



CIRCULAR TO ALL PARENTS

Dear Parents,

1. WITHDRAWAL AND TRANSFER CERTIFICATE.

Parents who wish to take transfer certificate of their ward during April are requested to apply in the prescribed form on or before 27th February 2020 and the TC will be issued or transferred after 20th April 2020. Please note that parents who are applying after 27th February 2020 have to pay an additional amount of one month tuition fee and who are applying after 19th March 2020 have to pay an additional amount equal to two months tuition fee to get the transfer certificate and the certificate will be issued only in the month of May 2020.

2. School Fee payment.

Please be reminded that all fee dues including the third installment fees (Jan- March) and transportation fees have to be cleared on or before 27th February 2020. Class X & XII parents are requested to clear the dues before 5th February 2020. Please note that your ward will not be able to write the final examination if there is a fee due.

3. Uniform

Please note that there will be change in school uniform for the following classes from the New Academic Year 2020-2021

a) KG I & KG II : Trousers & T-shirt

b) Grades 6 to 10:

Classes 6 to 10 Boys	Classes 6 to 10 Girls
Brown formal trousers	Brown formal trousers
Cream color shirt	Cream color shirt
Brown blazer	Brown blazer
Brown tie	

c). Grades 1 to 5 and 11 & 12 – No change

4. Academic break

Last working day for the academic year will be on 19th March 2020. Classes for the new academic year for students of KG II to Grade IX and Grade XI begin on 8th April 2020. Class X & XII will begin their classes from 1st March 2020.


Principal