



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's 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:**

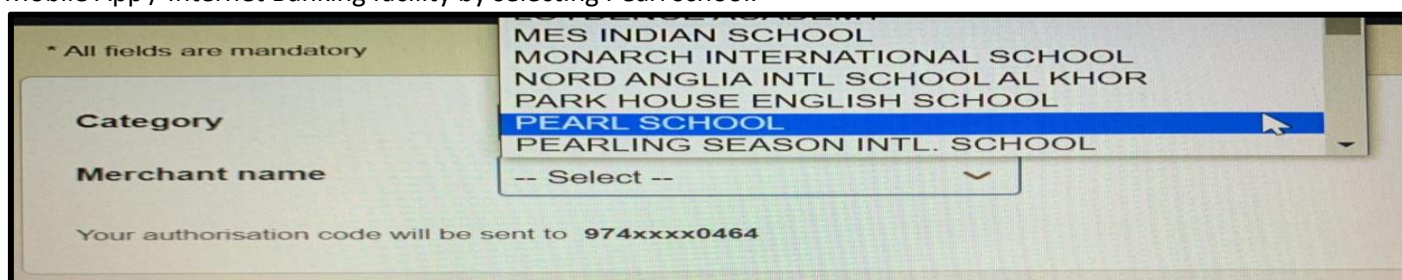
Campuses	Al Meshaf	Al Dafna	Al Thumama
Classes	Timing	Timing	Timing
KGI and KGII	7:00 a.m. to 11.00 a.m.		7:30 a.m. to 11.30 a.m.
Class I and II	7:00 a.m. to 01.45 p.m.	7:00 a.m. to 01.45 p.m.	7:30 a.m. to 02.00 p.m.
Class I - VIII	7:00 a.m. to 01.45 p.m.	7:00 a.m. to 01.45 p.m.	
Class I - XII	7:00 a.m. to 01.45 p.m.		

**2. Fee Payment:**

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	7:30 am to 12:30 pm 4:00 pm to 6:00 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 three campuses** including **Podar Pearl School** can pay the fees online with Commercial Bank Online Mobile App / Internet Banking facility by selecting Pearl school.



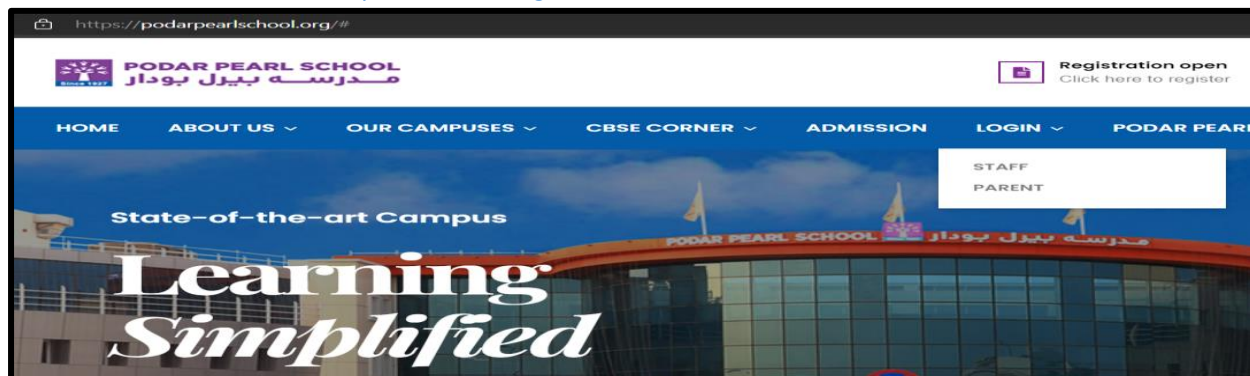
Or can be remitted to our bank account, and the payment details can be emailed to [accounts@pearlschool.org](mailto:accounts@pearlschool.org) in order to send you receipts online.

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

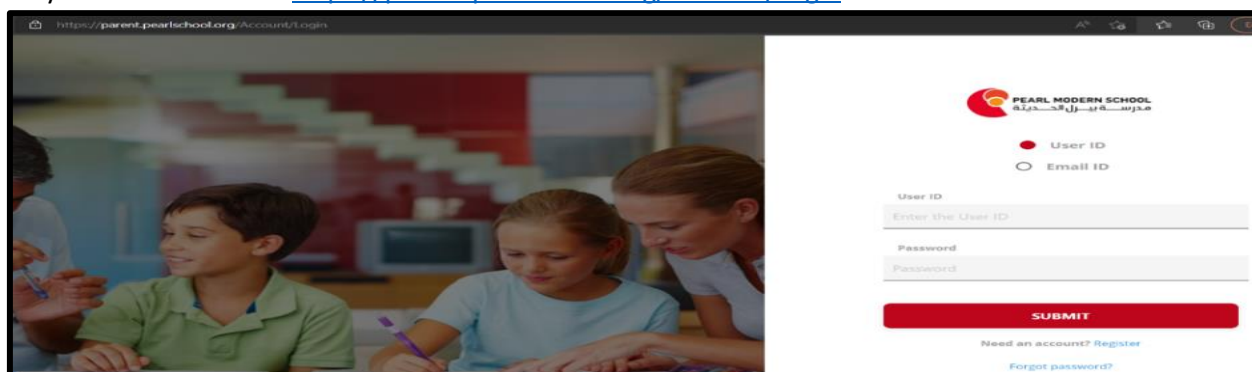
Account Name	PODAR PEARL SCHOOL	PEARL SCHOOL
Account No.	4010-527979-001	4580-584832-001
IBAN	QA78CBQA000000004010527979001	QA50CBQA000000004580584832001
Bank Name	Commercial Bank of Qatar	Commercial Bank of Qatar

### 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](http://www.pearlschool.org)



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



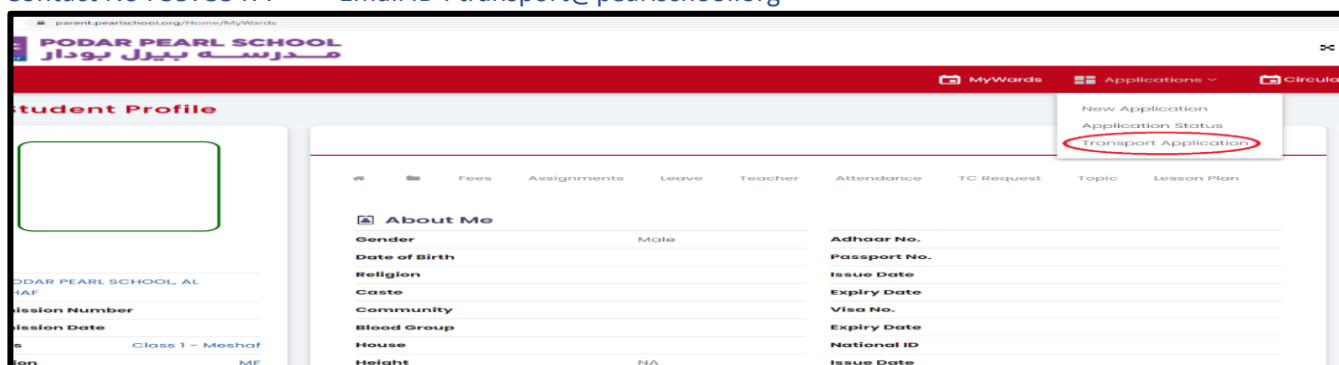
To login to the portal use the parent code on the receipt you will be receiving from school when you pay the first term fees, or use the email ID you submitted with the application at the time of admission. Provide the default **password 123456** and submit.

Future communication with the parents will be through the parent portal. Please note that Class and Section of your ward will be as printed in the fee receipt. You are requested to submit all pending documents required for completing the admission process if there is anything pending from your side.

### 4. Transport Application

To apply for School Transportation please Login on to the parent portal 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 are as below:

Contact No : 55755477 Email ID : [transport@pearlschool.org](mailto:transport@pearlschool.org)



## 5. Class WhatsApp Groups

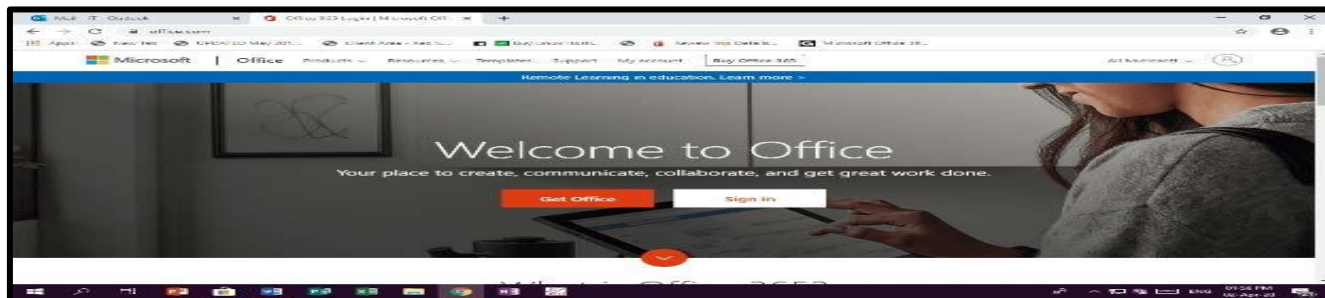
The Class WhatsApp groups will be created in the month of March 2023, details will be shared with you.

## 6. STANDARD OPERATING PROCEDURE FOR MS TEAMS

Step 1: Go to [www.google.com](http://www.google.com)

Step 2: Search 'office 365'

Step 3: Click on office 365 login ([www.office.com](http://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](mailto: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)

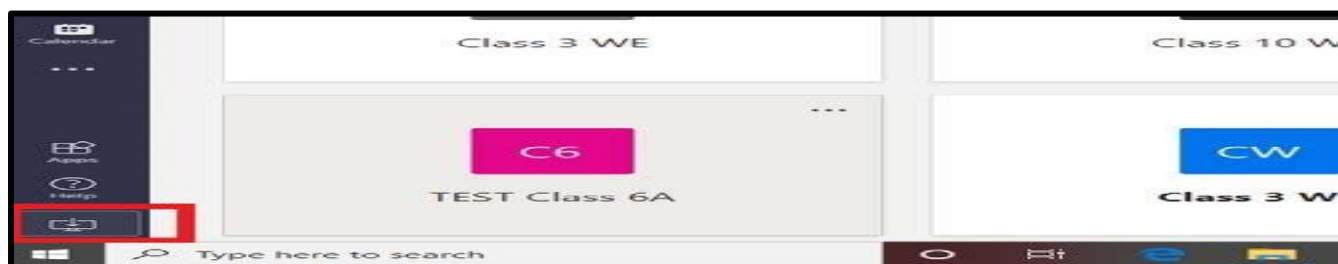
Step 7: Post changing the password, we will be able to see the office 365 login screen with all the application we have



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](mailto: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).

For better experience we recommend you to use the desktop/laptop client and download the same by following the steps mentioned above.

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

## 7. OUR TEAM

LEADERSHIP TEAM		
DESIGNATION	CAMPUS	EMAIL ID
Principal		principal@pearlschool.org
Headmistress	West Bay	headmistress@pearlschool.org
Coordinator Class IX - XII	Meshaf	academiccoordwb@pearlschool.org
Coordinator Class VI - VIII	Meshaf	coord.wb@pearlschool.org
Coordinator Class III - V	Meshaf	coordprimarymh@pearlschool.org
Coordinator Class I – II	Meshaf	coord1n2.th@pearlschool.org
Coordinator KG	Meshaf	kg.meshaf@pearlschool.org
Incharge Thumama Campus	Thumama	incharge.thumama@pearlschool.org
Coordinator Class V- VIII	West Bay	coordinatorwb@pearlschool.org
Coordinator Class I - IV	West Bay	coordprimarywb@pearlschool.org
Activities	Meshaf	activities@pearlschool.org (VI- XII)
		activitiesmeshaf@pearlschool.org (I – V)
	West Bay	activitieswb@pearlschool.org
IT Coordinator		itcoord@pearlschool.org
ADMINISTRATIVE TEAM		
Finance		finance@pearlschool.org
Transport		transport@pearlschool.org
Admissions	Meshaf	admissions@pearlschool.org
	Thumama	admissions.thumama@pearlschool.org
	West Bay	admissions.wb@pearlschool.org
Accounts	Meshaf	accounts@pearlschool.org
	Thumama	accounts.thumama@pearlschool.org
	West Bay	accounts.wb@pearlschool.org
Clinic	Meshaf	clinic@pearlschool.org
	Thumama	clinicth@pearlschool.org
	West Bay	clinicwb@pearlschool.org