

**Little Angels School**  
Sector 3, MVP Colony, Visakhapatnam

Date: 23.02.2023

**Sub: Important Information for the balance Academic Year 2022-2023 for the students presently studying in classes 6<sup>th</sup> to 9<sup>th</sup> to be promoted to classes 7<sup>th</sup> to 10<sup>th</sup> in the New Academic Year 2023-2024 - reg.**

Dear Parent,

We take this opportunity to thank all students and parents for their support and co-operation in helping us deliver quality education in the Academic Year 2022-2023.

Information pertaining to the **Balance Academic Year 2022-2023** and for the **New Academic Year 2023-2024** are listed below. Parents are requested to read everything carefully.

**IMPORTANT INFORMATION AND DATES FOR THE BALANCE ACADEMIC YEAR (2022-2023)**

SL. No.	EVENT	DATE	NOTE
1	<b>Announcement of Results of Term-3/Annual Examinations for Classes 6-9 (2022-2023)</b>	<b>06.04.2023</b> (Thursday)	<p>a) Attendance of all the students is compulsory on the Result Day to receive the Report Cards. Students must come along with their parents in <u>school uniform</u> to receive the report cards <u>between 8:00 am and 11:30 am. Report Cards will not be issued to any other person without authorization from parents.</u></p> <p>b) The result of those children who are persistently in-disciplined in the school/having shortage of attendance/fee defaulters will be withheld and the parents of such children will be intimated through letters to meet the concerned Academic Head along with their children to collect the progress reports.</p> <p>c) <u>Results of the students who have not cleared the fees for the academic year 2022-2023 will be withheld. Such students will not be enrolled for the next academic year 2023-2024 and will also not be allowed to attend the classes during the 1<sup>st</sup> Spell of Academic Year 2023-24 commencing from 12<sup>th</sup> April 2023.</u></p> <p>d) <u>Results of the withheld students (fee defaulters) will be declared only after all the dues are cleared.</u></p> <p>e) Students who do not perform well in overall examinations will not be qualified. There will be no reconsideration in this regard.</p>
2	<b>Correction of Marks in the Report Card</b>	<b>08.04.2023</b> (Saturday)	<b><u>Correction of Marks in the Report Card (if any)</u></b> – Parents must give the information to the concerned Class Counsellor in the School between 8:30 am and 10:30 am.
3	<b>Issue of Corrected Report Cards</b>	<b>10.04.2023</b> (Monday)	<b><u>Corrected Report Cards</u></b> will be issued by the concerned Class Counsellors between 8:30 am and 10:30 am.

SL. No.	EVENT	DATE	NOTE
4	Short Break After Annual Examinations	19.03.2023 (Sunday) to 05.04.2023 (Wednesday)	Students need not come to school during this period.
	For Classes 6 to 9		
5	Transfer Certificates (TC)	28.02.2023 (Tuesday)	<p>1.Last Date to apply for TC is <b>28.02.2023</b>.</p> <p>2.<u>TCs applied “after 28.02.2023” will be issued subject to the payment of penalty fee of 1/3 of Term 1 Fee of Academic Year 2023-24.</u></p> <p>3.Parents who have applied for the Transfer Certificates for their ward(s) on or before 28.02.2023, will be issued the same along with the annual result on <b>06.04.2023</b>.</p> <p>4.In case, parents are outstation and are unable to come to collect TC personally, then they should inform the school, if, anybody is authorized to collect TC on their behalf. <u>An authorization letter has to be submitted by the parent giving details of the authorized person like-Photo Id and contact number.</u></p> <p>5.In <u>exceptional cases (outstation cases)</u>, if parents are unable to collect TC personally on the given date, then <u>parents can opt for postal facility. Following is the procedure.</u></p> <p>i. Parents should submit a request letter to school for postal dispatch of TC.</p> <p>ii. Postal expenses for the dispatch of TC shall be borne by the parent.</p> <p>iii. A stamped, self-addressed envelope must be submitted along with the TC format.</p> <p>iv. After receiving the TC, parent should send an acknowledgement email to the school as it is an important document.</p>
	Last Date to apply for TC		
	Date of Issue of TC To the applied candidates	06.04.2023 (Thursday)	
	TC will not be issued during office vacation.	10.05.2023 (Wednesday)  to  21.05.2023 (Sunday)	

# **IMPORTANT INFORMATION AND DATES FOR THE NEW ACADEMIC YEAR (2023-2024)**

SL. No.	EVENT	DATE	NOTE
6	<b>Commencement of New Academic Year (1<sup>st</sup> Spell) (2023-2024)</b>		<p>1. The 1<sup>st</sup> Spell of Classes for the Academic Year 2023 -2024 will be conducted for the students during this period.</p> <p>2. <b>School Timings:</b> In the month of April, due to summer heat, school timings shall be from <b>8:00 am to 1:00 pm</b>. Students must bring the required materials as per the instructions given below along with snacks and water bottle.</p> <p>3. Attendance for all students is compulsory.</p> <p>4. Orientation Classes will be conducted on <b>12.04.2023 (Wednesday) &amp; 13.04.2023 (Thursday)</b> for all the students by the respective Class Counsellors and Subject Teachers. During orientation classes, students must bring a rough notebook and necessary stationery items.</p> <p>5. Timetable will be given to the students during the orientation days, according to which students must bring textbooks and notebooks from 15.04.2023 (Saturday) onwards till 29.04.2023 (Saturday).</p>
	<b>Classes 7 to 10</b> (Promoted students of classes 6 to 9)	<b>12.04.2023</b> (Wednesday) to <b>29.04.2023</b> (Saturday)	
7	<b>Summer Vacation</b> <b>Classes 7 to 10</b> (Promoted students of Classes 6 to 9)	<b>30.04.2023</b> (Sunday) to <b>13.06.2023</b> (Tuesday)	The school shall remain closed for the students during this period and shall re-open after summer vacation.
8	<b>School Re-opening after Summer Vacation</b>		<p>1. After summer vacation, the school shall re-open for the students of classes 7 to 9 on 14.06.2023 (Wednesday).</p> <p><b>Note:</b> For the Students of Class 10, the school re-opening date may be preponed and shall be confirmed on the day of the annual result 06.04.2023.</p> <p>2. <b><u>Orientation Classes for Classes 7 to 9 will be conducted on 14.06.2023 and 15.06.2023</u></b> by the respective Class Counsellors and Subject Teachers. <b><u>Orientation classes for Class 10 shall be conducted on 05.06.2023 and 06.06.2023.</u></b> During orientation classes, students must bring a rough notebook and necessary stationery items.</p> <p><b>3. School Timings:</b> From 8:00 am to 1:30 pm. Students must bring snacks and water bottle. Once the Special Classes begin, the school timings shall be from 8:00 am to 3:15 pm and then students must bring lunch also. Date of Commencement of Special Classes will be notified after school reopening in June.</p>
	<b>For Classes 7 to 9</b> (Promoted students of Classes 6 to 8)	<b>14.06.2023</b> (Wednesday) <b>Tentative, Subject to Change</b>	
	<b>For Class 10</b> (Promoted students of Class 9)	<b>Proposed Date is 05.06.2023</b> (Monday) <b>Tentative, Subject to Change</b>	

SL. No.	EVENT	DATE	NOTE
8	<b>School Re-opening after Summer Vacation For Classes 7 to 10</b> (Promoted students of Classes 6 to 9)	<b>14.06.2023</b> (Wednesday) <b>Tentative, Subject to Change</b>	<p>4. Attendance for all students is compulsory.</p> <p>5. Teachers will orient the students about Rules and Regulations, Dos and Don'ts in the class and the school, about Posture, Homework policies and School textbooks and notebooks. Teachers will also share tips and guidelines for improving Handwriting, Writing Notes, Art Integrated learning, Projects and Activities and other important aspects.</p>
9	<b>Commencement of Syllabus in the 2<sup>nd</sup> Spell of Academic Year 2023-2024</b>  <b>For Classes 7 to 10</b> (Promoted students of Classes 6 to 9)	<b>16.06.2023</b> (Friday)	<p>1. Syllabus for Academic Year 2023-2024 will commence in the month of April. However, it will be revised once again by the teachers after summer vacation.</p> <p>2. <u>Students will be given timetables on the Orientation Days.</u></p> <p>3. <u>Students of Classes 7 to 10 should bring books as per the timetable from 16.06.2023 (Friday).</u></p> <p><b>Note:</b> Students are instructed to strictly follow the timetable and not to bring all the textbooks and notebooks.</p> <p>4. <u>School Timings</u> for Classes 7 to 10 is from 8:00 am to 3:30 pm with lunch break from 1:30 pm to 2:15 pm.</p> <p>5. <u>Special Classes Timings</u> shall be from 2:15 pm to 3:15 pm. Date of Commencement of Special Classes shall be intimated later.</p> <p>6. <u>Students should bring water, snacks and lunch also once the Special Classes begin.</u></p>
10	<b>Purchase of Books For the Academic Year (2023-2024)</b>	<b>Class wise Date sheet for purchase of books (offline as well as online) is shared with along with this circular</b>	<p>1. Books will be supplied by M/s. Jyothi Book Depot. <u>Parents can purchase the books either through Online purchase with door delivery facility or Offline from PAGES Showroom on prior appointment basis.</u></p> <p>2. Parents are requested to follow the venue, dates and time schedule for purchase of books (online and offline) as per the class wise date sheet. <u>Please refer to the date sheet shared along with this circular.</u></p> <p>3. The <u>link to register for online purchase</u> of books and the tutorial video will be shared in a separate circular.</p> <p>4. <u>Students will not be allowed to use any other pattern of note-books other than those prescribed by the school with the school emblem.</u></p>

SL. No.	EVENT	DATE	NOTE
11	<b>Purchase of School Uniform (2023-2024)</b>		<p>1. Parents are requested to buy School uniform from <b><u>M/s Donna</u></b>, our uniform supplier as <b><u>per the class wise dates given</u></b>. As uniforms are required to be purchased according to the size, therefore parents have to purchase them by visiting the showroom only. <b><u>Online facility for purchase of uniforms is not available.</u></b></p> <p><b>Address:</b> M/s Donna, Hotel Green Park Road, Below St. Anthony's Church, Jagadamba Junction.</p> <p><b>Timings:</b> From 10:30 am to 8:00 pm (Lunch Break: 2:00pm to 4:00 pm) (On Sunday: From 5:00 pm to 9:00 pm)</p> <p>2. <b><u>From this Academic Year 2023-24, there will be minor changes in the school uniform. The details of the new prescribed uniform by the school shall be shared shortly. Parents are advised to read the details carefully and must buy uniform and shoes as per the specifications given.</u></b></p> <p><b>Note:</b></p> <p>i) Parents are also requested to adhere to the date sheet for purchasing the school uniforms.</p> <p>ii) <b><u>In case of any queries, parents may contact M/s Donna on the following Mobile Number: - 9849662395.</u></b></p>
	<b>First Phase</b>		
	<b>Class</b>	<b>Date</b>	
	9 & 10	06.04.2023	
	8 & 7	07.04.2023	
	<b>Second Phase</b>		
	8, 9 & 10	12.04.2023	
	7	13.04.2023	
	<b>Third Phase</b>		
	7 to 10	15.05.2023 to 30.06.2023	

#### **APPEAL**

1. Students should avoid wearing faded/short uniforms, broken or torn shoes, faded or loose socks.
2. If any student wears such uniforms, he/she will not be allowed to the school and it will lead to reduction of grades in co-scholastic areas.

SL. No.	EVENT	DATE	NOTE
12	<b>Commencement of Extracurricular Activities/ Games/Sports</b>	<b>In June after Re-opening of school after Summer Vacation</b>	<p>a) The Extracurricular activities/Games/Sports will commence after re-opening of school in the month of June.</p> <p>b) Details regarding Extracurricular activities /Games/Sports and enrollment procedure will be notified to the parents in June.</p>
13	<b>Summer Vacation for the School Office</b>	<b>10.05.2023 (Wednesday) to 21.05.2023 (Sunday)</b>	The school office shall remain closed during this period.
14	<b>Re-opening date for school office after summer vacation</b>	<b>22.05.2023 (Monday)</b>	School office will re-open and resume all works.
15	<b>Date for Online Payment of Fee for the Academic Year 2023-2024</b>	<b>06.04.2023 (Thursday) Onwards</b>	Online Fee Payment through HDFC EduQfix will be accepted from the given date.

**Fee Particulars for Classes 7 to 10 (2023-2024):**

- a) Please note that the school fee will be collected in 4 Terms for the Academic Year 2023-2024.  
b) We appreciate timely payment of fee by the parents.  
c) Parents should ensure that the Term fee is paid on or before the due date of the respective Terms.  
d) Parents can also make the payment for any number of Terms at a time, or even for the whole year if they want to pay.

Class 2023 - 2024	<u>1<sup>st</sup> TERM FEE TO BE PAID ON OR BEFORE 15.04.2023</u>	<u>2<sup>nd</sup> TERM FEE TO BE PAID ON OR BEFORE 15.07.2023</u>	<u>3<sup>rd</sup> TERM FEE TO BE PAID ON OR BEFORE 15.10.2023</u>	<u>4<sup>th</sup> TERM FEE FOR TO BE PAID ON OR BEFORE 15.01.2024</u>
7	12,175	12,175	12,175	12,175
8	12,265	12,265	12,265	12,265
9	12,265	12,265	12,265	12,265
10	11,810	11,810	11,810	11,810

**NOTE:**

- FEE ONCE PAID IS NOT REFUNDABLE.**
- Fee has to be paid **Online only through HDFC EduQfix** on or before the given dates. The steps for payment of fee online through 'HDFC EduQfix' will also be shared with the parents.
- No Cash Payments will be accepted.**
- The above fee does not include School Books, School Uniform and School Bus Transport Fee.**
- In case of non-payment of fee for the 1<sup>st</sup> Term before the due date i.e., 15.04.2023 and absence of the child from the re-opening day i.e., 12.04.2023 till 29.04.2023 without intimation to the school, the child's name will not be enrolled for the academic year 2023-2024 and admission will be provided to the new admission entrants.**
- Term fees must be paid on or before the respective due date of the Terms. **In case of non-payment of fee within the due dates, fines shall be applicable.**

**APPEAL TO THE DEFAULTERS:**

- Please pay the fee promptly. The school can't allow default of payment of fees for more than 10 days.
- Names of the fee defaulters will be considered as **discontinued from the school with effect from 16.04.2023 and will not be allowed to attend school after summer vacation.**



SL.No.	EVENT	DATE	NOTE					
16	<b>School Transport</b>  <b>Commencement of School Bus Facility For the Academic Year 2023-2024</b>  <b>(Optional)</b>	<b>12.04.2023</b>  <b>(Wednesday)</b>	<p>1.School Bus Facility for the Academic Year 2023-24 shall commence from 12.04.2023.</p> <p>2.Parents who wish to continue school bus transport facility and have already paid the Advance Booking Amount <b>&amp; also those</b> Parents who wish to avail transport facility from Academic Year 2023-2024, must visit the school on <b><u>06.04.2023(Thursday), 08.04.2023(Saturday) and 10.04.2023(Monday) between 8:30 am and 12:30 pm</u></b> to fill and submit the Bus Application Form for availing school bus facility for the Academic Year 2023-2024.</p> <p><b><u>Note: Mere issue of applications does not guarantee bus facility and it is subject to vacancy only.</u></b></p>					
	<b>School Bus Fee for the Academic Year 2023-2024</b>	<b>Transport Fee Term 1 Due Date 11.04.2023 (Tuesday)</b>  <b>Transport Fee Term 2 Due Date 15.10.2023 (Sunday)</b>	<table><tr><th>FEE PER YEAR (TERM 1 &amp; TERM 2)</th><th>TERM 1 (April 2023 – September 2023)</th><th>TERM 2 (October 2023 – March 2024)</th></tr><tr><td>Rs.26,400/-</td><td>Rs.13,200/-</td><td>Rs.13,200/-</td></tr></table> <p><b>Important Note:</b></p> <p>1.Parent who have already paid the Advance Booking Non-Refundable Amount for availing School Bus facility for the Academic Year 2023-24, <b><u>must pay the remaining Term 1 balance amount on or before 11.04.2023 (Tuesday) to avail the bus facility.</u></b> Incase, payment is not done on or before the due date 11.04.2023 (Tuesday), the advance booking amount will not be refunded or adjusted to any other sibling or any other child studying in our school and the bus seat will be allotted to the wait list candidates.</p> <p>2.Students will not be allowed to use bus facility if bus fee is not paid on or before the due dates specified.</p> <p>3.<b><u>Bus fee should be paid Online Only through HDFC EduQfix.</u></b></p>	FEE PER YEAR (TERM 1 & TERM 2)	TERM 1 (April 2023 – September 2023)	TERM 2 (October 2023 – March 2024)	Rs.26,400/-	Rs.13,200/-
FEE PER YEAR (TERM 1 & TERM 2)	TERM 1 (April 2023 – September 2023)	TERM 2 (October 2023 – March 2024)						
Rs.26,400/-	Rs.13,200/-	Rs.13,200/-						

## **TERMS AND CONDITIONS FOR AVAILING SCHOOL BUS FACILITY**

1. **'NO RESERVATION AND BOARDING FACILITY WITHOUT PAYMENT'.**

The school bus user facility will be provided only **'On Payment and on a First-Come First-Served Basis'** and,

2. Secondly it is subject to **'PAYMENT OF BUS FEE'** as per the payment dates notified.
3. Bus Fee for the Academic Year 2023-2024 shall be collected **in Two Terms only.**
4. **No partial payment is allowed.**
5. **Bus facility on monthly basis or less than term** basis under any circumstances is not allowed.
6. Request for discontinuation or adjustment in the middle of the term cannot be considered.
7. A fresh application for transport with student's photo must be submitted every year for grant of bus facility.
8. Bus facility is afresh every year subject to vacancy.

SL.No.	EVENT	NOTE
17	<b>ASSET (OPTIONAL)</b>	<ol style="list-style-type: none"><li>1. ASSET (Assessment of Scholastic Skills through Educational Testing) Test is conducted for the students of classes 3 to 10 in the month of December.</li><li>2. It is a diagnostic test, to test the understanding of the concepts of the students in Science, English &amp; Mathematics.</li><li>3. Each students gets a personalized copy of the 'Student My Book'.</li><li>4. The revised fee and date sheet of the test for the Academic Year 2023-24 shall be intimated in due course of time.</li></ol>
18	<b>Insurance Coverage</b>	<ol style="list-style-type: none"><li>1. The students are covered under an Accident Insurance Programme (a tie-up with TATA-AIG).</li><li>2. The insurance coverage is also extended to all the parents of the children studying in the school (in case of accidental death only).</li><li>3. Further details can be obtained from the school office.</li></ol>

  
22/2/2023  
MANAGEMENT