

C 001 (2025-26)

05/06/2025

To  
Parents of Nursery to Grade 12 learners

**Ref – MSO Orientation & Ancillary Services**

Dear Parents,

A warm welcome to the JBCN Family!

As we progress towards the start of the new academic year, we would like you to carefully go through the information below to familiarize yourself with our student information system, MySchoolOne (MSO). MSO will give you comprehensive information during the year – it has various modules such as learner personal and health information (required to be kept updated by the parent), school communication, e-almanac, calendar, virtual classroom, events and activities, parent committees, fee, newsletters, reports, appointment schedulers, cafeteria, photo gallery, etc.

**Updating your Information on MySchoolOne *(Please use a PC/Laptop)*:**

As a first step, we request you update your personal details and your child's medical details on MySchoolOne if the updated details are not already reflected. The convenience of updating the personal details and medical information of your child in real-time will rest with you directly. To check and alter your details, please follow the instructions given below:

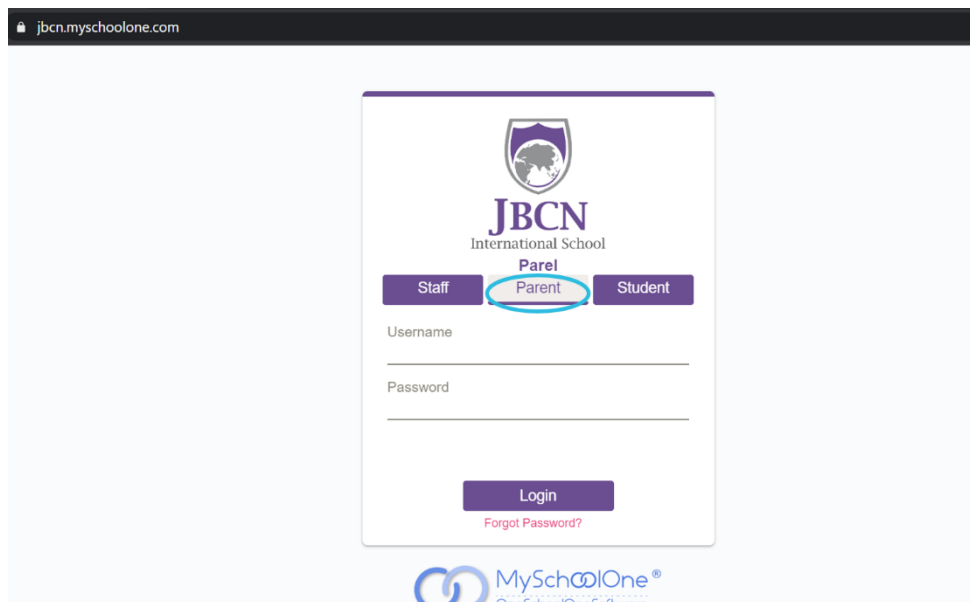
Click this link to open the Login page: <https://jbcn.myschoolone.com/>

**Please note: If you are an existing JBCN parent with a sibling child joining us in the new academic year, you can use your existing user ID and password to view the details for the sibling child too.**

**If you are a new parent joining JBCN, please follow the process for login detailed below:**

1. Enter your username as '[sample@abcd.com](#)'. The 'Username' is the registered email address that you have provided to the school.
2. Enter the default password: **12345** OR *the password shared with you by email.*
3. Click on Login.

**Log in Screen:** Please ensure you select the **Parent Tab** before attempting to log in as below.

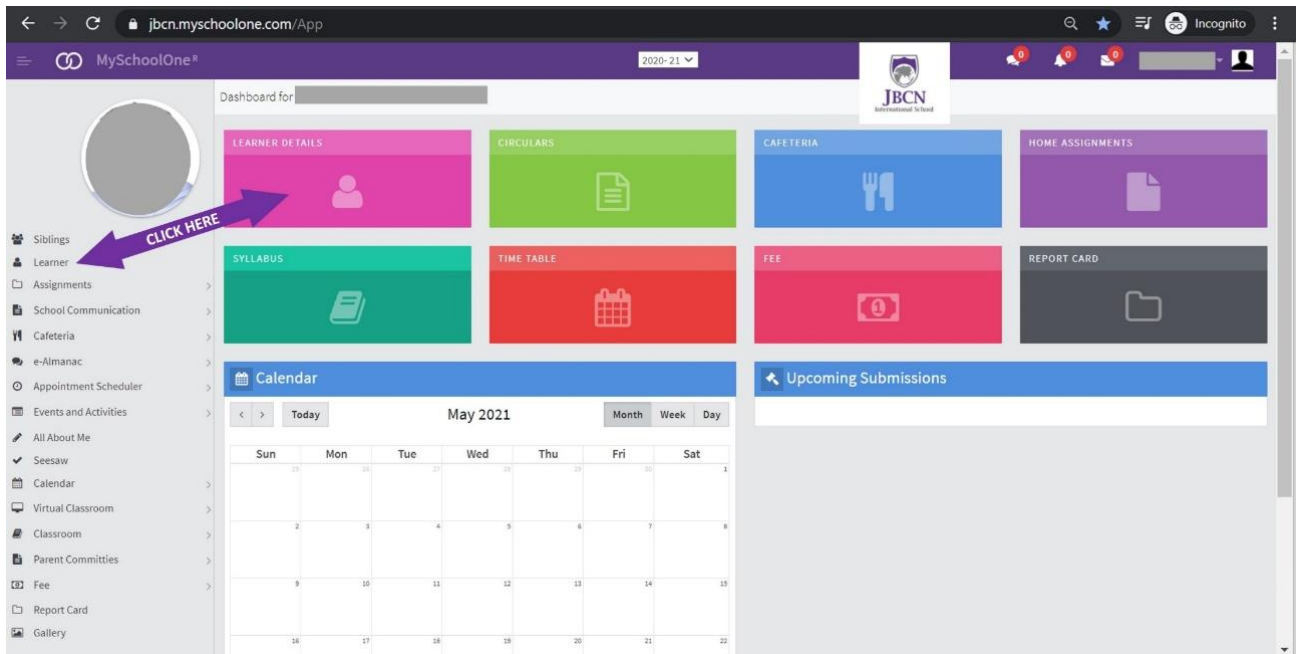


## MySchoolOne Orientation & Ancillary Services

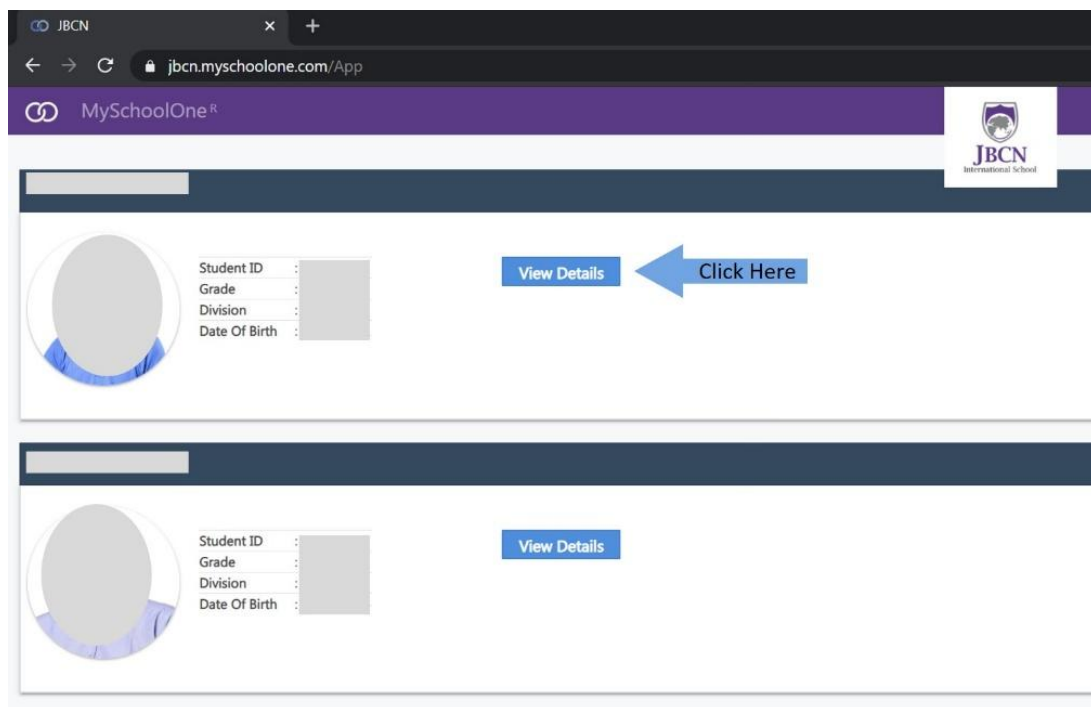
**WE REQUEST YOU TAKE THE TIME TO READ THIS ENTIRE CIRCULAR CAREFULLY**

**NOTE:** Please change your password immediately after login. MySchoolOne will prompt you to do this at the time of first login and we advise you to do the same then itself and not put it off for later.

Once you have changed your password and logged in again, please click on the tab **“Learner”** and review and update the information contained therein. If you have more than one child studying at JBCN, do ensure you can view each child when you log in. You will need to update information for each child individually.

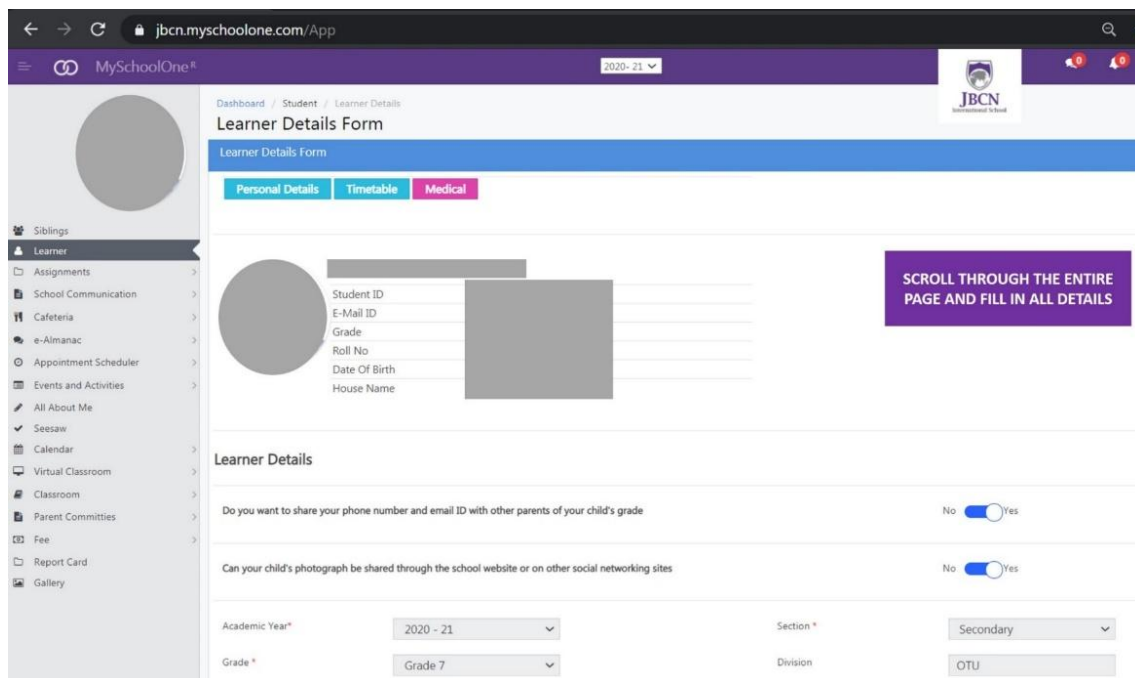


If you have sibling children studying at JBCN, you will first see the screen below. Clicking **“View Details”** as in the screenshot above for each child will take you to the Dashboard screen as displayed above. Please ensure you carry out this process to review information for each child.

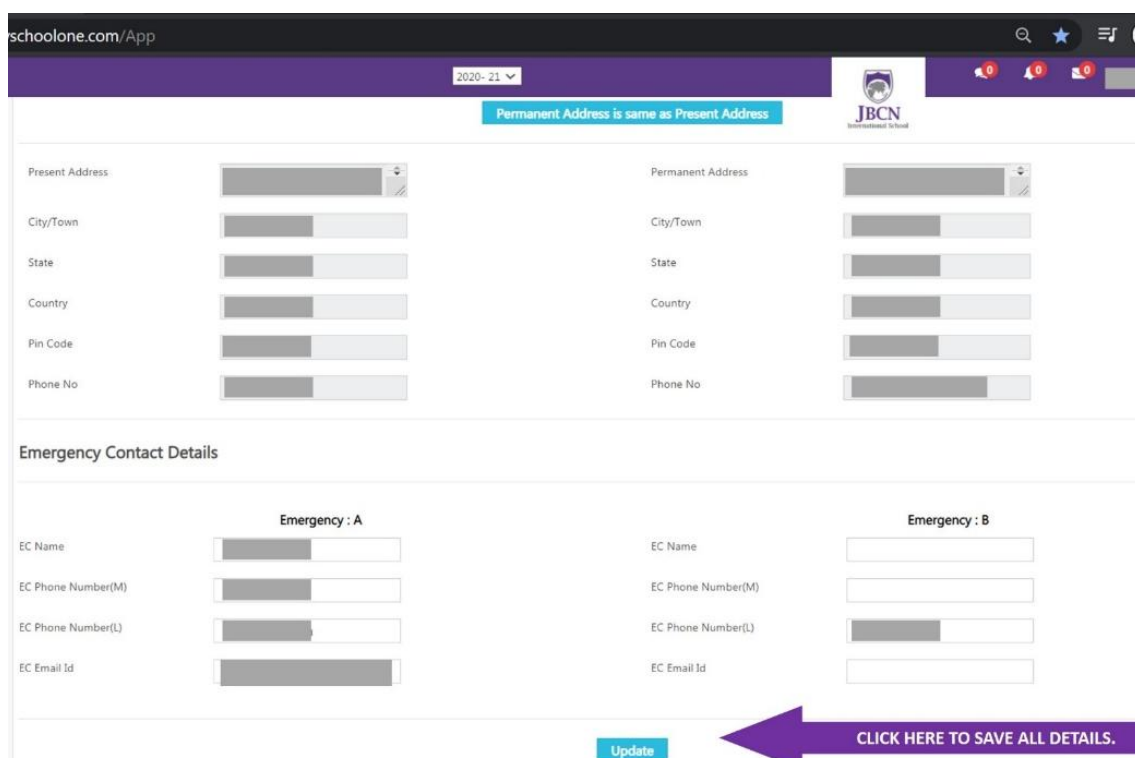


## Learner Details Page

1. Please ensure you fill in **ALL** details on this page.
2. Make sure to click the **"Update"** tab at the end of the "Emergency Contact" section – not clicking this tab would result in details not being saved.
3. In case some fields are auto-filled, please check them for accuracy and correct them wherever necessary.
4. It is very important that you keep all details on MySchoolOne up to date at all times, so please visit this page and make changes whenever there is a change in any detail. Some fields such as mobile number, email address and residential address are locked and cannot be updated by the parents. To update any of these, please write to [infomansion.parel@jbcnschool.edu.in](mailto:infomansion.parel@jbcnschool.edu.in).
5. Please ensure all photographs that you upload are clear, with plain backgrounds, and passport size. Please do not upload any selfies and/or casual pictures.



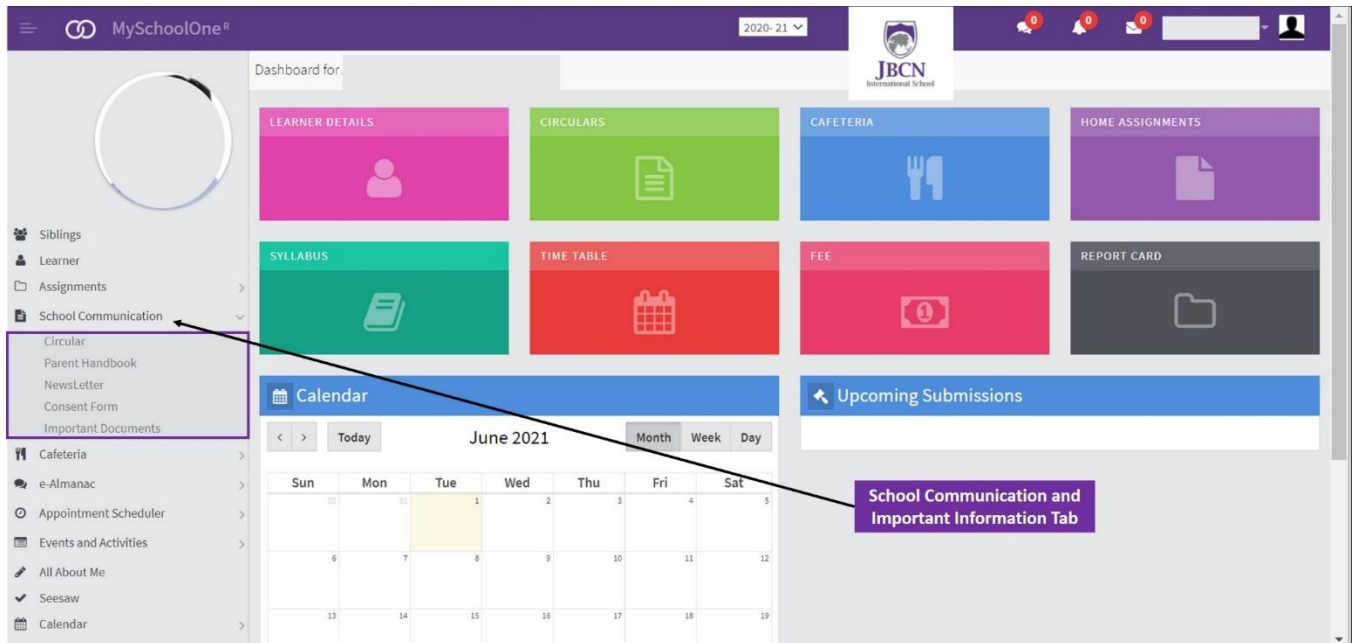
The screenshot shows the 'Learner Details Form' on the MySchoolOne platform. The form is divided into sections: Personal Details, Timetable, and Medical. The Personal Details section includes fields for Student ID, E-Mail ID, Grade, Roll No, Date Of Birth, and House Name. Below this, there are toggle switches for sharing phone number and email ID with other parents, and for sharing the child's photograph. The Academic Year is set to 2020-21, and the Grade is 7. The Section is Secondary, and the Division is OTU. A purple box on the right side of the form says 'SCROLL THROUGH THE ENTIRE PAGE AND FILL IN ALL DETAILS'.



The screenshot shows the 'Emergency Contact Details' section of the MySchoolOne platform. It includes fields for Present Address and Permanent Address, both with City/Town, State, Country, Pin Code, and Phone No. Below this, there are two columns for Emergency Contact (A and B), each with fields for EC Name, EC Phone Number(M), EC Phone Number(L), and EC Email Id. At the bottom, there is a blue 'Update' button and a purple arrow pointing to it with the text 'CLICK HERE TO SAVE ALL DETAILS.'

### School Communication and Information:

The school regularly shares important information, announcements and circulars with parents through MySchoolOne. All school communication can be viewed under the section, 'School Communication' as per the screenshot below.



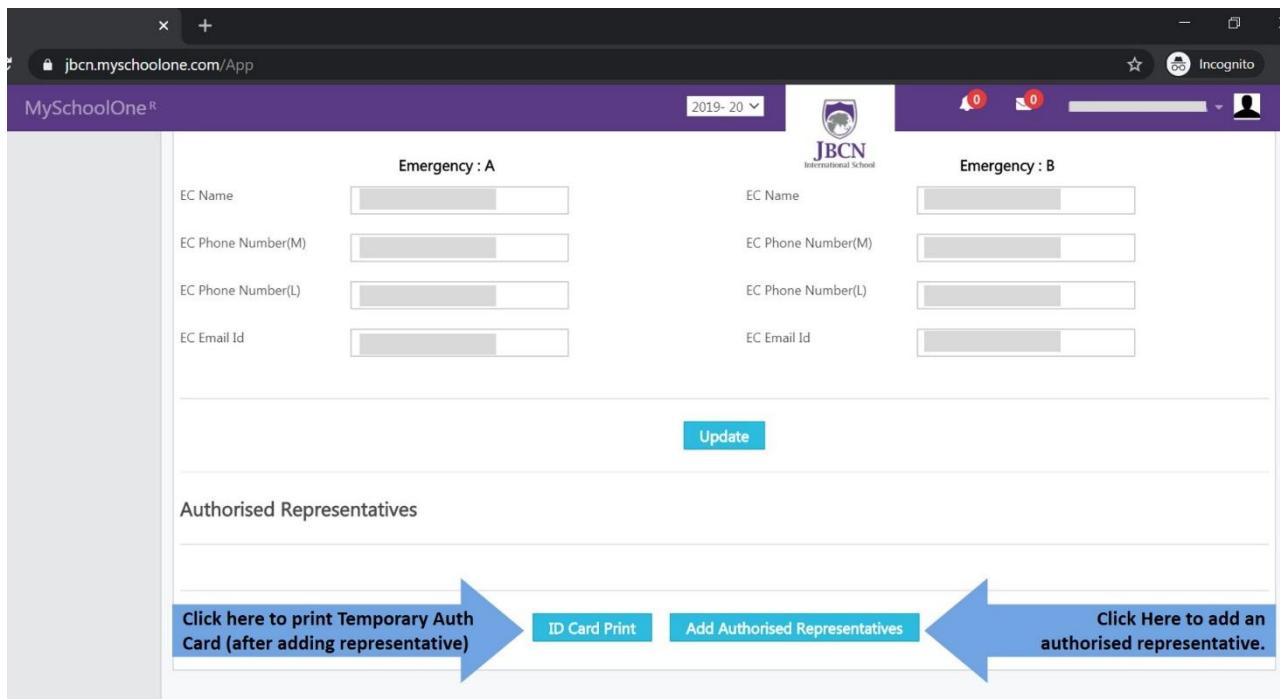
### Authorisation Cards for Authorised Representatives *(a separate communication will be sent closer to the start of the school year)*

We will be issuing the following ID/ Authorisation Cards to you:

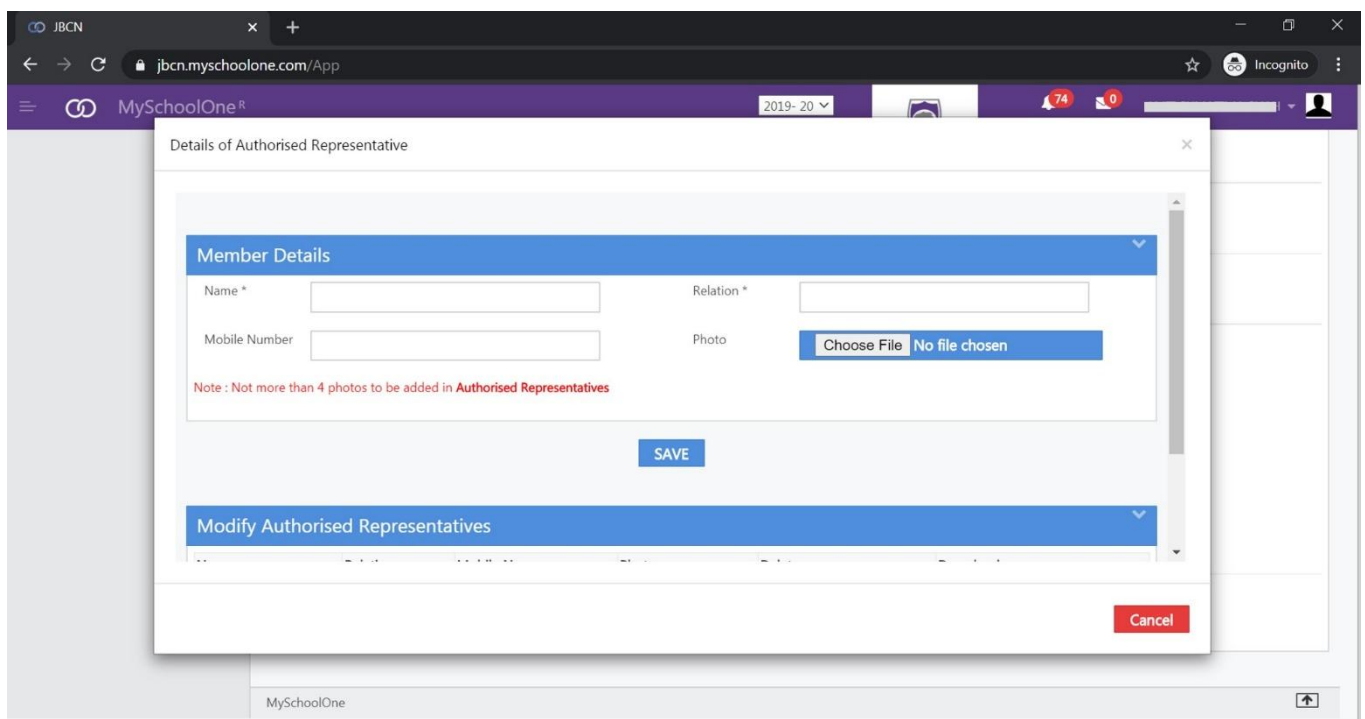
1. One ID Card for the Learner
2. Parent ID Cards for each of the parents of the learner
3. Upto two Authorisation Cards for Authorised Representatives: Parents may nominate caretakers for drop/pickup of the learner. Please upload name, relation with student, and photograph/s of such designated individuals (clear, passport-sized photographs with plain backgrounds. Please avoid selfies).

Please note, the date of issuance of the Learner and Parent ID Cards will be communicated shortly. Please ensure all parent and learner details on MySchoolOne are checked and up-to-date

Please note that Authorisation Cards for your designated authorised representatives will be sent home with Learners once the school reopens. Until then, MySchoolOne will provide you with the option of printing temporary Authorisation cards which can be carried by authorised representatives for collecting the learners until the time they get the actual cards. Your child will be handed over to the authorised representative only if she/he is carrying the card/ temporary print out. Please take a look at the screenshot flows below to understand this process:



A pop up will appear upon clicking the **“Add Authorised Representative”** tab. Please add the details required and click on **SAVE**. If you want to delete an authorised representative, please scroll down to the **“Modify Authorised Representative”** section. In case an authorised representative ceases to be in your employment, please do destroy all Temporary Forms and actual ID cards pertaining to her/him at your end, delete the details from MySchoolOne and inform the school immediately.

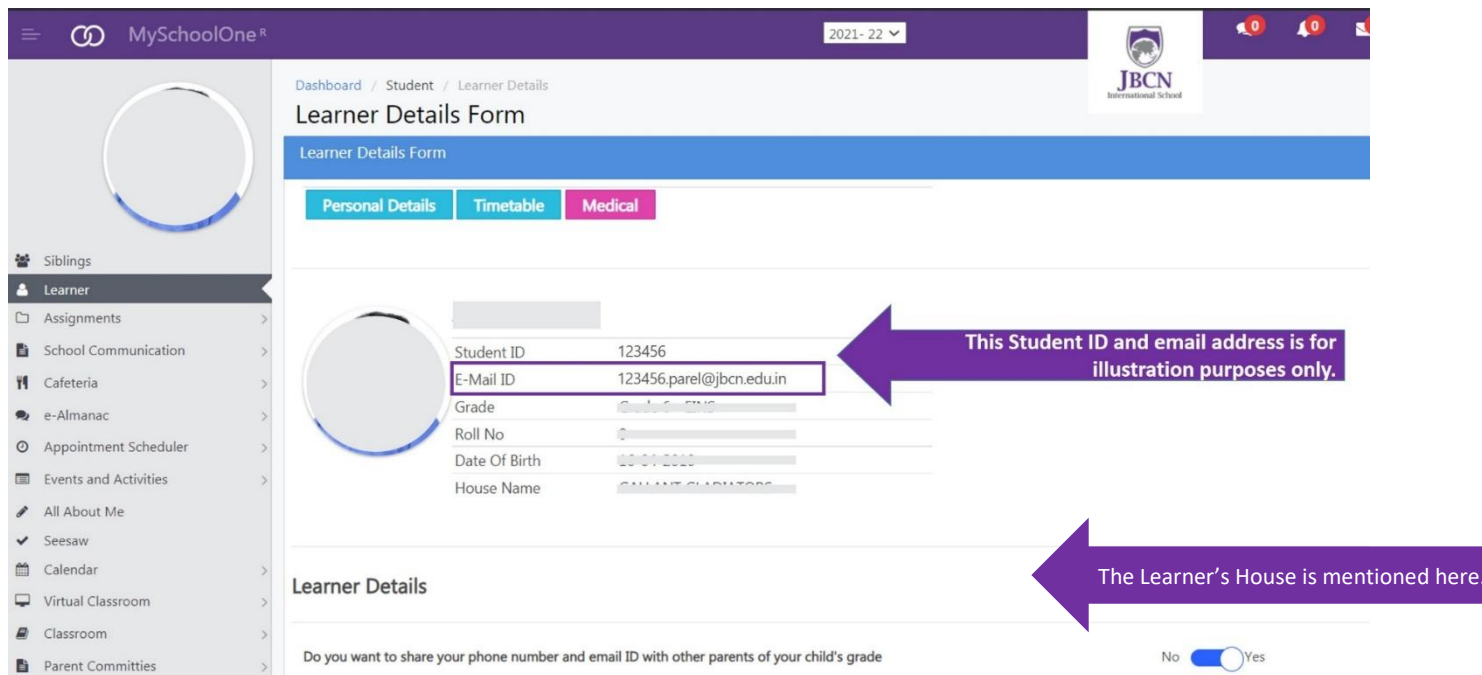



### JBCN MSO App

The “JBCN Parel MSO” app is developed by *Stuti Technologies Pvt. Ltd.*, and is available for download on the [Google Play Store](#) for android devices and/or the [App Store](#) for iOS devices (iPhone/iPad). A User Guide for the various modules is available within the App itself.

## Student ID, House and Learner Email Address:

- Every learner is allotted a unique 6-digit *Student ID* and an *email address*. The email address is in the format – [StudentID.parel@jbcn.edu.in](mailto:StudentID.parel@jbcn.edu.in).
- This *email address* is used by the learners to attend the virtual learning classes. Please note, learners will be allowed to attend the virtual learning sessions using on this email address. Please do not share your child's Student ID and/or password with anyone.
- Please refer to the screenshot below to know your child's Student ID, House, and email address.
- Generally, siblings are allocated the same House. The House will also be needed ordering of School Uniforms. **House is not applicable to learners in Pre-primary.**



Dashboard / Student / Learner Details

### Learner Details Form

**Learner Details Form**

Personal Details | Timetable | Medical

Student ID: 123456

E-Mail ID: 123456.parel@jbcn.edu.in

Grade: Grade 6 - ENG

Roll No: 0

Date Of Birth: 10-04-2010

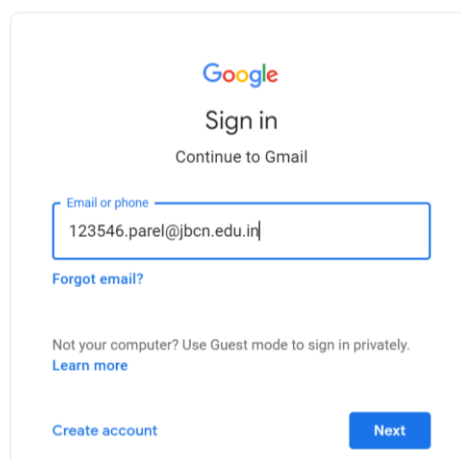
House Name: GANANT SHARMA

**Learner Details**

Do you want to share your phone number and email ID with other parents of your child's grade? ☐ No ☒ Yes

## Steps to log in to Learner Email:

- Visit <https://www.gmail.com>
- Enter the learner's email address in the 'Email or Phone' field. '123456' is an example of your child's unique Student ID and is for illustration only.
- **For New learners joining JBCN in the new academic year**, the default password is **jbcn@2526**. We advise that you change the password after the first log in.



Google

Sign in

Continue to Gmail

Email or phone

123456.parel@jbcn.edu.in

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately. [Learn more](#)

[Create account](#) [Next](#)

**ANCILLARY SERVICES FOR AY 2025-26**

Please take note of the following important information regarding the Ancillary Services [School Transport/Bus, Cafeteria Services, Optional Stationery, School Bag, School Uniform and Shoes] for the academic year 2025-26.

**CHARGES/FEES & IMPORTANT DATES**

Service/Event		Total Amount	Dates for Payment	Payment Mode / Cheque in favour of
<a href="#"><u>CAFETERIA</u></a> (OPTIONAL)	Breakfast	₹ 19,150	5 <sup>th</sup> June 2025  To  12 <sup>th</sup> June 2025	Online via <b>MSO ANCILLARY MODULE</b>  <b>OR</b>  <b>CHEQUE:</b>  For Nursery, Junior & Senior KG "JBCN PAREL PRE PRIMARY"  For Grades 1 to 12 "JBCN INTERNATIONAL SCHOOL PAREL"
	Lunch	₹ 49,950		
<a href="#"><u>SCHOOL BUS</u></a> (OPTIONAL)		Installment 1 – ₹ 44,500 For the complete year's fee, refer to the <a href="#"><u>BUS FEE CHART</u></a> <b>The balance fee, if any, is payable in July.</b>		
<a href="#"><u>OPTIONAL STATIONERY</u></a>		Grade-wise Amount updated on MSO		
<a href="#"><u>SCHOOL UNIFORMS</u></a>		Available on the vendor's website	9 <sup>th</sup> June 2025 to 4 <sup>th</sup> July 2025	Online via the vendor's website, <a href="#"><u>Fastpoint Creative</u></a>  <i>All Learners are expected to be in school uniform on the first day of school.</i>
<a href="#"><u>SCHOOL BAG</u></a> For New Admissions Only Optional for Existing Learners		Nur - ₹ 950 Jr. & Sr. KG - ₹ 1,000 Gr. 1 & 2 - ₹ 1,200 Gr. 3 to 12 - ₹ 1,300	5 <sup>th</sup> June 2025  To  23 <sup>rd</sup> July 2025	Online via <b>MSO ANCILLARY MODULE / CASH / CHEQUE:</b>  For Nursery, Junior & Senior KG "JBCN PAREL PRE PRIMARY"  For Grades 1 to 12 "JBCN INTERNATIONAL SCHOOL PAREL"
<a href="#"><u>SCHOOL SHOES</u></a>		Available at the School	14 <sup>th</sup> July 2025  To  23 <sup>rd</sup> July 2025	Available at the School



**DISTRIBUTION / SALE SCHEDULE**

Service/Event	Mode of Distribution/Delivery	Date of Distribution/Delivery
Learner Kit	Physical, from school (Yogi Mansion)	14 <sup>th</sup> July 2025 to 23 <sup>rd</sup> July 2025 (Please refer to the Grade-wise distribution schedule below)
School Bag		
School Shoes		
School Uniforms	Delivery to Residence/Home	The order will be delivered to your selected delivery address (home) within 15 Working Days. No physical sale or distribution will take place in the school. <i>All Learners are expected to be in school uniform on the first day of school.</i>

**SCHEDULE FOR LEARNER KIT DISTRIBUTION & SALE OF SHOES**

Date	Time Slot	Grades
14 July 2025	9:00 am - 3:00 pm	Grades 1 to 5
15 July 2025	9:00 am - 3:00 pm	Nursery, Junior & Senior KG
16 July 2025	9:00 am - 3:00 pm	Grades 6 to 12
17 July 2025	9:00 am - 3:00 pm	Grades 1 to 5
18 July 2025	9:00 am - 3:00 pm	Nursery, Junior & Senior KG
19 July 2025	9:00 am - 3:00 pm	Grades 6 to 12
21 July 2025	9:00 am - 3:00 pm	All Grades
22 July 2025	9:00 am - 3:00 pm	All Grades
23 July 2025	9:00 am - 3:00 pm	All Grades

*The School may communicate changes to the above schedule in the event of unforeseen situations.  
Learners of siblings may collect the learner kit on the same day.*



## CAFETERIA SERVICE

1. Subscription/Registration for the Cafeteria Service is optional.
2. **The service is available as an annual subscription only.** No short-term subscriptions are offered.
3. The Cafeteria Service will commence on the first day of the Academic Year.
4. Registration/Payment for the Cafeteria Service can be completed through the **Ancillary Tab** on MSO or by cheque.
5. Payment for the Cafeteria Service is payable for the entire year in one installment only.
6. Fees paid towards the Cafeteria Service are non-refundable and non-transferable.
7. **The Cafeteria charges are payable between 5<sup>th</sup> to 12<sup>th</sup> June 2025.**
8. Parents/learners can choose a combination of the meal services available (one or both):
  - a. Morning Breakfast Break (9:15/9:45 am for Grades 1 to 12 & 10:00 am for Pre-primary School)
  - b. Afternoon Lunch Break (12:15 pm/12:45 pm; Not Applicable to Pre-primary school)
9. The Cafeteria is managed and operated by [MagicoMeal](#). *MagicoMeal* has been working with JBCN International School for the past three years and is also providing catering services to other schools, like *Ecole Mondiale World School*, *Fazlani Global Academy*, *Russel Square International College*, *Adarsh International School*, *Orchids International*, *A M Naik International School*, *Avalon Heights*, *Billabong High*, and other corporate houses as well.
10. Meals are prepared in the catering partner's central kitchen and sent to the school in a temperature-controlled state. Food is reheated in school and served to the learners.

### 11. Meal Service and Delivery

Grade	Meal	
	Breakfast/Snack	Lunch
Nursery, Junior KG & Senior KG	Food is packed and plated in school and served warm to learners.	<b>Not Applicable</b>
Grades 1 & 2	Hot food is served to learners inside the classrooms.	
Grades 3 to 12	Hot Buffet service is available on respective floors. Jain Meals are served on select floors.	

12. Please click to see a [Sample Food Menu](#) for reference. The menu is designed to be both nutritionally balanced and appealing to learners. The cafeteria menu is shared with parents before the start of the month.
13. **JAIN meal options** are available for learners who wish to opt for the same. Please note that this option, once made, cannot be changed for the entire term.
14. The school follows a strict “no nuts”, and “no artificial colorants/preservatives” policy for all food preparations. However, if your learner is allergic to any other specific food item, we urge you to make alternate arrangements as the fixed menu cannot be modified to meet individual preferences.
15. **Food Sampling for learners and parents will be available in the school from 14<sup>th</sup> to 23<sup>rd</sup> July 2025.**

## SCHOOL BUS SERVICE

1. The school will be introducing **Air-conditioned School Buses from the Academic Year 2025-26**. A discussion regarding the same was held with the Executive Committee of the PTA and the Class Parents, following which a decision to introduce AC buses was taken.
2. **AC Bus Service will commence from 1<sup>st</sup> November 2025.**
3. **The regular, Non-AC buses will ply upto 31<sup>st</sup> October 2025.**
4. **A one-time increase in the Annual Charges of 12%, pro-rated from November 2025, is already applied to the annual school bus charges.**
5. In subsequent years, the annual increase will range from 8% to 10%, depending on the cost of fuel, salaries, and other overhead costs.
6. With the introduction of AC school buses from 1<sup>st</sup> November 2025, the AC bus routes may undergo minor changes with a view to improve the operational and route efficiency. The changes will be communicated to parents well in advance.
7. School bus service is strictly offered for pick up and drop off from the **same location**.
8. School bus service must be availed for both-way journeys. **One-way service is not available.**
9. **The School Bus Fee is payable between 5<sup>th</sup> to 12<sup>th</sup> June 2025.**
10. **The service is available as an annual subscription only.** No short-term subscriptions are offered.
11. Fees paid towards the School Bus Service are non-refundable and non-transferable, except in cases when the bus operator is unable to provide the bus service.
12. School Buses/Routes will be operated at near full capacity and only if an adequate number of enrolments are received for the route.
13. School bus service will be offered on a first-come-first-serve basis as long as seats are available on the school bus or the bus route.
14. The Bus route applicable for your learner will be shared by the school prior to the commencement of the new academic year.
15. Please note that the school management reserves the right to make changes to the existing bus routes and or bus routes through the course of the academic year.
16. **Facilities and services that will be offered on the school buses:**
  - a. Every bus will be equipped with Seat Belts, First Aid Kits, and Fire Extinguishers.
  - b. GPS Tracking facility for school buses is available for parents and the school staff.
  - c. CCTV Cameras with live surveillance are available only for authorized school personnel.
  - d. A dedicated Lady Bus Marshal is deployed on every bus to ensure safety and maintain discipline on the bus.
  - e. The school ensures that background checks and police verification for all bus staff are complete before the commencement of the bus service.
  - f. The school will ensure that buses for carrying learners comply with all norms prescribed by the regulatory and governing authorities.
17. **After payment of the First Installment of the School Bus Fees, please share the details using this [SCHOOL BUS REGISTRATION FORM](#).**

### LEARNER KIT

1. The charges for the learner kit are included in the School Fees.
2. The Learner Kit for your learner will be available from the school.
3. The Learner Kit will include:
  - a. Prescribed Textbooks
  - b. Prescribed Notebooks and/or Sheets
  - c. Art Folder (*as applicable*)
  - d. **Stationery (*only for the Pre-primary School*)**
4. The Distribution of the Learner Kit will take place from the school (Yogi Mansion) as per the schedule shared above. No delivery option will be available.
5. **Learner Kits for siblings may be collected by parents on the same day.**

### Optional Stationery Kit (Grades 1 to 12)

- a. Our Academic Teams recommend a basic set of stationery items that will be needed by learners of Grades 1 to 12 during classroom sessions and that must be available to all learners in the school.
- b. With this in mind, they have curated a Stationery Kit that may be purchased either from the school or parents may purchase these items from a store of their preference.
- c. The Stationery Kits differ from one grade to another. The Grade-wise contents of the Stationery Kit are available to view [HERE](#).
- d. The cost for the Optional Stationery Kit is updated on MSO under the Ancillary Tab.
- e. The Optional Stationery Kit will only be available as a complete bundle. No individual items of the kit will be available for purchase separately.
- f. **The Optional Stationery charges are payable between 5<sup>th</sup> to 12<sup>th</sup> June 2025.**

### SCHOOL SHOES

1. Learners must wear all-weather Plain Black Sports Shoes of their choice (no graphic prints, no white/colourful soles, only lace or velcro).
2. Wearing school-recommended shoes is mandatory with both the PE and the regular school uniform.
3. The school has tied up a vendor who supplies *Adidas, UCB & Nivia* school shoes for learners of all age groups.
4. The price of the shoes ranges between Rs. 1,300 to Rs. 2,500, depending on the size and brand you select.
5. The shoes will be available in Velcro and lacing options as per the age groups.
6. The Sale of shoes will take place from the school (Yogi Mansion) from **14<sup>th</sup> to 23<sup>rd</sup> July 2025**.
7. The shoes can be purchased by payment directly to the vendor in cash, credit/debit card or UPI.

## SCHOOL UNIFORMS

1. Uniforms are a part of a school's identity. It is a great equalizer that helps instill a feeling of belonging and oneness with the school. Uniforms are also known to aid in inculcating discipline and saving time!
2. **First Day of School:** All learners must come dressed in complete school uniform from the first day of school. Parents are requested to plan and order the school uniforms accordingly.
3. **Ordering the School Uniforms:**
  - a. **Online ordering of school uniforms can be done from 9<sup>th</sup> June to 4<sup>th</sup> July 2025.**
  - b. Orders for school uniforms can be placed only through the website of the **official uniform partner, Fastpoint Creative** - [www.fastpointcreative.com](http://www.fastpointcreative.com)
  - c. **The username and password for the [website](#) are the learner's 6-Digit Learner UID available on MSO.**  
**Example: Username: 021210 | Password: 021210**
  - d. All information regarding uniform items/clothing, sizing, fit, etc., as well as payment information, are available on the [website](#).
  - e. Please ensure to provide accurate and up-to-date contact details at the time of placing the order.
  - f. **A recommended uniform set comprises 2 sets of PE uniforms and 2 sets of formal uniforms, socks and belt.**
  - g. → [UNIFORM ORDERING GUIDE](#)
4. **Sizing and Trials:**
  - a. Detailed sizing information for all school uniforms is provided on the vendor's website.
  - b. **The order for the school uniforms needs to be placed only through the [vendor's website](#). No orders will be accepted at the school.**
  - c. **In case the size you ordered does not fit the learner, you can exchange the garment in the school on the exchange days mentioned below.**
5. **Delivery:**
  - a. All orders will be delivered **within 15 working days** from the date of order. All uniforms will be couriered to the postal address shared at the time of placing the order. Uniforms will not be distributed/delivered from the school.
6. **Exchange of School Uniforms:**
  - a. The uniform exchange policy is also available on the Fastpoint Creative website.
  - b. Uniforms can be exchanged at the school (*Yogi Mansion*) between **14<sup>th</sup> to 21<sup>st</sup> July 2025; 9:00 am to 4:00 pm.**
7. For queries regarding school uniforms, please write to [info@fastpointcreative.com](mailto:info@fastpointcreative.com) quoting the learners' UID and Grade.

**OPTING FOR ANCILLARY SERVICES AND PAYMENTS:**

1. The Ancillary Services Tab on MSO is enabled. **Refer to the [STEP-BY-STEP GUIDE](#)** to know the process of opting for ancillary services.
2. **Cafeteria Service:**
  - a. Payment for the Cafeteria Services can be made online (***via the MSO Ancillary Tab***) or by cheque by **12<sup>th</sup> June 2025**.
  - b. You may select a combination of the Cafeteria services [*Lunch and Snack, or Only Lunch or Only Snack*], as per your preference.
  - c. **Please be sure to select your meal preference as 'Jain' if you wish to opt for the same.**
3. **School Bus Service:**
  - a. Payment of the 1<sup>st</sup> Installment of the School Bus Service can be made online (***via the MSO Ancillary Tab***) or by cheque by **12<sup>th</sup> June 2025**.
  - b. Once the payment of the 1st installment is done, please fill in the [SCHOOL BUS REGISTRATION - AY 2025-26](#), and share a copy of the receipt there.
  - c. After payment of the fees, the School team will update the balance amount to be payable for the bus service on MSO. This amount will be payable in July 2025.
4. **School Bag & Optional Stationery Kit**
  - a. Payment for the School Bag and Optional Stationery Kit can be made online (***via the MSO Ancillary Tab → Study Kit Tab***) or by cheque by **12<sup>th</sup> June 2025**.
5. **School Uniforms**
  - a. Purchase of school uniforms can be made through the vendor's website on or before **4<sup>th</sup> July 2025**.
6. **School Shoes**
  - a. School Shoes can be purchased by visiting the school between **14<sup>th</sup> to 23<sup>rd</sup> July 2025**.

In case of any queries, please write to us at [infomansion.parel@jbcnschool.edu.in](mailto:infomansion.parel@jbcnschool.edu.in).

Warm Regards,

The Management Team

JBCN International School, Parel