

# Mahindra International School

*(Formerly known as the Mercedes-Benz International School)*

**Information – Orientation and Registration 6<sup>th</sup> August 2019**

**School begins on 7<sup>th</sup> August 2019**

**Dear Parents,**

Thank you for your patience while we sent this information that would 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@misp.org](mailto:admissions@misp.org) /admissions@mbis.org

**New families only** - Orientation programme for new families joining Mahindra International School will be held from 0815 to 0930 hours on the 6<sup>th</sup> August 2019, this introduction will give you an overview of the school and the programme. All parents and students are requested to attend.

**Key contacts for the start of the year.**

- Eileen Niedermann - Director [director@misp.org](mailto:director@misp.org)
- Helen Sharrock - Principal Primary School [primaryprincipal@misp.org](mailto:primaryprincipal@misp.org)
- Daisy Rana - Principal Secondary School [secondaryprincipal@misp.org](mailto:secondaryprincipal@misp.org)
- Gaurav Kumar- Head of Facilities– [gaurav.kumar@misp.org](mailto:gaurav.kumar@misp.org)
- Curriculum coordinators
  - Carla Swinehart (PYP) – [pypcoordinator@misp.org](mailto:pypcoordinator@misp.org)
  - Jose Luis Campillo (MYP) – [mypcoordinator@misp.org](mailto:mypcoordinator@misp.org)
  - Tim Getter (DP) – [dpcoordinator@misp.org](mailto:dpcoordinator@misp.org)
- Department secretaries
  - Primary Office – [primaryoffice@misp.org](mailto:primaryoffice@misp.org)
  - Secondary Office – [secondaryoffice@misp.org](mailto:secondaryoffice@misp.org)
  - Diploma office – [dpoffice@misp.org](mailto:dpoffice@misp.org)
- Finance - Poonam Kabadi – Manager Finance – [poonam.kabadi@misp.org](mailto:poonam.kabadi@misp.org)
- Admissions – Priti Satpute [admissions@misp.org](mailto:admissions@misp.org)
- IT related – Vikramjeet Sra - [vikramjeet.sra@misp.org](mailto:vikramjeet.sra@misp.org)
- School landline phone number – 020 4295 4444

**Updating records and IT** - Updating of school records should be done electronically, through openapply. Please log in with your log in details and password.

IT related queries or concerns can be emailed to Vikramjeet Singh Sra. He can be reached on [vikramjeet.sra@misp.org](mailto:vikramjeet.sra@misp.org)

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

### **Hardware:**

#### **Minimal technical requirements for Windows laptops:**

- Processor 2.2 GHz (Intel/AMD) with 64 bit
- 8 Gigabyte RAM (minimum)
- 512 GB Hard drive or better (Solid State drive recommended)
- 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 10
- Worldwide/India service, parts and labor warranty
- A licensed version of antivirus should be installed (Kaspersky recommended)

#### **Technical Requirements for Macintosh users:**

- Any macbook (Mojave support for Adobe packages required)
- 512 GB Hard drive or better
- Portable Hard Drive for work file backup
- Worldwide/India service, parts and labor warranty
- A licensed version of antivirus should be installed (Malwarebytes recommended)

Macintosh users can be connected to the system and will be able to use the online resources without any issue.

**Note: School will provide MS office license for both platforms.**

**End of year reports** – It is mandatory for you to upload the final term mark sheets/ school reports on Open apply by the 1st August 2019.

**Medical** – It is important for you to update the medical information on Open Apply , the school data management system. Ms. Dally our school nurse will be available on the 6<sup>th</sup> August you may also contact her on [dally.jojo@misp.org](mailto:dally.jojo@misp.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 before school starts.

The responsibility for making payments is with the parents only and all invoices will always be sent to the email id provided on the school admission form. 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.

**School Calendar 2019/20** - The School calendar for 2019/20 has been uploaded on the school website.

This calendar is for planning purpose. 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 31<sup>st</sup> July onwards in the admin office from 9 am to 12 noon. Payments for uniforms are accepted in cash or by credit card only.

**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 requirement for your child. You will receive a google form via mail from him, the last date to complete this form is 3rd July. Transport will be allocated on first come first served basis. Fee invoices will be sent out after this date and to those who requested the facility.

Please note, for security reasons we do not publish the bus routes and as per school policy we service only arterial routes and do not service by lanes or society compounds. This also increases efficiency of the school transport system.

Should you have questions with regard to school transport, please contact Mr. Narenrda on [narendra.sawant@mbis.org](mailto:narendra.sawant@mbis.org)

**Lunch** - The School will provide lunch starting from the 7th August, 2019. 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@misp.org](mailto:poonam.kabadi@misp.org) / [umesh.shitre@misp.org](mailto:umesh.shitre@misp.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 and it is required to be provided from home, filtered and treated water is provided in the water dispensers located in school. Students are required to bring their own water bottles.

The Lunch facility is optional and the menu is published on a weekly basis on the school website in the download section. <https://www.mbis.org/download/> (see sample menu)

**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 14<sup>th</sup> August. Once these freshly issued cards are received by you, you will be required to use them to enter school.

ID cards for drivers and care givers 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 program** – Information will be sent in due course.

**School starts on 7<sup>th</sup> August 2019 for all students.**

MIS 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 Mahindra International School