

Mercedes-Benz International School

Information – Orientation and Registration 6th August 2018

School begins - 7th August 2018

Dear Parents,

This message contains information that will help you prepare for the academic year starting in August.

Please read through carefully the detailed information in this note, should you need clarifications, please feel free to mail me on admissions@mbis.org / prii.satpute@mbis.org

The Orientation Programme for new families joining MBIS will be held from 0815 to 0930 hours on the 6th August 2018, this meeting will give you an overview of the school and the 3 IB programmes offered at MBIS. All new parents are requested to attend with their children.

Key contacts for the start of the year.

- Eileen Niedermann, Director director@mbis.org
- Helen Sharrock, Principal- Primary School primaryprincipal@mbis.org
- Daisy Rana, Principal- Secondary School secondaryprincipal@mbis.org
- M.S.Jayaraman, Head of Administration – jayaraman@mbis.org
- Programme coordinators
 - Carla Swinehart (PYP) – pypcoordinator@mbis.org
 - Mark Gardner (MYP) – mypcoordinator@mbis.org (beginning 1st August)
 - Tim Getter (DP)– dpcordinator@mbis.org / collegecounseling@mbis.org
- Poonam Kabadi – Head of Finance – poonam.kabadi@mbis.org
- Priti Satpute - Admissions Director - admissions@mbis.org

- Office Managers
 - Ms. Edna Borges - Primary office manager – primaryoffice@mbis.org
 - Ms. Loretta Braganza - Secondary office manager – secondaryoffice@mbis.org
 - Ms. Reena Nair - Registrar - reena.nair@mbis.org

- Transport related - Narendra Sawant - narendra.sawant@mbis.org

- **School landline phone number – 020 4295 4444**

Updating records and IT - Updating your contact information, school records and other details is important to ensure seamless communication. Please update your details electronically, through OpenApply using your login details and password.

IT related queries or concerns can be emailed to Vikramjeet Singh Sra. He can be reached on tech.support@mbis.org

Laptops – students from MYP 1 onwards are required to “BYOD” – bring your own device, specifications of which are below.

Minimal technical requirements for Windows laptops:

- Processor 2.2 GHz (Intel/AMD) with 64 bit compatibility mode support
- 4 -8 Gigabyte RAM (minimum)
- 256 GB Hard drive or better (Solid State drive for better performance)

- Portable Hard Drive for work file backup
- Wireless LAN 802.11b/g/n/ac, supports WPA2 Authentication (most recent hardware should support it)
- The laptop hardware should support Windows 7 or above
- Worldwide/India service, parts and labor warranty
- Anti Virus subscription (Kaspersky, McAfee, AVG etc)

Technical Requirements for Macintosh users:

- Any MacBook
- Anti Malware (Malwarebytes is free)

End of year reports – It is mandatory for all **new students** joining MBIS to upload the final term mark sheets/ school reports on OpenApply by the 7th August .

Calculators for MYP 5 and onwards - Graphic display calculator is an essential tool to support Mathematics learning in our curriculum. At MBIS, the Casio fx-CG 20 model has been used for many years in the Diploma Programme for which the students have been paying separately. These calculators are also an important tool in other subjects like Chemistry, Biology, Physics and Economics.

We are introducing GDC (Graphic Display Calculator) for our MYP 5 students for a smooth transition into DP. From this year onwards, the school will be providing graphic display calculators to our DP 1 and MYP 5 students in August 2018, which will remain with the students till they complete their DP 2. Graduating students will take their calculators with them when they finish their studies with us.

The expense for the calculator will be built into the school fees.

Similar to the use of a laptop, it is expected that students in these grades will have their calculator with them every day with charged batteries. In case of any loss or damage, the student will have to purchase a calculator of the same model at their own expense.

Having a consistent model of GDC in use across these grades will facilitate instruction on key skills when using this tool. Therefore requesting all parents not to purchase any calculators during the summer break.

Medical – It is mandatory for you to update the medical information on Open Apply, Ms. Dally our school nurse will be available on the 6th August, you may also contact her on dally.jojo@mbis.org, she will be happy to address any concerns or questions you may have.

Tuition Fee - The school finance department has sent the fee invoices; (the fee structure is uploaded on the school website for your reference) to all families with a pay by date. Parents are required to complete all payments by the 10th August 2018.

The responsibility for ensuring payments are submitted in a timely fashion lies with parents and all invoices will always be sent to the email id provided on the school admission form. If your fees are paid by your company, please ensure they are processed promptly. A penalty of Rs.500 per day will be levied on all late fees.

Please note that the finance office will be open through the summer break and will accept payments. Office working hours will be from 0830 am to 2.30pm Monday through Friday.

School Calendar 2018/19 - The School calendar for 2018/19 has been uploaded on the school website.

This calendar is for planning purposes. We will appreciate that you plan all your family holidays as per the school calendar to avoid unnecessary absences during and at the end and start of the academic year.

Uniforms - will be available to all families from the 31st July onwards in the admin office from 9 am to 12 noon. Payments for uniforms are accepted in cash, credit / debit card or by cheque payable to the school.

The costs for uniforms are as below

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|------------------------------------|-------|
| MB T SHIRT WITH COLLAR (POLO) | 430/- |
| MB T SHIRT W/O COLLAR (ROUND NECK) | 380/- |
| PE HOUSE T SHIRTS | 600/- |
| PE SHORTS | 300/- |
| JACKETS (NEW) | 650/- |
| CAPS | 150/- |
| HATS | 160/- |

We urge you to make a visit to the school before the Orientation day to avoid delays in acquiring the uniforms.

Transport – The school bus service is on first come first served basis. The school transport department (Mr. Sawant) will be sending you a mail shortly requesting information with regard to the transport options available for your child. You will receive a google form via mail from him, the last date to complete this form is 3rd July. Fee invoices will be sent out after this date to those who requested the facility. Please note, for security reasons we do not publish the bus routes.

As is school policy we do not provide “at the gate” pick up and drop off. This also ensures the transport runs most effectively and efficiently.

Should you have questions with regard to school transport, please contact him on narendra.sawant@mbis.org

Lunch - The School will provide lunch starting from the 7th August, 2018. As per the school policy all lunch money needs to be paid in advance. Parents need to inform the School Finance Office in writing (by email or letter sent to poonam.kabadi@mbis.org / umesh.shitre@mbis.org) if your child would like to discontinue lunch provided at school or it will be assumed that your child/ren are using the lunch facilities and you will be invoiced in advance quarterly. May we also request you to make payments as per the schedule given by Finance Office.

The school cafeteria does not provide snacks (more information can be found in the school handbooks) and it is required to be provided from home, filtered and treated water is provided in the water dispensers located around school. Students are required to bring their own reusable water bottles.

The Lunch facility is optional and the menu is published on Myschoolone (school database management system) on a weekly basis.

ID cards and School security - For first time entry into the school, parents need to display a valid Identity Proof, such as a Passport copy, Pan card, Driving license etc.

The School Security personnel will then swipe his ID Card for the family to walk through the access gate.

Photos will be taken and ID cards for the parents and students will be processed and handed out latest by the 14th August. Students of PYP1 upto MYP5 will need to change into their school T-shirts before taking a picture for the ID Card. Once these freshly issued cards are received by you, you will be required to use them to enter school.

ID cards for drivers and caregivers are also issued, provided they are introduced and accompanied to the school by the parents.

The cost of replacing a Lost/Damaged ID card is INR 850.00

After school activity programme – Information will be sent in due course by the Primary and Secondary sections respectively.

School starts on 7th August 2018 for all students.

MBIS celebrates the Indian Independence day on the 15th August with the hoisting of the national flag and singing the national anthem. Attendance is compulsory for all students MYP onwards, parents are welcome to attend the ceremony. Kindly mark your calendars.

Sincerely,

TEAM MBIS