family function, travel, or any other engagement, parents are requested **not to send the child to school on that day**, as students will not be relieved during school hours except in emergency situations.
- Requests for exemption from the Day Boarding Programme will not be entertained.



Important Note: We encourage respectful, timely, and solution-oriented communication. Following these guidelines helps the school respond efficiently while ensuring the safety, security, and well-being of every student.

School Transport

*At Brahmavid The Global School (BTGS), student safety is our highest priority. Our air-conditioned school buses are equipped with **GPS tracking, CCTV surveillance, and RFID technology** to ensure a safe and secure journey. Every bus is operated by a trained driver and accompanied by a lady conductor.*

School Transport Guidelines :

Parents are requested to:

- Ensure that their child reaches the designated bus stop **at least 5 minutes before the scheduled pick-up time.**
- Be present **5 minutes before** the scheduled drop-off time to receive their child.
- Ensure that only the **parent, guardian, or an authorised person** collects the child.
- Immediately inform the school of any **change in address, contact number, or transport requirements** through the official school email (contact@brahmavid.com).
- Direct all transport-related queries to the **School Transport Manager** and avoid discussing transport matters directly with bus drivers, lady attendants, or conductors.

Important Transport Rules :

- The school bus will not wait for late arrivals at the bus stop, as it affects the entire transport schedule.
- Students are permitted to board and disembark only at their allotted bus stop.
- Temporary requests for changes in bus routes, pick-up points, or drop-off locations cannot be accommodated due to safety reasons.
- If the authorised person is unavailable at the drop-off point, the student will be taken back to the school campus, and parents must collect the child from the school.
- Any student found violating transport rules or displaying inappropriate behaviour may have the school transport facility withdrawn.
- Once the transport facility has been opted for, it will continue for subsequent academic years unless a written cancellation request is submitted to the school.



Private Transport Guidelines :

Parents using private transport are requested to follow the guidelines below:

- Students must be picked up and dropped off only by a parent, guardian, or an authorised adult carrying approved by the school.
- Private vehicles are not permitted inside the school campus. Students must enter and exit through the designated school gate.
- Parents are requested to arrive at least 5 minutes before the school's reporting and dispersal timings.
- Students travelling in unauthorised or non-approved vehicles will not be permitted.
- Self-driving to school is strictly prohibited. Students may travel only by school transport, private transport driven by a parent/guardian, or a bicycle (for nearby students) while wearing a protective helmet.
- If parents repeatedly fail to follow the private transport guidelines, the school may discontinue the private transport arrangement and require the student to use the school transport service.

Important Note: Wearing the school uniform outside authorised school activities is considered a violation of the school's Code of Conduct. The school reserves the right to take appropriate disciplinary action in such cases.

Student Health & Safety

*The health, safety, and well-being of every student are of utmost importance at **Brahmavid The Global School (BTGS)**. Parents are requested to work in partnership with the school to maintain a safe, healthy, and secure learning environment.*

Health Guidelines :

Please do not send your child to school if he/she:

- Has a fever or is medically unfit to attend school.
- Has a contagious or infectious illness.
- Has been advised by a medical practitioner to remain at home.

Parents are requested to:

- Inform the school immediately if their child is diagnosed with a communicable disease.
- Notify the school of any allergies, medical conditions, long-term medication, or special health requirements.
- Keep all emergency contact details updated at all times.

Medication at School :

- Wherever possible, medication should be administered **outside school hours**.
- If medication must be given during school hours, parents must submit:
 1. The prescribed medication.
 2. A valid **doctor's prescription**.
 3. Written instructions regarding the dosage, administration time, and storage requirements.
- All medication will be administered **only by the School Nurse**.

Campus Safety & Security :

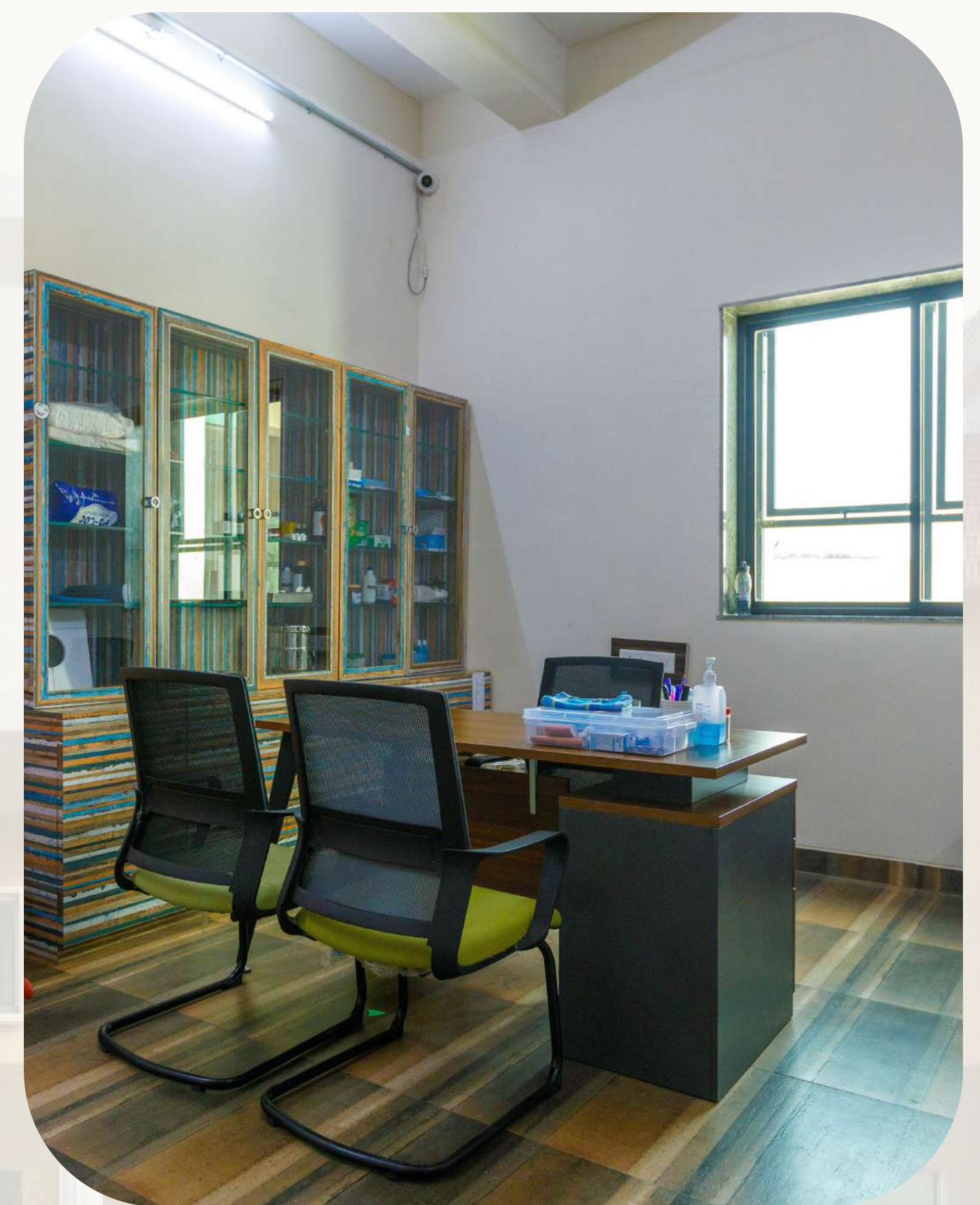
- The BTGS campus is equipped with appropriate **safety and security measures** to provide a secure environment for all students.
- Students may enter or leave the school campus **only with a parent, guardian, or an authorised adult**, in accordance with school procedures.
- Parents and visitors are requested to **cooperate with the school's security personnel** and follow all campus safety protocols.
- Parents are expected to maintain **respectful behaviour** while on campus. Any form of misconduct or inappropriate behaviour within the school premises may invite disciplinary action.

Activities Outside the School Campus :

The school is responsible for students only during authorised school activities and while they are on the school campus or under the school's supervision.

Parents are responsible for:

- Activities, gatherings, or events organised outside the school.
- Students' online behaviour, including the responsible use of social media, messaging platforms, and digital communication.
- Resolving personal disputes or incidents occurring outside the school's jurisdiction.



Important Note: A safe and healthy school environment is a shared responsibility. We request all parents to cooperate with the school's health, safety, and security guidelines to ensure the well-being of every child.

Homework & Learning

*At Brahmavid The Global School (BTGS), learning extends beyond the classroom. Homework is designed to reinforce classroom learning, encourage independent thinking, develop responsibility, and strengthen study habits. We believe in assigning **meaningful, engaging, and purposeful** tasks that support each student's overall development.*

Parents Can Support Learning By:

- Establishing a regular study routine at home.
- Encouraging independent learning and problem-solving.
- Monitoring homework and project completion.
- Promoting daily reading habits.
- Appreciating effort, perseverance, and progress as much as achievement.
- Providing a quiet and positive environment for learning.



Homework Guidelines :

- Homework and classroom assignments are communicated through Google Classroom.
- Students are expected to complete and submit all assignments within the given timelines.
- In case of absence, parents should ensure that their child completes all missed classwork, homework, projects, and learning activities.
- Parents are encouraged to guide and motivate their children while allowing them to complete their work independently.

Our Learning Approach :

BTGS follows a holistic, transdisciplinary, and experiential learning approach that nurtures academic excellence alongside creativity, critical thinking, communication, life skills, and overall personality development.

The curriculum focuses on:

- Language & Communication Skills
- Mathematics & Logical Thinking
- Science & Social Studies
- Creative & Performing Arts
- Physical Education & Well-being
- Life Skills & Character Development



Student Support Services :

The school provides learning support for students requiring additional academic, behavioural, or emotional assistance.

Support may include:

- Learning Support Specialists
- School Counsellor
- Individual assessments (where required)
- Parent guidance and collaborative support
- Recommendations for external assessment, if necessary



Important Note: Learning is most successful when the school and parents work together. Regular encouragement, positive reinforcement, and consistent communication help every child achieve their full potential.

Assessment & Report Cards

At Brahmavid The Global School (BTGS), student learning is assessed continuously throughout the academic year to monitor academic progress, skill development, and overall growth.

Parents are encouraged to:

- Review their child's Report Cards carefully.
- Attend all Parent-Teacher Meetings (PTMs) to discuss academic progress and development.
- Encourage and discuss their child's progress in a positive and supportive manner.
- Work collaboratively with teachers whenever additional academic or behavioural support is required.
- Motivate their child to set learning goals and continuously improve.



Important Note: Assessment is an ongoing process that supports learning and development. A positive partnership between parents, teachers, and students plays a key role in achieving academic success.

Student Behaviour

*At **Brahmavid The Global School (BTGS)**, we encourage every student to demonstrate positive behaviour and uphold the values of the school community.*

Students are expected to demonstrate:

- Respect
- Responsibility
- Integrity
- Self-discipline
- Kindness
- Courtesy

Parents are requested to reinforce these values at home and work in partnership with the school to promote responsible behaviour.



Code of Conduct :

Students are expected to:

- Use respectful language and behaviour at all times.
- Respect school property and take responsibility for maintaining the campus.
- Refrain from any form of bullying, physical aggression, or inappropriate behaviour.
- Not bring mobile phones, smart devices, cameras, or similar electronic gadgets to school.
- Not capture or share photographs or videos taken inside the school without permission.
- Wear the school uniform only during school hours or authorised school events.
- Ensure that school bags contain only permitted school-related items.
- Respect the school's decisions regarding student nominations and participation in competitions and school events.

Disciplinary Action :

Failure to comply with the school's Code of Conduct may result in appropriate disciplinary action, including warnings, fines, suspension, withdrawal of privileges, or other action as deemed appropriate by the school, depending on the nature and seriousness of the violation.

Important Note: BTGS follows a zero-tolerance policy towards bullying, violence, use of foul language, damage to school property, misuse of electronic devices, and any behaviour that compromises the safety, dignity, or well-being of others.

Food & Nutrition

*Healthy eating plays an important role in a child's growth, well-being, and academic performance. At **Brahmavid The Global School (BTGS)**, nutritious meals are provided as part of the school's commitment to student health.*

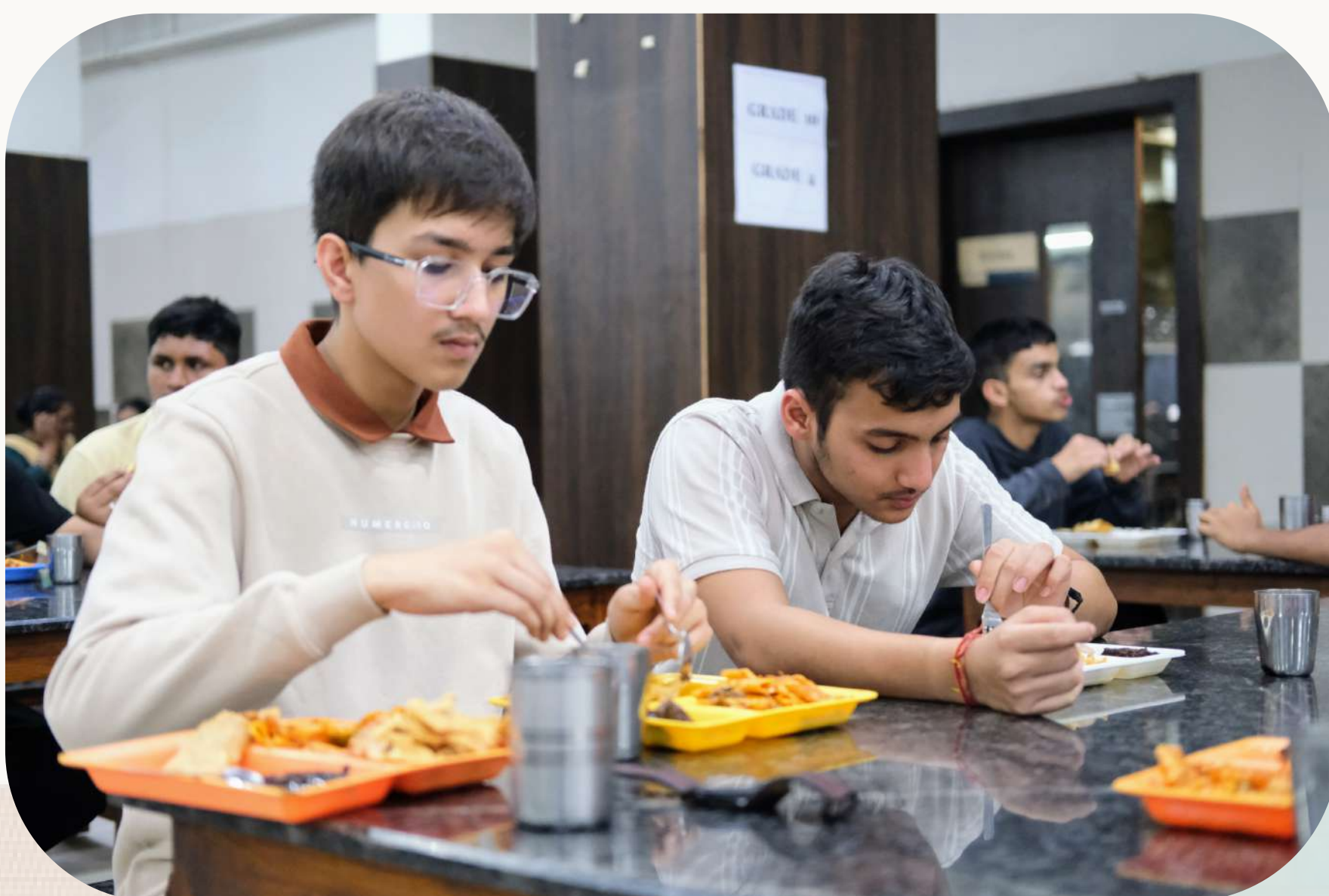
Parents are requested to:

- Encourage healthy eating habits at home.
- Inform the school of any food allergies or special dietary requirements.
- Follow the school's Food Policy.
- Avoid sending tiffins, snacks, or any outside food to school or on the school bus.
- Encourage their child to demonstrate good dining etiquette and avoid food wastage.



Food Guidelines :

- School breakfast, lunch, and snacks are compulsory for all students.
- Meals should be consumed only during the designated meal timings.
- Fasting during school hours is not permitted, and students are expected to have all meals served by the school.
- The school follows a **uniform food policy** for all students while respecting all cultures and beliefs. Parents may keep their child at home if specific religious food practices cannot be followed during school hours.



Important Note: A balanced diet and healthy eating habits contribute significantly to a child's physical well-being, concentration, and overall development.

Student Residential Policy

Residency Eligibility for Outstation Students :

To ensure the safety, well-being, and proper supervision of every student, outstation students are eligible for admission only if they:

- Reside in the BTGS School Hostel, or
- Live within the city with their biological or legal parents.

The school does **not** permit students to:

- Stay alone in private hostels, PG accommodations, or shared residences.
- Live under guardianship arrangements without prior written approval from the school.
- Stay with relatives unless the arrangement has been officially declared, documented, and approved by the school.

Policy Compliance :

If a student is found to be in violation of the Residential Policy, the school may take appropriate action, which may include:

- Review or cancellation of the student's admission.
- Withdrawal of the school transport facility.
- A meeting with the parents to discuss the matter and determine further action.

Repeated violations may result in disciplinary action, including withdrawal from the school, in accordance with school policies.

Why This Policy Matters :

The Residential Policy helps ensure:

- Student safety and well-being.
- Consistent academic support.
- Proper supervision and accountability.
- A secure and structured learning environment.

Please Note: Mid-session withdrawal from the School Hostel is not permitted, as per the school's residential policy.



Important Note: Parents are strongly encouraged to make use of the school's residential facilities for outstation students to ensure their child's safety, well-being, and academic success.

Parent Partnership

*At **Brahmavid The Global School (BTGS)**, we believe that a strong partnership between the school and parents is essential for every child's academic, personal, and social development. Working together helps create a positive and supportive learning environment.*

Parents are encouraged to:

- Maintain regular and respectful communication with the school.
- Support and follow the school's policies and guidelines.
- Encourage punctuality, regular attendance, and responsible behaviour.
- Reinforce the school's values and positive discipline at home.
- Attend Parent-Teacher Meetings (PTMs), Orientation Programmes, and other school events whenever invited.
- Work collaboratively with teachers to support their child's overall growth and well-being.

Important Note: *Together, as partners in education, we can nurture confident, responsible, and future-ready learners.*

Frequently Asked Questions

Q1. How can I communicate with the school or meet my child's teacher?

Parents are requested to send all requests through the official school email, mentioning the child's Name, Grade, and Section. Meetings with teachers are available by prior appointment on Wednesdays and Saturdays to ensure that classroom learning is not disrupted.

Q2. What should I do if my child is absent from school?

Please inform the school through the official school email at the earliest. For medical leave of more than three consecutive days, a valid Medical Certificate or doctor's prescription must be submitted.

Q3. Can someone else collect my child from school or the bus stop?

Yes. However, the person must be authorised by the parent/guardian and complete the school's verification process before the child can be handed over.

Q4. Can my child bring a mobile phone or other electronic devices to school?

No. Mobile phones, smart watches, tablets, cameras, and other unauthorised electronic devices are strictly prohibited unless specifically permitted by the school.

Q5. What is the school's Homework Policy?

Homework is an extension of classroom learning and is shared through [Google Classroom](#). Parents are encouraged to guide and support their child, especially in the early grades, while promoting independent learning.

Q6. Why are school meals compulsory?

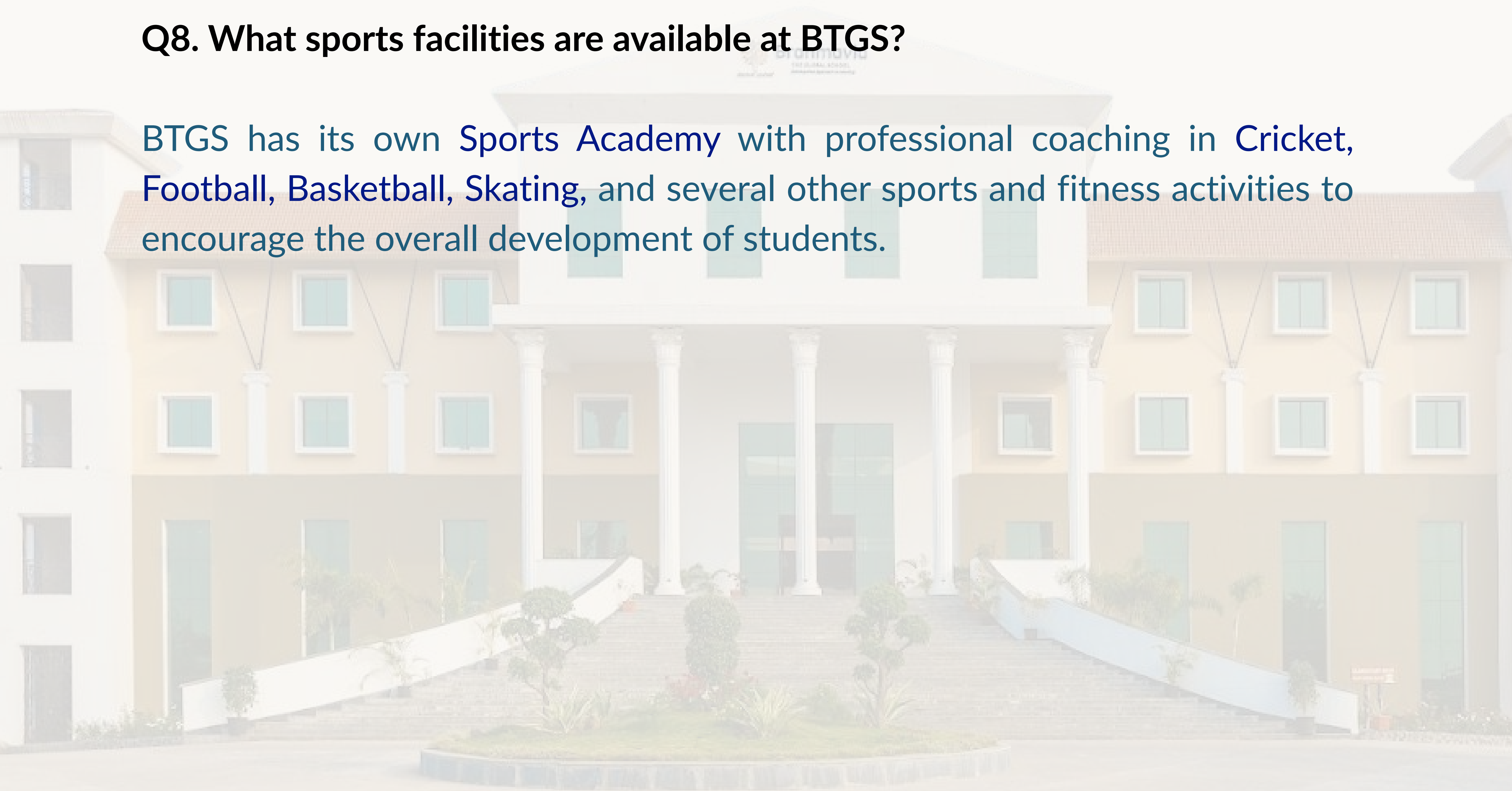
The school provides healthy, nutritious, and balanced meals to all students. This helps develop healthy eating habits and ensures that every child receives the same nutritious food during the school day.

Q7. Can students come to school by their own vehicle?

No. Students are not permitted to drive to school. Students living nearby may come by bicycle, provided they wear the necessary safety gear.

Q8. What sports facilities are available at BTGS?

BTGS has its own Sports Academy with professional coaching in Cricket, Football, Basketball, Skating, and several other sports and fitness activities to encourage the overall development of students.



Q9. Does the school provide counselling and career guidance?

Yes. The school has a Learning Support Team and a School Counsellor. Students in the higher grades also receive career counselling and psychometric assessments to help them make informed academic and career choices.

Q10. Can students celebrate birthdays at school?

Yes. Students may celebrate birthdays at school. Chocolates may be distributed, provided they are simple and within the value prescribed by the school.

Q11. What should I do if my child loses a personal belonging?

If your child loses a personal belonging, please email contact@brahmavid.com within 2 days, mentioning the student's name, class, item details (image) , and last known location. The school will make reasonable efforts to locate the item, and parents should also check the Lost & Found section in Google Classroom regularly.

Q12. How can parents support their child's learning and overall development?

Parents can support their child's growth by ensuring regular attendance, encouraging good study habits, maintaining positive communication with the school, and actively participating in their child's learning journey.

Important Reminders

- ✓ Keep your contact details updated with the school at all times.
- ✓ Check the official school communications and emails regularly.
- ✓ Ensure your child maintains regular attendance and arrives at school on time.
- ✓ Encourage the responsible use of technology and social media.
- ✓ Attend all Parent-Teacher Meetings (PTMs) and school programmes.
- ✓ Reinforce the values of Respect, Responsibility, Integrity, Kindness, and Self-Discipline at home.
- ✓ Read all school circulars, notices, and announcements carefully.
- ✓ Contact the school through the official communication channel whenever assistance or clarification is required.

Together, we can create a safe, positive, and enriching learning environment for every child.

Our Commitment

At Brahmavid The Global School (BTGS), we are committed to providing a safe, nurturing, and inspiring learning environment where every child is encouraged to achieve academic excellence, develop strong values, and grow with confidence.

We believe that the best outcomes are achieved when parents and the school work together with trust, respect, open communication, and a shared commitment to every child's success.

Thank you for being an important part of the BTGS family. We look forward to partnering with you in nurturing confident learners, responsible citizens, and compassionate individuals.



Together, We Build Futures.

"Inspiring Minds • Building Character • Creating Leaders"



contact@brahmavid.com



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