

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

Tentative Dates**● Commencement of New Academic Year**

- o 02-May-2023 – Classes 09, 10 & 12
- o 01-Jun-2023 – Classes UKG, 02 to 08
- o 05-Jun-2023 – Class 01
- o 07-Jun-2023 – LKG
- o 12-Jun-2023 – PreKG

● Meeting of the Parents

- o 14-Jun-2023 – Meeting of the parents of Class 11 (9:30 am to 11:00 am)
- o 03-May-2023 – Meeting of the parents of Class 09 (02:30 pm to 03:30 pm)
- o 04-May-2023 – Meeting of the parents of Class 10 (02:30 pm to 03:30 pm)
- o 05-May-2023 – Meeting of the parents of Class 12 (02:30 pm to 03:30 pm)
- o 24-May-2023 – Initiation of the kindergarten students
- o 27-May-2023 – Meeting of the parents of Class 01 (09:30 am to 11:00 am)

Working Saturdays

- Due to unscheduled holidays, school is not able to meet the required number of working days of an academic year. Therefore, from the next academic year (2023-24) first and third Saturdays will be working days for classes 06 to 08 and first, third and fourth Saturdays will be working days for classes 09 to 12. If there is a fifth Saturday, it will be a holiday if not announced otherwise. There will be a special timetable for such Saturdays.
- Special classes with special timetable will be held on Saturdays for classes 01 to 05 if portions are lagging due to unscheduled holidays.

School Bus

- Detailed information regarding school bus will be given later.
- Registration of the school bus will be only through School Digital and last date of first instalment of bus fee for classes PreKG to 08 and yearly bus fee of classes 09 to 12 will be 15-April-2023.

Cancelling/Merging of Bus Routes

- Bus routes Ernakulam-Palarivattom (Bus No: 04), Kadavanthara-Panampally Nagar (Bus No: 05) and North Kaloor-Kathrikadavu (Bus No: 03) bus routes will be cancelled and will be merged into one route.

- New bus route (Kaloor-Kadavanthara) is as follows: School-Thevara Jn-Kasavukada-Jetty-Menaka-High Court-North-Kaloor-Katrikadav-BPCL Petrol Pump-Pnnurunni Route via Paradise Road-Infront of Welcare Hospital-Take U Turn-via Sahodaran Ayyappan Road-Kadavantra Jn-via K P Vallon Road-Kasturba Nagar-School.

Uniform

- Measurement of uniform of the present students will be taken during the working days.
- **Those who wish to order the stitched uniform must order the items latest by 31-Mar-2023.** StoreM will be open from 01-Mar-2023 to 31-Mar-2023. Stitched uniform can be ordered only by fresh admissions after 31-Mar-2023.
- StoreM will be again opened either in the last week of April 2023 or the first week of May 2023 for the items other than stitched uniforms.
- Please be informed that students of classes PreKG to 05 are having uniform school bag.

Textbook and Notebook

- There is no textbook or notebook for PreKG, LKG, UKG, Std I & II. List of textbooks for classes 03-12 will be given separately.

School Fees for the Next Academic Year (2023-24)

Date of Payment	PreKG	LKG	UKG	Std I	II	III	IV	V
Instalment I - May 10	9280	9280	9280	9360	9360	9060	9060	9060
Instalment II - July 10	9280	9280	9280	9360	9360	9060	9060	9060
Instalment III - Sep 10	9280	9280	9280	9360	9360	9060	9060	9060
Instalment IV - Nov 10	9280	9280	9280	9360	9360	9060	9060	9060
Instalment V - Jan 10	9280	9280	9280	9360	9360	9060	9060	9060
Total	46400	46400	46400	46800	46800	45300	45300	45300

Date of Payment	VI	VII	VIII	IX	X	XI	XII
Instalment I - May 10	8460	8460	8460	8660	8660	9300	9300
Instalment II - July 10	8460	8460	8460	8660	8660	9300	9300
Instalment III - Sep 10	8460	8460	8460	8660	8660	9300	9300
Instalment IV - Nov 10	8460	8460	8460	8660	8660	9300	9300
Instalment V - Jan 10	8460	8460	8460	8660	8660	9300	9300
Total	42300	42300	42300	43300	43300	46500	46500

- It is the duty of the parent to pay the fees on time. Reminder of fee payment will be given only in School Digital.
- Fee paid certificates can be downloaded from School Digital. Those who require seal and sign on the fee paid certificate will have to apply at least before 7 school-office-working days in the month of April and May.

- Those, who are having any fee dues or negative balance in advance fee, are requested to clear the dues as early as possible. If there is fee due after 31-Mar-2023, it will be assumed that you are not continuing studies at Sacred Heart CMI Public School, Thevara.
- You will not able to view or download Report Card if there is any fee dues.

Transfer Certificate

- Those who require a Transfer Certificate (TC) may apply using the TC Application available in the School Digital. A description of Online TC Application is given in the next heading.
- Those parents who want to delegate/authorise anybody to collect the original TC from the school office should do as given below:
 - While you send the pdf of TC request to the given mail id, you (father/mother) must attach the authorization letter which authorizes the person to collect the original TC from the school office.
 - ID proof of the collecting person must be attached with the same mail in which pdf of the TC request and authorization letter are attached.
 - When the authorized person comes to collect the original TC, the authorized person must carry the original of the authorization letter and original of the same ID proof attached in the mail.
- Those parents who want to receive the original TC by Registered Post anywhere in India should do as given below:
 - A request shall be given in the body of the mail. Detailed postal address with PIN code must be in the mail body.
 - Rs 50/- will be deducted from the Advance Fee for sending the TC by registered post. Please make sure that there is enough balance in the Advance Fee.
 - Responsibility of the school is limited to sending the TC by registered post to the given address.
- Those who submit application for TC before 24-Mar-2023 will be given the TC either on 03-Apr-2023 or on 04-Apr-2023.
- It will take at least 5 minimum office and bank working days to process the TC applications submitted after 24-Mar-2023. Saturdays are office holidays in the month of April and May.
- 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.

Online TC Request

- Login to www.schod.co.in using your username and password.
- Click on the 'Certificate' menu of the menu panel on the left side of the screen.
- Click on 'Request TC'.
- Fill all information.

- Date of Leaving – Last working day at the school. If you plan to complete this academic year, then it will be 31-03-2023 for the students of classes PreKG to 09.
- Reason for Leaving – It could be like Change of Syllabus, Change of Residence, Whatever be your reason, you type.
- School to which TC is requested – If you have finalized the school to continue, give the name of the school correctly. If not finalized, then enter 'Parent's Choice'.
- You must enter the Account Name (Name on the passbook), Account Number, Bank, Branch and IFSC for the applicable refund if any.
- Applicable refund amount will be transferred to the given bank account within 14 office & bank working days from the date of generating Transfer Certificate.
- There is no Help File for Online TC Request as it is a simple single form application.
- You will not be able to apply for TC if you have any fee pending, negative balance in advance fee or pending library book to return.

Office Working Hours

- School Office will remain closed from 06-Apr-2023 to 13-Apr-2023.
- School Office will function on other days of April and May from Monday to Friday between 9:30 am and 12:30 pm.