

LITTLE ANGELS SCHOOL, UKKUNAGARAM

Sub: Important Information for the balance academic year 2024-25 for the students presently studying in classes LKG to 5th to be promoted to classes UKG to 6th in the new academic year 2025-26- reg.

Dear Parent,

The Academic Year 2024-25 will conclude with the completion of annual examinations in the month of March. We take this opportunity to thank all students and parents for their support and co-operation in helping us deliver quality education in the Academic Year 2024-25.

Information pertaining to the **Balance Academic Year 2024-25** and for the **New Academic Year 2025-26** are listed below. Parents are requested to read everything carefully.

IMPORTANT INFORMATION AND DATES FOR THE BALANCE ACADEMIC YEAR (2024-25)

SL. No.	EVENT	DATE	NOTE
1	Announcement of Results of Term-3/Annual Examinations for Classes LKG to 5 (2024-25)	27.03.2025 (Thursday)	a) Attendance of all the students is compulsory on the Result Day to receive the Report Cards. Students must come along with their parents in <u>Blue school uniform with well polished shoes</u> to receive the report cards <u>between 9:00 am and 12:00 noon. Report Cards will not be issued to any other person without authorization from parents.</u> b) The result of those children who are persistently in-disciplined in the school/having shortage of attendance/fee defaulters will be withheld and the parents of such children will be intimated through letters to meet the Director/HM along with their children to collect the progress reports. c) Results of the students <u>who have not cleared the fees for the academic year 2024-25</u> will be withheld. Such students <u>will not be enrolled for the next academic year 2025-26 and will also not be allowed to attend the classes during the 1st Spell of Academic Year 2025-26 commencing from 07th April 2025.</u> d) <u>Results of the withheld students (fee defaulters) will be declared only after all the dues are cleared.</u> e) Students who do not perform well in overall examinations will not be qualified. There will be no reconsideration in this regard.
2	Correction of Marks in the Report Card	28.03.2025 (Friday)	<u>Correction of Marks in the Report Card (if any)</u> —Parents must give the information to the concerned Class Counsellor in the School between 9:00 am and 12:00 noon.
3	Issue of Corrected Report Cards	01.04.2025 (Tuesday)	<u>Corrected Report Cards</u> will be issued by the concerned Class Counsellors between 9:00 am and 11:30 am.

SL. No.	EVENT	DATE	NOTE
4	Short Break After Term -3/Annual Examinations		Students need not come to school during this period.
	Classes LKG & UKG	06.03.2025 to 06.04.2025	
	Classes 1 & 2		
	Class 3 Hindi SL Students		
	Class 3 Hindi TL Students	07.03.2025 to 06.04.2025	
	Classes 4 & 5	08.03.2025 to 06.04.2025	
5	Transfer Certificates (TC)		1.Last Date to apply for TC is 15.02.2025 .
	Last Date to apply for TC	15.02.2025 (Saturday)	2. <u>TCs applied “after 15.02.2025” and before reopening of the school in April 2025 for the academic year 2024-25 , will be issued subject to the payment of penalty fee of 1/3 of Term 1 Fee of Academic Year 2025-26.</u>
	Date of Issue of TC to the applied	27.03.2025	3.Parents who have applied for the Transfer Certificates for their ward(s) on or before 15.02.2025,are informed that the Transfer Certificates will be issued on <u>27.03.2025</u>
	TC will not be issued during office vacation.	05.05.2025 (Monday) To 14.05.2025 (Wednesday)	4.In case, parents are outstation and are unable to come to collect TC personally, then they should inform the school, if, anybody is authorized to collect TC on their behalf. <u>An authorization letter has to be submitted by the parent giving details of the authorized person like-Photo Id and contact number.</u> 5.In <u>exceptional cases (outstation cases)</u> , if parents are unable to collect TC personally on the given date, then <u>parents can opt for postal facility. Following is the procedure.</u> i. Parents should submit a request letter to school for postal dispatch of TC. ii. Postal expenses for the dispatch of TC shall be borne by the parent. iii. A stamped, self-addressed envelope must be submitted along with the TC format. iv. After receiving the TC, parent should send an acknowledgement email to the school as it is an important document.

IMPORTANT INFORMATION AND DATES FOR THE NEW ACADEMIC YEAR (2025-26)

SL. No.	EVENT	DATE	NOTE
6	Commencement of New Academic Year 2025-26 (1st Spell) Classes UKG to 6 (Promoted students of classes LKG to 5 2024-25)	07.04.2025 (Monday) to 30.04.2025 (Wednesday)	1. The 1st Spell of Classes for the Academic Year 2025-26 will be conducted for the students during this period. 2. <u>School Timings:</u> From 8:45 am to 12:30 pm. With half an hour lunch break. Students must bring the required materials as per the instructions given below along with snacks and water bottle. 3. Attendance of all students is compulsory. 4. <u>Orientation Classes will be conducted on 07.04.2025 (Monday) & 08.04.2025 (Tuesday)</u> for all the students by the respective Class Counsellors and subject teachers. During orientation classes, students must bring a rough notebook and necessary stationery items. 5. Teachers will orient the students about the following issues: a) Rules and Regulations b) Dos and Don'ts in the class and the school c) Posture in the classrooms d) Reduction of load of school bag e) Tips and guidelines for improving Handwriting f) Guidelines for writing notes g) Homework policy h) Weekly class test schedule i) Art Integrated learning j) Projects and Activities and other important aspects 6. Temporary timetable will be given to the students during the orientation days, according to which students must bring textbooks and notebooks from 09.04.2025 (Wednesday) onwards till 30.04.2025 (Wednesday).
7	Summer Vacation Classes UKG to 6 (Promoted students of classes LKG to 5)	01.05.2025 (Wednesday) To 15.06.2025 (Sunday)	The school shall remain closed for the students during this period and shall re-open after summer vacation.

SL. No.	EVENT	DATE	NOTE
8	School Re-opening after Summer Vacation for the Academic Year 2025-26 for Classes UKG to 6	16.06.2025 (Monday)	1. After summer vacation, the school shall re-open for the students on 16.06.2025. 2. School Timings: From 8:45 am to 3:15 pm. Students must bring the required materials as per the instructions given below along with snacks, lunch and water bottle. 3. Attendance for all students is compulsory. 4. <u>Orientation Classes will be conducted on 16.06.2025 and 17.06.2025</u> by the respective Class Counsellors and subject teachers. During orientation classes, students must bring a rough notebook and necessary stationery item. 5. Teachers will orient the students about the following issues: a) Rules and Regulations b) Dos and Don'ts in the class and school c) Posture d) Reduction of the load of the School Bag e) Tips for improvement in handwriting f) Guidelines to write notes g) Home work policy h) Weekly class test schedule i) Projects and activities, art integrated learning and other important aspects. Teachers will also conduct learning workshop in their respective subjects. j) Assessments to be conducted in the year k) Role & Responsibilities of class Committees l) Mentoring System m) Nutritious food to be brought to school n) Club Activities o) Saturday activities p) Inter-House Competitions and Activities q) Identification of students for different activities from each Class & Section (Club, Competitions, Evening Games, Interest to visit different places). r) Bagless days s) Health and Wellness Programme.
9	Commencement of Syllabus in the 2nd spell of Academic Year 2025-26 Classes UKG to 6 (Promoted students of LKG to Class 5)	18.06.2025 (Wednesday)	1. Syllabus for Academic Year 2025-26 will commence in the month of April. However, it will be revised once again by the teachers after summer vacation. 2. <u>Students will be given timetables on the Orientation days.</u> 3. <u>Students should bring books as per the timetable from - 18.06.2025 onwards.</u> Note: Students are instructed to strictly follow the timetable and not to bring all the textbooks and notebooks. 4. <u>School Timings</u> will be from 8:45 am to 3:15pm. 5. Students should bring snacks, water and lunch along with them

SL. No.	EVENT	DATE	NOTE
10	Purchase of Books For the Academic Year (2025-26)	Class wise Date sheet for purchase of books (offline as well as online) is shared with this Annual circular. Kindly, refer.	1.Books will be supplied by M/s. Jyothi Book Depot. <u>Parents can purchase the books either through Online purchase with door delivery facility or Offline from Jyothi Book Depot, TSR complex, Dwarakanagar on prior appointment basis.</u> 2.Parents are requested to follow the venue, dates and time schedule for purchase of books (online and offline) as per the class wise date sheet. <u>Please refer to the date sheet shared along with this circular.</u> 3.The link to register for online purchase of books and the tutorial video will be shared in a separate circular. 4. <u>Students will not be allowed to use any other pattern of note-books other than those prescribed by the school with the school emblem.</u>
11	Purchase of School Uniform (2025-26)		1. Time: <u>10.00am to 4.30 pm with</u> lunch break from 2.00pm to 3.00pm. 2. a. A special counter for supply of readymade school uniforms will be opened in the school by M/s Donna only on the dates given. As uniforms are required to be purchased according to the size, therefore parents have to purchase them by visiting the counter in the school only. <u>Online facility for purchase of uniforms is not available.</u> b. The counter in the school will remain closed on all Sundays and Public Holidays. <u>Note:</u> a. Parents are requested to adhere to the dates & timings for purchase of school uniforms in the school premises. b. The counter for the supply of school uniforms in the school will not be open on the days other than those specified in the circular. c. Parents will have to purchase the uniforms from M/s Donna showroom, Hotel Green Park Road , below St. Anthony’s Church , Jagadamba Junction on the dates other than those specified in the circular. In case of any queries, parents may contact M/s Donna on the following Mobile Number: - 9849662395 3.Uniform is compulsory for attending offline classes 4. <u>Students will not be allowed to use any other pattern of uniform other than the pattern prescribed by the school.</u>
	Supply of school uniform (by M/s Donna) Phase-I		
	Classes	Date	
	5 th , 6 th	02.04.2025	
	2 nd , 3 rd ,4 th	03.04.2025	
	LKG, UKG & 1 st	04.04.2025	
	Phase-II		
	5 th , 6 th	11.04.2025	
	2 nd , 3 rd ,4 th	12.04.2025	
	LKG, UKG & 1 st	15.04.2025	
	Phase-III		
LKG to Class -10 and New admissions	02.06.2025 & 03.06.2025		
<u>APPEAL</u> 1. Students should avoid wearing faded/short uniforms, broken or torn shoes, faded or loose socks. 2. If any student wears such uniforms, he/she will not be allowed to the school and it will lead to reduction of grades in co-scholastic areas.			

SLNO	EVENT	DATE	NOTE
12	Commencement of Extracurricular Activities/ Games/Sports	After summer vacation in the month of June after re-opening	a) The Extracurricular activities/Games/Sports will commence after re-opening of school in the month of June. b) Details regarding Extracurricular activities /Games/Sports and enrollment procedure will be notified to the parents in June.
13	Summer Vacation for the School Office	05.05.2025 (Monday) To 14.05.2025 (Wednesday)	The school office shall remain closed during this period.
14	Re-opening date for school office after summer vacation	15.05.2025 (Thursday)	School office will re-open and resume all works.
15	Date for Online Payment of Fee for the Academic Year 2025-26	01.04.2025 (Tuesday) onwards	Online Fee Payment through HDFC EduQfix will be accepted from the given date.

16 Fee Particulars for Classes UKG to 6 (2025-26):

- a) Please note that the school fee will be collected in 4 Terms for the Academic Year 2025-26.
b) Parents should ensure that the Term fee is paid on or before the due date of the respective Terms.
c) Parents can also make the payment for any number of Terms at a time, or even for the whole year if they want to pay.
d) We appreciate timely payment of fee by the parents.

Class 2025 - 2026	1 st TERM FEE TO BE PAID ON OR BEFORE 15.04.2025	2 nd TERM FEE <u>TO BE PAID ON OR BEFORE 15.07.2025</u>	3 rd TERM FEE TO BE PAID ON OR BEFORE 15.10.2025	4 th TERM FEE <u>TO BE PAID ON OR BEFORE 15.01.2026</u>
UKG	9,720/-	9,720/-	9,720/-	9,720/-
1 Std	10,605/-	10,605/-	10,605/-	10,605/-
2 Std	10,605/-	10,605/-	10,605/-	10,605/-
3 Std	10,660/-	10,660/-	10,660/-	10,660/-
4 Std	11,510/-	11,510/-	11,510/-	11,510/-
5 Std	11,510/-	11,510/-	11,510/-	11,510/-
6 Std	11,635/-	11,635/-	11,635/-	11,635/-

NOTE:

1. FEE ONCE PAID IS NOT REFUNDABLE.
2. Fee has to be paid Online only through HDFC EduQfix on or before the given dates. The steps for payment of fee online through 'HDFC EduQfix' will also be shared with the parents.
3. No Cash Payments will be accepted.
4. The above fee does not include School Books, School Uniform and School Bus Transport Fee.
5. In case of non-payment of fee for the 1st Term before the due date i.e., 15.04.2025 and absence of the child from the re-opening day i.e., 07.04.2025 till 30.04.2025 without intimation to the school, the child's name will not be enrolled for the academic year 2025-26 and admission will be provided to the new admission entrants.
6. Term fees must be paid on or before the respective due date of the Terms. In case of non-payment of fee within the due dates, fines shall be applicable.

APPEAL TO THE DEFAULTERS:

7. Please pay the fee promptly. The school can't allow default of payment of fees for more than 10 days.
8. Names of the fee defaulters will be considered as discontinued from the school with effect from 16.04.2025 and will not be allowed to attend school after summer vacation.

SL.No.	EVENT	DATE	NOTE
17	School Transport	07.04.2025 (Monday)	1. School Bus Facility for the academic year 2025-26 shall commence from 07.04.2025. Parents who wish to continue school bus transport facility & also parents who wish to avail transport facility from the academic year 2025-26, must visit the school <u>between 9:00 am and 3:30 pm</u> on 27.03.2025, 28.03.2025 or 01.04.2025 to fill and submit the Bus Application Form for availing school bus facility for the academic year 2025-26.
	Commencement of School Bus Facility For the Academic Year 2025-26		2. A fresh application for transport with student's photo must be submitted every year for grant of bus facility.
	(Optional)		3. Parents need to affix one photo of the student on the application and one photo is to be submitted to the office assistant.
			4. Transport fee will not be accepted without the submission of the duly filled-in application
			5. Bus facility is afresh every year subject to vacancy. <u>Note: Mere issue of applications does not guarantee bus facility and it is subject to vacancy only.</u>
	School Bus Fee for the Academic Year 2025-26		1. Bus Fee for the Academic Year 2025-26 shall be collected <u>in Two Terms only.</u>
			2. I term to be paid by 05.04.2025
	For the students residing in the township	Rs.8,730/- per term	3. II term to be paid by 30.09.2025
	For the students residing in other areas. (outside the township)	Rs.13,100/- per term	4. Parents who wish to continue school bus transport facility & also parents who wish to avail transport facility from the academic year 2025-26, must visit the school <u>between 9:00 am and 3:30 pm</u> on or before 01.04.2025 to fill and submit the Bus Application Form for availing school bus facility for the academic year 2025-26.
	For the Students residing in areas beyond Kurmannapalem and before Aganampudi Junction (Shivaji Nagar, Annapurna Dhaba Area, Radio Station, Sai Balaji Nagar, Toll gate, Shirdi Sai Nagar etc.)	Rs.13,725/- per term	5. Parent who submitted bus application form for availing School Bus facility for the Academic Year 2025-26, must pay the Term 1 fee amount on or before 05.04.2025 to avail the bus facility.
	For the students residing in Anakapalli	Rs.15,285/- per term	6. Students will not be allowed to use bus facility if bus fee is not paid on or before the due dates specified.
	For the students residing in Scindia	Rs.15,910/- per term	7. <u>No partial payment is allowed.</u>
			8. <u>Bus facility on monthly basis or less than term</u> basis under any circumstances is not allowed.
			9. <u>Bus fee should be paid Online Only through HDFC EduQfix.</u>
			10. <u>'NO RESERVATION AND BOARDING FACILITY WITHOUT PAYMENT'.</u>
			11. The school bus user facility will be provided only <u>'On Payment and on a First-Come First-Served Basis'.</u>
			12. Old students will not be allowed to use bus facility if bus fee is not paid on or before 05.04.2025
			13. Request for discontinuation or adjustment in the middle of the term cannot be considered.
			14. Parents must use the facility after careful consideration of route point and convenience

18. Insurance coverage:

- a) The students are covered under an Accident Insurance Policy offered by TATA AIG Insurance Company.**
- b) Under this policy, students and one earning parent of each student (1st parent as per school register) are covered.**
- Further details can be obtained from the school office.**

Date: 06.03.2025


HEADMISTRESS

LITTLE ANGELS SCHOOL, UKKUNAGARAM

Date: 06.03.2025

Sub: Important Information for the balance academic year 2024-25 for the students presently studying in classes 6th to 9th to be promoted to classes 7th to 10th in the new academic year 2025-2026 - reg.

Dear Parent,

We take this opportunity to thank all students and parents for their support and co-operation in helping us deliver quality education in the Academic Year 2024-25. The academic year 2024-25 will conclude with the completion of annual examinations in the month of March 2025.

Important information pertaining to the **Balance Academic Year 2024-2025** and for the **New Academic Year 2025-2026** is listed below. Parents are requested to read everything carefully.

IMPORTANT INFORMATION AND DATES FOR THE BALANCE ACADEMIC YEAR (2024-2025)

SL.No	EVENT	DATE	NOTE
1	Announcement of Results of Annual Examinations for Classes 6-9 (2024-2025)	27.03.2025 (Thursday)	a) Attendance of all the students is compulsory on the Result Day to receive the Report Cards. Students must come along with their parents in <u>Blue School Uniform</u> to receive the report cards <u>between 9:00 am and 12:00 noon. Report Cards will not be issued to any other person without authorization from parents.</u> b) The result of those children who are persistently in-disciplined in the school/having shortage of attendance/fee defaulters will be withheld and the parents of such children will be intimated through letters to meet the Director/Principal along with their children to collect the progress reports. c) Results of the students who have not cleared the fees for the academic year 2024-2025 will be withheld. Such students will not be enrolled for the next academic year 2025-2026 and will also not be allowed to attend the classes during the 1st spell of academic year 2025-26 commencing from 7th April 2025. <u>d) Results of the withheld students (fee defaulters) will be declared only after all the dues are cleared.</u> e) Students who do not perform well in overall examinations will not be qualified. There will be no reconsideration in this regard.
2	Correction of Marks in the Report Card	28.03.2025 (Friday)	<u>Correction of Marks in the Report Card (if any)</u> – Parents must give the information to the concerned Class Counsellor in the school between 9:00 am and 12:00 noon.
3	Issue of Corrected Report Cards	01.04.2025 (Tuesday)	<u>Corrected Report Cards</u> will be issued by the concerned Class Counsellors between 9:00 am and 11:30 am.

SL. No.	EVENT	DATE	NOTE
4	Short Break After ✓ Annual Examinations For Classes 6 to 9 (2024-25). ✓ Promoted to classes 7 to 10 (2025-26)	-	Students need not come to school during this period.
	For classes 7, 8 & 9 (2025-26)	08.03.2025 (Saturday) to 06.04.2025 (Sunday)	
	For class 10 (2025-26)	06.03.2025 (Thursday) to 06.04.2025 (Sunday)	
5	Transfer Certificates (TC) Last Date to apply for TC	15.02.2025 (Saturday)	1.Last Date to apply for TC was 15.02.2025. 2.TCs applied <u>after 15.02.2025 and before reopening of the school in April 2025 for the academic year 2025-26 will be issued subject to the payment of penalty fee of 1/3rd of Term 1 fee of the academic year 2025-26.</u> 3.Parents who have applied for the Transfer Certificates for their ward(s) on or before 15.02.2025, will be issued the same on 27.03.2025 4.In case, parents are outstation and are unable to come to collect TC personally, then they should inform the school, if, anybody is authorized to collect TC on their behalf. <u>An authorization letter has to be submitted by the parent giving details of the authorized person like- Photo Id and contact number.</u> 5.In <u>exceptional cases (outstation cases)</u>, if parents are unable to collect TC personally on the given date, then <u>parents can opt for postal facility. Following is the procedure.</u> i. Parents should submit a request letter to school for postal dispatch of TC. ii. Postal expenses for the dispatch of TC shall be borne by the parent. iii. A stamped, self-addressed envelope must be submitted along with the TC format. iv. After receiving the TC, parent should send an acknowledgement email to the school as it is an important document.
	Date of Issue of TC to the applied candidates	27.03.2025 (Thursday)	
	TCs will not be issued during office vacation.	05.05.2025 (Monday) to 14.05.2025 (Wednesday)	

IMPORTANT INFORMATION AND DATES FOR THE NEW ACADEMIC YEAR 2025-2026

SL.No.	EVENT	DATE	NOTE
6	Commencement of New Academic Year (1st Spell) (2025-2026)	07.04.2025 (Monday) to 30.04.2025 (Wednesday)	- The 1st spell of classes for the academic year 2024 -2025 will be conducted for the students during this period. - Attendance of all students is compulsory. School Timings: There will be only 5 periods per day from 8:45 am to 12:30 pm with a <u>lunch break for 30 minutes</u> during the 1st spell of the academic year 2025-26. Students must bring the required materials as per the instructions given below along with snacks, lunch and water bottle. - Orientation Classes will be conducted on <u>7.04.2025 (Monday) & 8.04.2025 (Tuesday)</u> for all the students by the respective Class Counsellors and subject teachers to bring awareness about the following: - Rules and Regulations - Dos and Don'ts in the class and school - Posture - Reduction of the load of the School Bag - Tips for improvement in handwriting - Guidelines to write notes - Homework policy - Weekly class test schedule - Projects and activities, art integrated learning and other important aspects. During orientation classes, students must bring a rough notebook and necessary stationery items. - Temporary timetable for the period from 9.04.2025 onwards till 30.04.2025 will be given to the students during the orientation days, according to which students must bring textbooks and notebooks from 9.04.2025 (Wednesday) onwards till 30.04.2025 (Wednesday).
	Classes 7 to 10 (2025-26) (Promoted students of classes 6 to 9, 2024-25)		
7	Summer Vacation Classes 7 to 10 (Promoted students of Classes 6 to 9)	01.05.2025 (Thursday) onwards to 15.06.2025 (Sunday)	The school shall remain closed for the students during this period and shall re-open after summer vacation.

SL.No.	EVENT	DATE	NOTE
8	School re-opening after summer vacation For Classes 7 to 10 (promoted students of classes 6 to 9)	16.06.2025 (Monday)	1.After summer vacation, the school shall re-open for the students of classes 7 to 10 on 16.06.2025 (Monday). 2.Orientation Classes for Classes 7 to 10 will be conducted on 16.06.2025 (Monday) and 17.06.2025 (Tuesday) by the respective Class Counsellors and subject teachers to bring awareness about the following: a) Rules and Regulations b) Dos and Don'ts in the class and school c) Posture d) Reduction of the load of the School Bag e) Tips for improvement in handwriting f) Guidelines to write notes g) Homework policy h) Weekly class test schedule i) Projects and activities, art integrated learning and other important aspects. Teachers will also conduct learning workshop in their respective subjects. j) Assessments to be conducted in the year k) Role & Responsibilities of class Committees l) Mentoring System m) Nutritious food to be brought to school n) Club Activities o) Inter-House Competitions and Activities p) Saturday activities q) Identification of students for different activities from each Class & Section (Club, Competitions, Evening Games, Interests to visit different places). During orientation classes, students must bring a rough notebook and necessary stationery items. 3. School Timings for the students of classes 7 to 10 from 16.06.2025 (Monday) onwards: From 8:45 am to 3:15 pm. Students must bring snacks, lunch and water bottle. 4. Special Classes Timings for class 10 shall be from 3:25 pm to 4:30 pm. Date of commencement of special classes shall be intimated later. 5.Attendance of all students is compulsory.

SL. No.	EVENT	DATE	NOTE
9	Commencement of syllabus in the 2nd spell of the academic year 2025-2026 For Classes 7 to 10 (promoted students of classes 6 to 9)	18.06.2025 (Wednesday)	1.Syllabus for the academic year 2025-2026 will commence in the month of April. However, it will be revised once again by the teachers after summer vacation. 2.<u>Students will be given timetables on the orientation days.</u> 3.<u>Students of Classes 7 to 10 should bring books as per the timetable from 18.06.2025 (Wednesday)</u> Note: Students are instructed to strictly follow the timetable and not to bring all the textbooks and notebooks. 4.Special classes for classes 7 to 9 will be conducted after school hours <u>if necessary</u> (to complete the syllabus) with prior intimation to the parents.
10	Purchase of books for the academic year (2025-2026)	Class wise Date sheet for purchase of books (offline as well as online) is shared with along with this circular	1.Books will be supplied by M/s. Jyothi Book Depot. <u>Parents can purchase the books either through Online purchase with door delivery facility or Offline from Jyothi Book Depot, TSR Complex, pillar no.8, Dwarakanagar on prior appointment basis.</u> 2.Parents are requested to follow the venue, dates and time schedule for purchase of books (online and offline) as per the class wise date sheet. <u>Please refer to the date sheet shared along with this circular.</u> 3.The <u>link to register for online purchase</u> of books and the tutorial video will be shared in a separate circular. 4.<u>Students will not be allowed to use any other pattern of note-books other than those prescribed by the school with the school emblem.</u>

SL. No.	EVENT	DATE	NOTE
11	Purchase of School Uniform (2025-2026)		1. Time: <u>10.00am to 4.30pm</u> with lunch break from 2.00pm to 3.00pm.
	School Uniform (by M/s Donna)		2. a. A special counter for supply of readymade school uniforms will be opened in the school by M/s Donna only on the dates given.
	Phase-1		As uniforms are required to be purchased according to the size, therefore parents have to purchase them by visiting the showroom only. <u>Online facility for purchase of uniforms is not available.</u>
	01.04.2025 (Tuesday)	Classes 8, 9 & 10	b. The counter in the school will remain closed on all Sundays and Public Holidays.
	02.04.2025 (Wednesday)	Class 7	<u>Note:</u>
	Phase-2		a. Parents are requested to adhere to the dates & timings for purchase of school uniforms in the school premises.
	10.04.2025 (Thursday)	Classes 8, 9 & 10	b. The counter for the supply of school uniforms in the school will not be open on the days other than those specified in the circular.
	11.04.2025 (Friday)	Class 7	c. Parents will have to purchase the uniforms from M/s Donna showroom, Hotel Green Park Road, below St. Anthony’s Church, Jagadamba Junction on the dates other than those specified in the circular.
	Phase- 3		d. In case of any queries, parents may contact M/s Donna on the following Mobile Number: - 9849662395.
	02.06.2025 (Monday) and 03.06.2025 (Tuesday)	Classes 7 to 10	3. <u>Students will not be allowed to use any other pattern of uniform other than the pattern prescribed by the school.</u>
<u>APPEAL</u>			
1. Students should avoid wearing faded/short uniforms, broken or torn shoes, faded or loose socks.			
2. If any student wears such uniforms, he/she will not be allowed to the school and it will lead to reduction of grades in co-scholastic areas.			

SL. No.	EVENT	DATE	NOTE
12	Commencement of Extracurricular Activities/ Games/Sports	In June after Re-opening of school after Summer Vacation	a) The Extracurricular activities/Games/Sports will commence in June after re-opening of school after summer vacation. b) Details regarding Extracurricular activities /Games/Sports and enrollment procedure will be notified to the parents in June.
13	Summer Vacation for the School Office	05.05.2025 (Monday) to 14.05.2025 (Wednesday)	The school office shall remain closed during this period.
14	Re-opening date for school office after summer vacation	15.05.2025 (Thursday)	School office will re-open and resume all works.
15	Date for Online Payment of Fee for the academic year 2025-2026	01.04.2025 (Tuesday) Onwards	Online Fee Payment through HDFC Edu Qfix will be accepted from the given date.

16. Fee Particulars for Classes 7 to 10 (2025-2026):

- Please note that the school fee will be collected in 4 Terms for the academic year 2025-2026.
- We appreciate timely payment of fee by the parents.
- Parents should ensure that the Term fee is paid on or before the due date of the respective Terms.
- Parents can also make the payment for any number of Terms at a time, or even for the whole year if they want to pay.

Class 2025 - 2026	1 st TERM FEE TO BE PAID ON OR BEFORE 15.04.2025	2 nd TERM FEE TO BE PAID ON OR BEFORE 15.07.2025	3 rd TERM FEE TO BE PAID ON OR BEFORE 15.10.2025	4 th TERM FEE FOR TO BE PAID ON OR BEFORE 15.01.2026
7	11,635	11,635	11,635	11,635
8	11,635	11,635	11,635	11,635
9	11,635	11,635	11,635	11,635
10	11,870	11,870	11,870	11,870

NOTE:

- FEE ONCE PAID IS NOT REFUNDABLE.
- Fee has to be paid Online only through HDFC EduQfix on or before the given dates. The steps for payment of fee online through 'HDFC EduQfix' will also be shared with the parents.
- No Cash Payments will be accepted.
- The above fee does not include School Books, School Uniform and School Bus Transport Fee.
- In case of non-payment of fee for the 1st Term before the due date i.e., 15.04.2025 and absence of the child from the re- opening day i.e., 07.04.2025 till 30.04.2025 without intimation to the school, the child's name will not be enrolled for the academic year 2025-2026 and admission will be provided to the new admission entrants.
- Term fees must be paid on or before the respective due date of the Terms. In case of non-payment of fee within the due dates, fines shall be applicable.

SL.No.	EVENT	DATE	NOTE
APPEAL TO THE DEFAULTERS:			
7. Please pay the fee promptly. The school can't allow default of payment of fees for more than 10 days. 8. Names of the fee defaulters will be considered as <u>discontinued from the school with effect from 16.04.2025 and will not be allowed to attend school after summer vacation.</u>			
17	School Transport Commencement of School Bus Facility For the Academic Year 2025-2026 (Optional)	07.04.2025 (Monday)	1. School Bus Facility for the academic year 2025-26 shall commence from 07.04.2025 . 2. Parents who wish to continue school bus transport facility & also parents who wish to avail transport facility from the academic year 2024-2025, must visit the school <u>between 9:00 am and 3:30 pm</u> on 27.03.2025, 28.03.2025 or 01.04.2025 to fill and submit the Bus Application Form for availing school bus facility for the academic year 2025-2026. 3. A fresh application for transport with student's photo must be submitted every year for grant of bus facility. 4. Parents need to affix one photo of the student on the application and one photo is to be submitted to the office assistant. 5. Transport fee will not be accepted without the submission of the duly filled-in application 6. Bus facility is afresh every year subject to vacancy. <u>Note: Mere issue of applications does not guarantee bus facility and it is subject to vacancy only.</u>
	For the students residing in the township	Rs.8,730/- (per term)	1. I term to be paid by 05.04.2025
	For the students residing in other areas. (outside the township)	Rs. 13,100/- (per term)	2. II term to be paid by 30.09.2025
	For the Students residing in areas beyond Kurmannapalem and before Aganampudi Junction (Shivaji Nagar, Annapurna Dhaba Area, Radio Station, Sai Balaji Nagar, Toll gate, Shirdi Sai Nagar etc.)	Rs. 13,725/- (Per term)	3. <u>No partial payment is allowed.</u>
	For the students residing in Anakapalli	Rs. 15,285/- (per term)	4. <u>Bus facility on monthly basis or less than term basis under any circumstances is not allowed.</u>
	For the students residing in Scindia	Rs. 15,910/- (Per term)	5. Parents who wish to continue school bus transport facility & also parents who wish to avail transport facility from the academic year 2025-2026, must visit the school <u>between 9:00 am and 3:30 pm</u> on 27.03.2025, 28.03.2025 or 01.04.2025 to fill and submit the Bus Application Form for availing school bus facility for the academic year 2025-2026.
			Important Note: 1. Transport facility is offered on first come first serve basis. 2. Old students will not be allowed to use bus facility if bus fee is not paid on or before 05.04.2025. 3. Request for discontinuation or adjustment in the middle of the term cannot be considered. 4. Parents must use the facility after careful consideration of route point and convenience. 5. <u>Bus fee should be paid online only through HDFC EduQfix.</u>
18. Insurance coverage:			
1) The students are covered under an Accident Insurance Policy offered by TATA AIG Insurance Company. 2) Under this policy, students and one earning parent of each student (1 st parent as per school register) are covered. 3) Further details can be obtained from the school office.			

Vinodakshi P.S

PRINCIPAL