



Dear Parents,

Greetings from Podar Pearl School!

Podar Pearl School, under the aegis of Podar Education Network is a CBSE Affiliated School and is known for its academic excellence. The new state-of-the-art infrastructure contributes to an excellent intellectual eco system to impart top quality education. The school aims at achieving educational excellence, student's holistic development and building a resilient institution that enables the community to groom global citizens with strong moral values.

SCHOOL VISION

To develop a purposeful and resilient institution to meet with the life-goals and aspirations of our students, parents and staff.

MISSION STATEMENTS

- Pearl School students to be resilient and future ready through academic & personal excellence.
- To mentor students to achieve their life goals through passionate, purposeful and caring teachers.
- To build an excellent and robust internationally minded ecosystem for holistic development of students.
- Students to be innovators, entrepreneurs & acclaimed global professionals in areas of their interest.
- To inculcate values of integrity, humility, respect & care.

Please note the following:

1. School Timings:

Campuses	Al Meshaf	Al Dafna	Al Thumama	Barwa Madinatna
Classes	Timing	Timing	Timing	Timing
KGI and KGII	7:00 a.m. to 11.00 a.m.			7:30 a.m. to 11.30 a.m.
Class I and IV	7:00 a.m. to 01.45 p.m.	7:00 a.m. to 01.45 p.m.	7:00 a.m. to 1.45p.m.	
Class I - VIII	7:00 a.m. to 01.45 p.m.	7:00 a.m. to 01.45 p.m.		
Class I - XII	7:00 a.m. to 01.45 p.m.			

2. Fee Payment:

Term	Due Date
First Term (Apr to July)	1 st April
Second Term (Aug to Nov)	15 th June
Third Term (Dec to Mar)	15 th November

Fees can be deposited with the Accounts Office on all working days as per the below schedule:

Campuses	Al Meshaf	Al Dafna	Al Thumama
Sunday to Thursday	7:00 am to 3:00 pm 4:00 pm to 6:00 pm	7:00 am to 03:00 pm	7:00 am to 3:00 pm
Saturdays	9:00 am to 12:30 pm	9:00 am to 12:30 pm	9:00 am to 12:30 pm

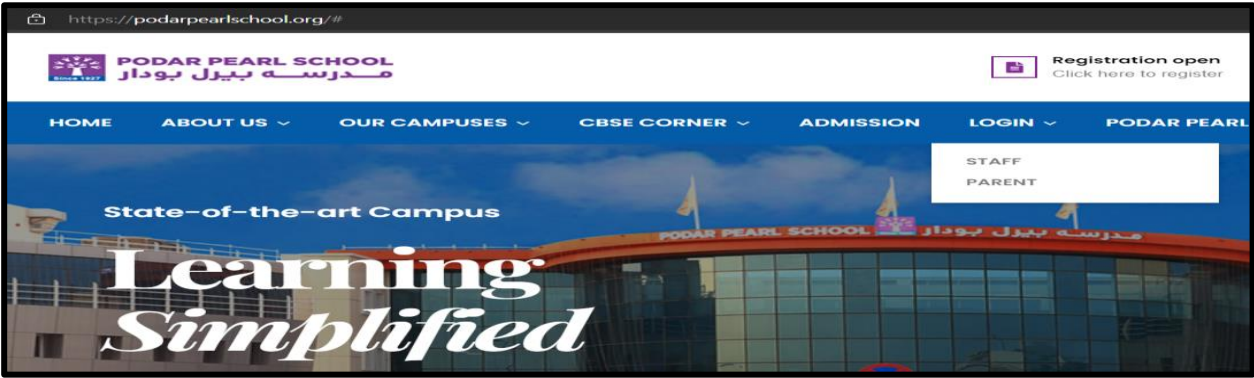
Parents of all Four campuses can pay the fees online with Commercial Bank Online Mobile App / Internet Banking facility by selecting Pearl school / Podar Pearl School. Or can be remitted to our bank account, and the payment details can be emailed to accounts.office@pearlschool.org / accounts.podar@pearlschool.org in order to send you receipts online.

Bank account details for payment of fees for **Podar (Meshaf and Madinatna)** and **Pearl School (Thumama and Dafna)** are as follows:

Account Name	PODAR PEARL SCHOOL	PEARL SCHOOL
Account No.	4010-527979-001	4580-584832-001
IBAN	QA78CBQA000000004010527979001	QA50CBQA0000000004580584832001
Bank Name	Commercial Bank of Qatar	Commercial Bank of Qatar

3. Parent Portal Login:

To login to the school parent portal, use the parent login option under the LOGIN menu from the school website. Our website is www.pearlschool.org



Or you can use the URL <https://parent.pearlschool.org/Account/Login>



To login to the portal use the Parent ID which is your registered email address or the PP code you can see on the receipt that starts with (PPXXXX). Provide the default password 123456 and submit.

4. Parent App:

You are requested to download and install our Parent App to keep up with Schools official communication. This app will provide you with quick and easy access to important information about your child’s education. Additionally, this app will allow you to make payments, view your child’s attendance and receive important notifications from the school, all from the convenience of your mobile device.

To Download the App:

- Use this Play store link for Android devices
<https://play.google.com/store/apps/details?id=com.podarpearl.parentapp>
- Use this App store link for iPhones
<https://apps.apple.com/in/app/podar-pearl-parent-app/id1626311165>

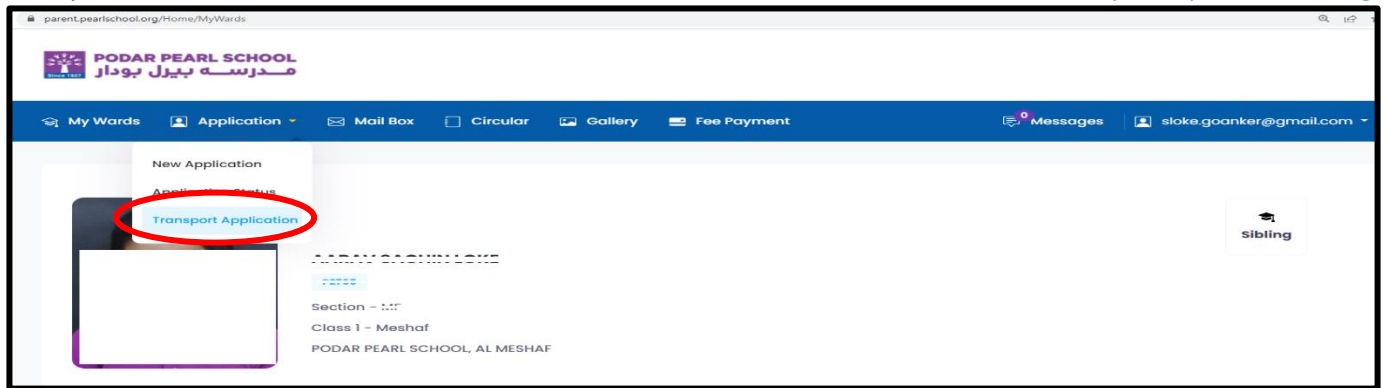
Once you have installed the app, log in using your existing Parent Portal credentials. For any technical concerns please drop an email to itcoord@pearlschool.org & itsupport@pearlschool.org

All future communication with the parents will be through the Parent Portal. Pending documents to be submitted if any to complete the admission process ASAP.

5. Transport Application:

To apply for School Transportation please Login to the parent portal <https://parent.pearlschool.org/Account/Login> and click on Applications on the left-hand side of the screen. Then select Transport Application. Click on Transport Request and fill the required details, then click on submit.

Transport Coordinators Contact Details: Contact No : 55755477 Email ID : transport@pearlschool.org



6. Own Transport Student - Digital Pickup Registration

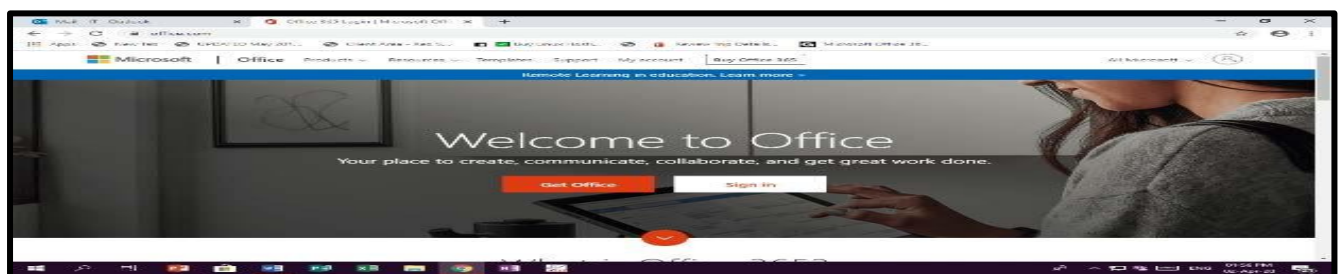
In order to enhance the security and safety of your ward, we have devised a digital Pickup registration of your ward from the school. Please see the attached document 2 for the steps to do the same.

7. Standard Operating Procedure For MS Teams

Step 1: Go to www.google.com

Step 2: Search 'office 365'

Step 3: Click on office 365 login (www.office.com), post which we will get a sign in page.



Step 4: Sign in with your User ID

'User ID = admission number.firstname@pearlschool.org' Example:

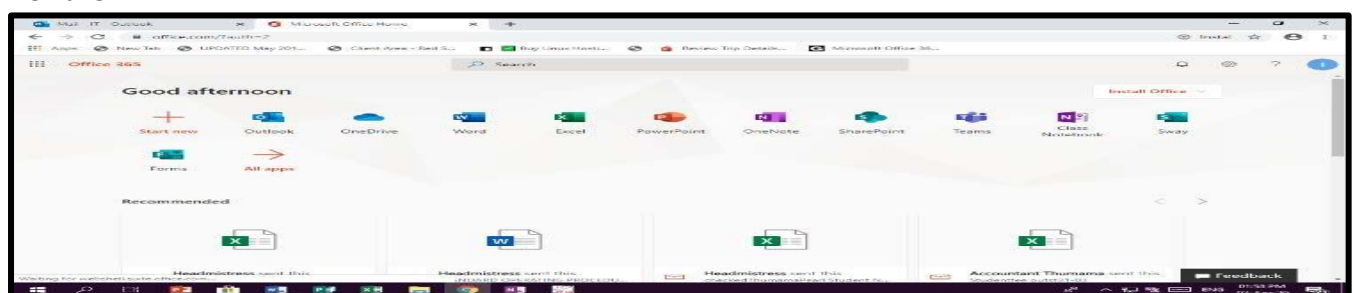
P1121.blesson@pearlschool.org

Step 5: Enter Password

Default password: Pearl_FirstPassword

Step 6: Create/change your new password accordingly. (Note: While setting a new password, the password should be at-least 8 characters with a capital letter, a special character/number)

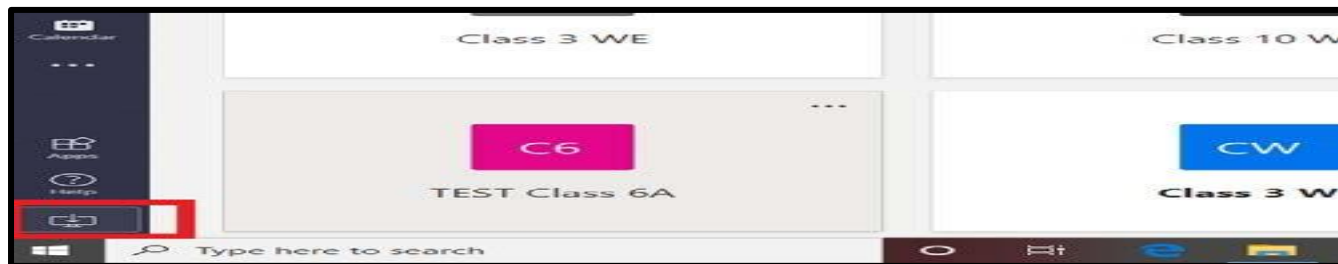
Step 7: Post changing the password, we will be able to see the office 365 login screen with all the application we have



Step 8: Click on Teams and signing again with the same User ID and new password

Step 9: After signing in, teams will launch itself in a new tab on the web browser

Step 10: After logging in, to download Teams as an application on the desktop/laptop, click on the desktop icon towards the bottom left corner.



Step 11: After downloading, please 'Run' the downloaded file and wait for few minutes while the installation is completed. After which, teams application will be installed on your Desktop.

Step 12: Please find the shortcut icon for teams on your desktop and launch it. That's that!



For any issues related to login, please feel free to drop a mail to itcoord@pearlschool.org along with the screenshot of your concern. Or you can contact at 66074617

Note 1: Teams can be used and downloaded on any device irrespective of the software.

it can be downloaded on desktop, laptop, tablets, smart phones with any software versions (iOS, windows, android, mac).

However, it will work better while logged in on a Web Browser

Note 2: Please check the calendar on MS teams to see scheduled meetings for online class.

8. OUR TEAM

LEADERSHIP TEAM	
Designation	Email ID
Principal	principal.podar@pearlschool.org
MESHAF CAMPUS	
Academic Coordinator Class IX - XII	coordsr.podar@pearlschool.org
Academic Coordinator Class VI - VIII	coordmds.podar@pearlschool.org
Academic Coordinator Class III - V	coordprimarymh@pearlschool.org
Academic Coordinator Class I – II	coord1n2.podar@pearlschool.org
Academic Coordinator KG	kg.meshaf@pearlschool.org
DAFNA CAMPUS	
Headmistress	headmistress@pearlschool.org
Coordinator Class V- VIII	coordinatorwb@pearlschool.org
Coordinator Class I - IV	coordprimarywb@pearlschool.org
THUMAMA CAMPUS	
I/Charge Thumama Campus	incharge.thumama@pearlschool.org
KG Coordinator	kg.thumama@pearlschool.org

ADMINISTRATIVE TEAM		
Designation	Campus	Email ID
Admissions	Meshaf	admissions@pearlschool.org
	Thumama	admissions.thumama@pearlschool.org
	Dafna	admissions.wb@pearlschool.org
Accounts	Meshaf	accounts.podar@pearlschool.org
	Thumama	accounts.thumama@pearlschool.org
	Dafna	accounts.wb@pearlschool.org
Clinic	Meshaf	clinic@pearlschool.org
	Thumama	clinicth@pearlschool.org
	Dafna	clinicwb@pearlschool.org
Counsellors	Meshaf	counsellor@pearlschool.org
	Thumama	counsellor.th@pearlschool.org
	Dafna	counsellor.wb@pearlschool.org
Stores	Meshaf	stores@pearlschool.org
	Thumama	stores.th@pearlschool.org
	Dafna	stores.wb@pearlschool.org
IT Coordinator		itcoord@pearlschool.org
Finance		finance@pearlschool.org
Transport		transport@pearlschool.org
Student Relation Coordinator	(Non-Academic Concerns)	studentrelation@pearlschool.org
CBSE Coordinator (IX – XII)		cbse.podar@pearlschool.org