



Dear Parents,

The academic year 2021-22 is coming to an end. **We thank you for your kind cooperation extended to us in completing the academic year successfully.** Kindly make a note of the information given below.

Last working day for classes I - VII:

Dates	Classes	Timings
25/03/2022	I - III	8:20 am – 12:30 pm
26/03/2022	IV - VII	8:20 am – 12:30 pm

Summer vacations begin from:

Dates	Classes
26/03/2022	I - III
27/03/2022	IV - VII

The students are advised to spend the summer holidays usefully and productively with activities such as reading, writing attending summer camps and developing their talents and keeping themselves occupied with various hobbies of interest.

Results:

Dates	Classes	Timings
08/04/2022	I – III	9:30 am – 11:30 am
09/04/2022	IV - VII	9:30 am – 11:30 am

STUDENTS MUST BE ACCOMPANIED BY THEIR PARENTS ON THE DAY OF THEIR RESULTS. THEY MUST COME DRESSED IN THEIR REGULAR SCHOOL UNIFORM.

Details of fee Payment:

We wish to inform you that the Management has not increased the fee structure for the next academic year 2022-23, however kindly follow the following dates for installment payments.

For Classes I to VII		For Classes VIII to X	
1 st Installment	10 th April	1 st Installment	15 th March
2 nd Installment	5 th July	2 nd Installment	5 th July
3 rd Installment	5 th November	3 rd Installment	5 th November
4 th Installment	5 th February	4 th Installment	5 th February

Kindly note that the school office will remain closed from 14/04/2022 to 17/04/2022.

Note: Timings of school admin office on 13/04/2022 – 9:00 am to 11:00 am only.

We accept payment through Cash/Cheque/DD/Debit & Credit cards.

Please Note:

- No post-dated Cheques will be accepted.
- Bouncing of Cheque is a serious offence. If a Cheque bounces, no further Cheque transaction will be entertained from that particular parent and the bank charges of Rs.250/- has to be borne by the parent.
- The Transaction charges for swipping cards for payment of fees should be borne by parents.
- International cards will not be accepted.

Book details:

Due to shortage of books in the market, the vendor has agreed to supply the books for your convenience.

Kindly pay for the books on the day of the result confirming your order so that the vendor can procure the same for you. Payment for books must be done in the old admin block.

Distribution of books:

Date	Day	Class	Timings	Place
20/04/2022	Wednesday	I – II	9:00 am - 12:30 pm	Old Admin Block
21/04/2022	Thursday	III – V	9:00 am - 12:30 pm	
22/04/2022	Friday	VI – VIII	9:00 am - 12:30 pm	

(Kindly mention the class that your ward has been promoted to, at the time of collection of books)

- On request by many of parents and for your convenience the vendor has agreed to supply books, but you are most welcome to purchase it from elsewhere if you wish.
- A copy of book list will be given to you with the report card.
- All students must carry their books on the first day of the school.
- Single books cannot be purchased / issued.
- Those of you who do not purchase the books from the vendor in school must pay Rs.2000/- towards worksheets, Diary, ID card, CBSE activities & Class photograph at the accounts office.

School Reopening Details (2022-23):

Date	Class	Day	School Timings
26/05/2022	I - VIII	Thursday	8:20 am - 3:00 pm

Regular School Timings:

Class	Day	Timings
I - VIII	Mon - Fri	8:20 am - 3:00 pm
IV - VIII	Saturday	8:20 am - 12:30 pm

- Extra classes for High school (Class VIII) will be taken from 1st June, 2022 till 3:50 pm.
- No school for class I – III on Saturdays.
- School remains closed on 1st & 3rd Saturday of every month.

Attendance:

- Attendance is compulsory on the re-opening & closing day.
- Late coming will be dealt with strictly. Your ward has to be in school before 8:20 am. School gates will be locked at 8:20 am sharp.
- **No half days or permissions are allowed** unless the school calls to inform you that your ward is not well.

School Office working hours during vacation:

Day	Timings
Monday - Saturday	9:00 am - 12:00 noon

- Note: School remains closed on 1st & 3rd Saturday of every month.

Conclusion:

In closing the school academic year of 2021-22, we wish to thank all those who have made a positive contribution to our school. We are looking forward to the next academic year with lots of enthusiasm, zeal and zest.

Surabhi Yamini Iyengar
PRINCIPAL