



CIRCULAR TO ALL PARENTS

Dear Parents,

The Academic Year 2024-2025 ends on 21st March 2025.

ACADEMIC BREAK :

CLASSES JR. KG & SR.KG : 22nd MARCH to 6th APRIL, 2025.

CLASSES 1 – 9 & 11 : 19th MARCH to 6th APRIL, 2025.

NEW ACADEMIC YEAR 2025-26:

School re-opens for new academic year as per the following schedule:

1. KG2 to Grade XII : Monday 7th April, 2025.
2. KG 1 : Wednesday 9th April 2025.

All promoted students are requested to pay the First Term Fees and books fee to re-register for the next Grade **before 5th April 2025**. No student will be allowed to attend the class without fee payment.

Parents who wish to avail transport facility are requested to pay the fees in advance and inform the transport department before 30th March 2025 to reserve your seat. School will not take any responsibility of the transportation if the child is not registered before this deadline.

RESULT DECLARATION DATES:

GRADES	DATE
KG1 & KG2	20/03/2025
1 TO 5	22/03/2025
6 TO 9 & 11	25/03/2025

The results will be published in the SCHOOL PORTAL AND GOOGLE CLASSROOM.

Parents can download the progress report card from school portal which will be available after **ADEK approval** (Approximately after 10th April,2025).

Result will be withheld if there is any pending fee for 2024-25. Students with fee due will be removed from school roll by 31st March 2025. Re-admission is subject to clearance of all earlier dues (2024-25) & payment of first installment fees (2025-26) and availability of seats.

TRANSFER CERTIFICATE :

Parents who requested TC for the school outside of Abu Dhabi will receive it after 20th April 2025 and those who applied for local transfer, the student details will be transferred to the new school online after getting approval from ADEK and confirmation (NOC) letter from the new school. Parents applying for TC after **1st April 2025** have to pay the **First term fee** for receiving the transfer certificate.

SCHOOL FEE / TEXT & NOTE BOOKS (2025-26):

FEE PAYMENT-	1 st INSTALLMENT	2 nd INSTALLMENT	3 rd INSTALLMENT
DUE DATE-	Before 5/4/2025	Before 10/9/2025	Before 10/1/2026

Parents are requested to pay the **First installment school** fee along with the **book fee** and stationery fees **before 5th April 2025**.

FEE DETAILS ARE ATTACHED HEREWITH:

Mode of Payment: Online / bank transfer/ credit card/ Cash payment at counter. No part payment will be accepted. Payment slips are to be produced to the store in charge to get the books and uniform. Contact accounts office for more details. **Receipt generation for online payment will take at least 2 days. Therefore please remit in advance to avoid delay in collecting books and uniform (Refer the table below for book/uniform distribution dates).**

Please ensure that you fill out the attached Google Form after making the payment.

Google form link - <https://forms.gle/kAzQykNiEZ1VpcGW6>

Note: To minimize queues and waiting time for fee payments, parents are encouraged to opt for online payment at least three days before the book collection date. Online payment details/Fee structure are attached below.

Please note the following:

1. All fees are to be paid in advance. Late payment will lead to cancellation of discount.
2. The School fee and transport fee for the year is collected in three installments.
3. **School Fee & transport fee once paid will not be refunded at any circumstances.**
4. Students who are using the school transport should use it for the full academic year.
5. One month prior notice is required from Parents to cancel the transportation.
6. Five working days required for any change in location for transport pickup and dropping.
7. Students who required transport facility, kindly register your name with the transport provider on or before 25th March 2025.
8. Provide the payment receipt copy at the store to collect the books & uniform.
9. Without the payment of First installment, no students will be allowed to attend any classes.
10. As per ADEK & DOT instructions private vehicles are not allowed to transport students to the school.

UNIFORM:

All students should be in full school uniform while attending the classes. Uniforms are available in school store.

Kindly note that there is a change in the uniform for classes 1 & 2. Parents are requested to buy the new uniform.

TEXT BOOK, NOTE BOOK & UNIFORM DISTRIBUTION DATES:

TIME: 9.30 am to 1.30 pm

1. 22/3/2025 : Grade - 1
2. 23/3/2025 : KG 2
3. 24/3/2025 : Grade - 2 & 3
4. 24/3/2025: KG 1
5. 25/3/2025 : Grade - 4 & 5
6. 03/4/2025 : Grade - 6,7 & 8
7. 04/4/2025 : Grade - 9 to 12

PARENT ORIENTATION:

Grade 1 (2025-26 new batch) – Saturday, 22/3/2025

KG 1 (2025-26 new batch) – Monday, 24/3/2025

SUMMER VACATION FOR STUDENTS : 1st July 2025 to 22nd August 2025.

WINTER VACATION (tentative) :20th December 2025 to 4th January 2026.

Parents are requested to plan the vacation according to the summer vacation dates and avoid taking leave during the school working days.

Kindly check the school website regularly to get the latest updates regarding re-opening and school policies. All school circulars and information will be uploaded in the website.

Thanking you all for the whole-hearted co-operation and support extended to us throughout the year.

Regards



**SAJI OOMMEN
PRINCIPAL**