

Dear Parent , please take note of the following information regarding the next academic year.

Transfer Certificate

- Those who require a Transfer Certificate may apply using the TC Application available in the office. You may submit the TC Application to the school office on or before 15-March-2020. TC shall be given on the day of Open House. Countersigning of the TC by the CBSE may take at least one month. T C cannot be generated if there is any fees due.
- You can apply for TC even after the given date. But, it will take a minimum of 5 school-office-working-days to issue the TC as school will be on holidays.
- Any other information you receive from anybody or over the phone which is contrary to the stipulation of days in issuing TC will not override the information given in the circular.

Office Working Hours

- School Office will remain closed from 04-April-2020 to 14-April-2020.
- School Office will function on other days of April from Mondays to Fridays between 9:30 am and 12:30 pm.

Tentative Dates

- **Open House:** Open House will be held on 31-Mar-2020.
- **New Academic Year:**
 - New Academic Year commences on 01-June-2019 for the students of Std II – VIII and 04-May-2020 for the students of Std IX, X and XII.

Fees Paid Certificate

- Those who require a Fees Paid Certificate, must send a request addressed to the Principal on an A4 size paper. It will take a minimum of three office working days from the day of receipt of the request. Immediate processing will not be possible.

School Bus in the Next Year

- All those who want to use school bus next year have to register your ward's name in the school office on or before the date of Open House. Entries and enquires after the Open House may not be entertained. Those who are already using the bus also have to register for the next year.
- There will be three slabs of fees – Rs 8750/-, Rs 9250/- and Rs 9750/- next year per term out of which Rs 500/- is the new tax proposed in the Kerala budget. If the government is granting any concession in the proposed tax, the same will be passed to parents.
- Those who register for the school bus will have to pay the first term fee on or before 10-April-2020. Students of Std VIII, IX, X, XI and XII will have to pay the yearly bus fee. Students who are currently using school bus will be given preference over the new comers. If confirmed, your bus fees will be deducted from the account. Please make sure that those who register for the school bus facility have enough balance in the linked account.
- If you want to cancel the registration for school bus facility, please fill the school bus cancellation form available at the school office. If cancelled between 10-April-2020 and 31-May-2020, 50% of the paid bus fee will be refunded. Thereafter, there will not be any refund of the bus fee.
- Number of students using the school bus is required for planning of the school buses for the next year. Therefore, please make sure that your ward will use the school bus in the next year fully.

- **School Bus Route Panampally Nagar-Kadavanthara (Bus No 2) will not be there in the next year.**

School Fees for the Next Academic Year (2020-21)

Fee Payment Pattern : 2020-21	
Date of Payment	Std II
Installment I - May 15	12750
Installment II - July 15	8280
Installment III - Sep 15	8280
Installment IV - Nov 15	8280
Installment V - Jan 15	8280
Total	45870

It is the duty of the parent to pay the fees on time. Reminder of fee payment will be given only in School Digital.

Note on Term I Fees – Term I fees is inclusive of the advance fee of Rs 10,000/-. Actual Fee of Term I depends on the balance of advance fee as on 30-April-2020. Please refer to the ‘Advance Fee’ tab of the ‘Fee’ menu of School Digital to know the balance of advance fee. Fee Paid Certificate will reflect only the actually paid amount.

Official WhatsApp Group & SMS

- School is terminating the Official WhatsApp Group, mainly due to the concern of privacy of the mobile numbers. School Digital will be used for all communications.
- Parents who have not yet registered in School Digital are again requested to register and make use of it effectively. There is an IOS and android application, named ‘SchoD’ for the easy reading of the messages.
- Text SMSs will be sent only for emergency messages.

Uniform for 2020-21

- As of previous years, you are free not to use the facility provided by the school for the school uniform. Please make sure that you do not deviate in pattern and colour.
- As of last year, parents have to order the uniform through <https://www.storem.co.in>. Modified help file will be available in FACILITIES tab of the www.shpublicschool.com. StoreM will be active between 01-Mar-2020 and 15-Mar-2020. Parents must pay the amount for uniform before 20-Mar-2020. Those who pay before 20-Mar-2020 will be given the stitched uniform in the first lot in the month of May 2020. Those who order or pay after 20-Mar-2020 will receive the stitched uniform only after June 2020. Ordered fabrics will be given on the day of open house.
- School uniform bag and file is compulsory for the students of Std I, II & III. School uniform bag is compulsory for Std IV. You are strongly recommended to use the present one if it is in good condition. Bag will be available at a later stage too.

Textbook and Notebook

- There is no textbook or notebook for Std I, II and III.