

# **CIRCULAR FOR CLASSES PRE-KG TO IX and Std XI**

## **(information about the next academic year)**

20<sup>th</sup> February, 2024

Dear Parent

Kindly note the following information regarding the next academic year:

### **REOPENING DATES**

Commencement of New Academic Year

- 02-May-2024 – Classes 09, 10 & 12
- 03-Jun- 2024 – Classes UKG, 02 to 08
- 05-Jun-2024 – Class 01
- 06-Jun-2024 – LKG
- 10-Jun-2024-Std XI
- 18-Jun-2024 – Pre-KG

### **INITIATION CEREMONY/MEETING**

- 02 May, Thursday- 2 P.M- 3 P.M- STD X & XII Students and Parents
- 31May, Friday-9 A.M-Initiation of the Kindergarten
- 01 June, Saturday-9 A.M- Initiation Ceremony  
(STD I Students & Parents and STD II-XII students)
- 10 June, Monday –9 A.M-Initiation Ceremony- STD XI Students and Parents
- 22 June, Saturday-9 A.M- STD IX Students and Parents
- 29 June, Saturday-9 A.M- STD VIII Students and Parents
- 6 July, Saturday -9 A.M-STD V, VI, VII Parents
- 27 July, Saturday-9 A.M-STD I & II Parents (9-10 A.M)

STD III & IV Parents (11 A.M-12 NOON)

### **WORKING SATURDAYS**

Due to unscheduled holidays, school is not able to meet the required number of working days for an academic year. Therefore, there will be regular extra classes for Std 09 to 12 till 1 P.M. on Saturdays, except on Second Saturdays.

## **SCHOOL BUS**

Those who want to avail school bus facility for the academic year 2024-25 should make the first term school bus fee to SH Bus account between 2<sup>nd</sup> April to 18<sup>th</sup> April 2024. School bus pass will be supplied to the students on the date of distribution of uniform. Without bus pass students are not permitted to enter into the school bus.

### **New Bus Route**

**New bus route will be implemented only if there is a minimum of 25 students in that particular route. Parents of these students should give the name, class, admission number and stop with phone number in written form to the office before 1st March 2024.**

Details regarding the instructions, fee structure and routes are available in the School Digital and on the school notice board.

## **UNIFORM**

Please go through the instructions for uniform of next academic year (2024-25). It is mandatory to follow the school uniform from the beginning of the next academic year. Any kind of deviation, addition or deletion in the prescribed uniform will not be accepted.

### **Measurement for Uniform**

- Uniform measurement will be taken during the working days. Dates on which uniform measurement will be taken will be intimated through parent WhatsApp group. In case a student is absent, another date will be provided, which also will be intimated.

### **Attention – Parents of Class 06 & 09 (2024-25)**

- As informed last year, School is in the process of changing the school uniform. New uniform is already introduced to the students of classes 01, 06, 09 & 11.
- It was informed last year (Circular 86, dated 22-03-2023) that students of classes 06 and 09 of 2024-25 will have a change in uniform. Therefore, all parents of classes 06 & 09 (2024-25) have to order new uniform for the next year.

### **Attention – Parents of Class 05 & 08 (2024-25)**

- Parents of Class 05 and 08 of 2024-25 must order only minimum numbers of formal uniform. There will be change in uniform when these students come to Class 06 & 09 respectively in 2025-26.
- STD VI boys and girls have to wear track pants on Tuesdays and Thursdays instead of track shorts and track skirt. New houses will be allotted for STD 6 during 2025-26. So parents of STD 5 for the academic year 2024-25 have to order minimum number of sports uniform.
- Please be informed that students of classes Pre-KG to STD 2 have a uniform school bag.

### **How to order uniform**

- Orders and payments of all kind of school uniform materials are accepted only through [www.storem.co.in](http://www.storem.co.in).
- Storem will be opened from 26th February to 25th March 2024.
- School Code is 'shcmi'.
- User Name and password are the same as that of school digital
- A help file is given in the login page. Please go through the help file before you start ordering uniform. All those who are using it for the first time must go through the help file. Since help file was prepared very early, there could be slight differences, but you will be able to order the uniform once you have gone through existing help file.
- Payments are also accepted through the same site in online mode. You can pay using Net Banking, Credit Card, Debit Card and UPI. As of now, there is charge except for UPI. Therefore, you may use UPI payments like google pay to avoid service charges.
- Orders will be accepted till 25-March -2024 in [www.storem.co.in](http://www.storem.co.in). All those orders for which payment is done before 25-March-2024, will be given before the opening of the new academic year.
- It will take at least 3 bank and office working days for the online payments to get reflected in the portal.

### **TEXTBOOK AND NOTEBOOK**

#### **KG Section**

- For the new academic year kindergarten students (LKG & UKG) will be provided with textbooks, rough book and stationery. Students will also use worksheets.
- Students of PRE KG will be provided with stationery and will use only worksheets instead of notebooks/ textbooks.
- Distribution and payment of books and stationery will be during the 3<sup>rd</sup> week of May along with the distribution of uniform. Exact date and amount (books and stationery) will be published in the school digital.

## School Section

- List of textbooks & notebooks required with specifications for each subject for classes 01-12 is available in the School Digital. The same may be purchased from H & C store branch on D.H. Road near TDM Hall on the following dates:
  - \* **April 15- STD 1 & 2**
  - \* **April 17- STD 5 & 6**
  - \* **April 16- STD 3 & 4**
  - \* **April 18-STD 7 & 8**
- For enquiries, you may contact H & C Store-0484-2352133, 2351233
- Malayalam textbook 'Kerala Padavali' will not be available in H & C Store. If you have submitted the Google Form requesting for the text book, it will be provided at the beginning of the next academic year after the payment has been made.
- Textbooks and notebooks when brought to school must be covered with brown paper and labelled.

## **SCHOOL FEES**

- School fees will be collected in 5 terms on the following dates :

**June 1<sup>st</sup> - 10<sup>th</sup>**

**August 1<sup>st</sup> - 10<sup>th</sup>**

**October 1<sup>st</sup> - 10<sup>th</sup>**

**December 1<sup>st</sup> - 10<sup>th</sup>**

**February 1<sup>st</sup> - 10<sup>th</sup>**

- School fees will be informed through the school digital from mid of May.
- It is the duty of every parent to pay the fees on time. Reminder of fee payment will be given through School Digital and WhatsApp.
- 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.
- You will not able to view or download Report Card if there are any fees due.

## **OFFICE WORKING HOURS**

- School Office will remain closed from 28<sup>th</sup> to 31<sup>st</sup> March on account of Holy Week.
- School Office will function from 5<sup>th</sup> April to 30<sup>th</sup> April from Monday to Saturday between 9 am and 2:00 pm and from 8.30 a.m-3.30 p.m from May 2nd onwards. Second Saturdays are generally holidays.