



**UTTARA OFFICE:**  
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March 10, 2022

Dear Parents/ Guardians,

It is wonderful to have our students back on campus, seeing their joy and hearing their laughter on the playgrounds where they belong. We should commend ourselves for having made it through the worst of COVID times and now we hope to make the most of our return to learning in-person.

We have some announcements to make moving forward, under the present government directives. These include an announcement that **all levels of classes must resume in-person classes five days a week**. As a result, we are making the following updates:

**In-person classes for Playgroup – IX will begin on 13.03.2022 (Sunday) with revised timings – all online classes will conclude on 10.03.2022 (Thursday).**

**1. Timings:** We have staggered the start of morning classes, as well as afternoon pick-up times, in an effort to minimize traffic congestion and to allow us to follow COVID protocols efficiently:

#### UTTARA CAMPUS

Class	Starts	Ends
Playgroup & Nursery	9:30am	11:30am
KG I & KG II		12:30pm
I – IV	9:00am	12:40pm
V – XII	9:20am	1:00pm

#### GULSHAN CAMPUS

Class	Starts	Ends
Playgroup & Nursery	9:00am	11:00am
KG I & KG II		12:00pm
I & II		12:30pm
III – VI	12:30pm	3:30pm
VII – XII	8:20am	12:00pm

**2. Canteen:** It is not yet possible for us to safely open our cafeteria following COVID compliant protocols. Therefore, we request students to bring packed snacks and water daily from home. We will give you an update on our canteen services as soon as we can.



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- COVID Protocols:** All of our health safety rules remain in place, including mask wearing, social distancing and washing hands. If your child is unwell, we request you to please keep them at home and inform us of the matter.
- Lastly, we must revise the fees collection policies that we had suspended during the height of the pandemic period. The Accounts Offices are now open from Saturday – Thursday, between 8:30am – 2:00pm, as students are coming to campus daily.**

- Late fines will resume in April:** The school suspended late fines in March 2020 due to the lockdown and an understanding that families were facing financial hardship. We are sensitive to the struggles parents have experienced, but we are now left with a situation where most fees are now regularly paid several months late. These problems make it difficult for an institution to operate smoothly.

**All fees as of April 1<sup>st</sup>, 2022 are to be paid by the 12<sup>th</sup> of each month, as per our official policy. Late fines will resume as of April 13<sup>th</sup> and will apply for tuition fees for April 2022 and future months if not cleared by the 12<sup>th</sup> of each respective month.**


**Please note that you will also need to settle any outstanding fees from earlier months, in order to pay the tuition fees for April on time. The late fine will not apply to previous months.**

- Fee payment through bKash:** We continue to offer a payment option through bKash but please make note that the **transaction fee is your responsibility**. Additionally, there will be a fee added to your account if payment is made after April 12<sup>th</sup>.

We thank you for your understanding and patience in navigating through two years of pandemic schooling. We are proud of how our teachers and students have persevered during these adverse learning times. We look forward to a return to more normalcy as the months continue. As always, we are here to support our students in any way we can.

Thank you for your cooperation – please reach out with any concerns or questions.

**N.B. Please regularly check your email, the BIT website & Google Classrooms for further information and updates from the school.**

  
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**Ms Lubna Choudhury**  
**Founder Principal & Chairperson**