

**Dear Parents,**

Parents are requested to follow the instructions carefully and strictly adhere to the dates and schedules as mentioned below in preparations for the Academic Year, 2023-24. Non-attendance to the given schedule will invite confusions and inconvenience, therefore, follow the date and timings strictly.

<b>OPEN DAY / RESULT DAY</b>			
	<b>CLASS</b>	<b>DATE</b>	<b>TIME</b>
1	Nursery, LKG and UKG	April 05 <sup>th</sup>	8·30 am TO 12·00 noon
2	I TO IV	April 11 <sup>th</sup>	8·30 am TO 12·00 noon
3	V TO IX	April 13 <sup>th</sup>	8·30 am TO 12·00 noon

<b>DISTRIBUTION OF BOOKS AND STATIONERY : 2023-2024</b>			
	<b>CLASS</b>	<b>DATE</b>	<b>TIME</b>
1	X	April 20 <sup>th</sup>	9·00 am TO 12·00 noon
2	V TO IX	May 15 <sup>th</sup> , 16 <sup>th</sup> and 17 <sup>th</sup>	9·00 am TO 3·00 pm
3	I TO IV	May 18 <sup>th</sup> , 19 <sup>th</sup> and 20 <sup>th</sup>	9·00 am TO 3·00 pm
4	Nursery, LKG and UKG	May 22 <sup>nd</sup>	9·00 am TO 12·00 noon

Books and stationaries will be issued only on the dates mentioned here. Payment for books can be made through cash/card to the distributor in the counter.

<b>SCHOOL RE-OPENING DAY : 2023-2024</b>			
	<b>CLASS</b>	<b>DATE</b>	<b>TIME</b>
1	X	May 22 <sup>nd</sup>	Half day till May 31 <sup>st</sup>
2	V TO IX	May 29 <sup>nd</sup>	Half day till May 31 <sup>st</sup>
3	I TO IV	June 01 <sup>st</sup>	Half day till June 03 <sup>rd</sup>
4	Nursery, LKG and UKG	June 05 <sup>th</sup>	As usual timing

## **UNIFORM**

1. The regular uniform of Pre-primary section will be changed from the next/new academic year. The measurement of children was already taken.
2. There will be a change in the uniform for children promoted from UKG to Class I and students promoted from Class IV to V. Measurement for the uniform of these students was already taken.
3. The regular uniform of Classes I to X will remain the same for the coming year. Students who want to give order for the regular uniform (additional/extra uniform) must give measurement on their respective Open Day itself. The Uniform person will be available in the School on the Open Day and not on any other day for the measurement. Payment towards the uniform must be paid in cash on the same day itself. The uniform must be collected on the same date and timing as mentioned below.

<b>UNIFORM DISTRIBUTION DAY : 2023-2024</b>			
	<b>CLASS</b>	<b>DATE</b>	<b>TIME</b>
1	V to X	May 23 <sup>rd</sup>	9·00 am TO 12·00 noon
2	I to IV	May 27 <sup>th</sup>	9·00 am TO 12·00 noon
3	Nursery, LKG and UKG	June 03 <sup>rd</sup>	9·00 am TO 12·00 noon

4. The school will be introducing a new T-shirt and Track pant for Classes I to X to wear on Wednesdays for reasons that children get a break for washing their regular uniform in between the week. Parents who have any issue regarding this are requested to meet the undersigned on the Open Day. The Wednesdays' Uniform will be given to the students on school re-opening day. Payment towards the T-shirt and Track pant must be given after the school re-opens.
5. Those who want Saturdays' uniform can pay the amount and collect it before 31<sup>st</sup> of May.
6. A sample of Saturday's shoes will be displayed in the school on the Open Day.

### **SCHOOL FEES PAYMENT SYSTEM**

1. A Printed School Fees Challan Book will be given to the Parents on Open day/Result Day. The school fees can be paid in four equal instalments. The First Instalment of School Fees must be paid in South Indian Bank, Koramangala Branch in the School Campus before the schedule for collecting the books. Parents must produce the Challan Receipt of the First Instalment of School Fees in the School Office and collect the token to produce in the Book Counter for collecting the textbooks and notebooks as per the schedule. Parents will get to know detailed information regarding the fees and payment on the Open day when you receive the printed school fees challan book.
2. A token for collecting books and stationaries will be given from the school office on the day of distribution of books, provided the First Instalment of School fee is paid. Kindly produce the paid Challan receipt in the office to collect the token for books.
3. The list of class-wise-textbooks, notebooks, and stationaries will be displayed on the noticeboard for the parents to cross-check the bundle before leaving the counter. Receipt/bill must be collected against all payments. An approximate amount to be brought for the books and stationaries will be informed later.
4. Belt, tie, socks, and pullover will be available in the school from May 15<sup>th</sup> onwards.
  - It is compulsory for the parents to attend the Open Day without fail.

School Office will remain open from 9·00 am TO 12·00 noon during summer vacation.

Brother Sanil Tharayil  
Principal