



INDIAN SCHOOL MUSCAT
PO Box: 2470, Ruwi, P.C. 112
Sultanate of Oman



ISM/PRN/064/2023-24

August 01, 2023

CIRCULAR TO PARENTS OF THE SCHOOL

Dear Parent,

Greetings from Indian School Muscat!

Indian School Muscat urges the parents to follow the COVID 19 awareness and guidelines issued by the Ministry of Health, Sultanate of Oman and take necessary precautionary measures at all times.

INDEPENDENCE DAY

“77th Independence Day of India” will be celebrated in the ISM New Multipurpose Hall on **Tuesday, August 15, 2023 at 8:00 a.m.**

The school (Office and Fee Counter) will remain closed on **Tuesday, August 15, 2023** on account of 77th Independence Day.

ONAM HOLIDAY

The School office and Fee counter will remain closed on **Tuesday, August 29, 2023** on account of Onam. There will be no classes on **Tuesday, August 29, 2023** for all the classes from KG to STD XII. The classes will resume on **Wednesday, August 30, 2023**.

CLUB ACTIVITIES – CLASSES IX TO XII

The club activities for Classes IX to XII will be conducted on **Saturday, August 5, 2023** from **8:00 a.m. to 10:00 a.m.**

ISM MUN – CLASSES IX TO XII

ISM MUN 2023 for Classes IX to XII will be conducted on **Thursday, August 17, 2023** and **Saturday, August 19, 2023** at the **New Multi-purpose Hall** and different venues in the **Senior Section**. Detailed circular will be sent soon.

ANNUAL ACADEMIC AWARD CEREMONY – MIDDLE & SENIOR SECTION

The Annual Academic Award Ceremony of the Middle and Senior Sections will be held on **Thursday, August 31, 2023**. All are cordially invited to attend the function to congratulate and motivate the academic winners.



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AUDITION FOR STAI 2023 – CLASSES III TO XII

The audition for STAI 2023 will be conducted on **Thursday, August 10, 2023** for the students registered for various events. Kindly refer to the STAI 2023 circular dated June 5, 2023. Details of the audition will be shared with the registered students. Last date for registration is on **Monday, August 7, 2023**.

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ISM GAVEL CLUBS – CLASSES VI TO XII

Students of Classes VI to XII who are part of ISM GAVEL CLUBS will have their session on the second Saturday and fourth Saturday, i.e., **August 12, 2023** and **August 26, 2023** from **8:00 a.m. to 10:00 a.m.** Students are expected to report at **7.45 a.m.** to their respective venues in full school uniform.

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CLUB ACTIVITIES FOR CLASSES V TO VIII

The Club Activities for Classes V to VIII will be held on **Saturday, August 5, 2023** at different venues. A circular regarding the same will be sent to all.

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AUDITION OF ISTF 2023 - CLASSES III TO XII

The audition of the Indian School Talent Fest will be conducted on **Saturday, August 19, 2023**. A circular regarding the same was sent in June 2023. Please refer to the same and those students who are interested in participating in various events are required to be present for the auditions. A detailed guideline on the events will be shared soon.

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CLUB ACTIVITIES FOR CLASS IV

Club Activities for the Class IV will be held on **Saturday, August 5, 2023** from **8:00 a.m. to 9.00 a.m.** Detailed circular regarding the sessions will be shared soon.

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“TELL A TALE” COMPETITION – PRE-PRIMARY SECTION

"Tell a Tale" competition for **KG I and KG II** will be held on **Wednesday, August 16, 2023** during school hours.

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FEE PAYMENT

Fee Counter is open on all working days (Sunday to Thursday) from **7.15 a.m. to 2.30 p.m.** and on all Saturdays from **9.00 a.m. to 12.30 p.m.**
The Second Quarter (July - September 2023) Fee payment is due and the fee can be paid without fine on or before 15th August 2023.



Parents are reminded that the First Quarter (April - June 2023) fee payment is overdue and the payment can be made with the applicable fine on or before 15th August 2023 to avoid further increase in the fine. Those parents who have not paid the first quarter fee of their wards are expected to remit the fee without any further delay.

The Quarter Wise fee details and the fine structure for the year 2023-24 are available in the Student Diary and on the School website.

The School Fee can be paid online or through mobile banking by using the following means.

1. BANK MUSCAT MOBILE BANKING & ONLINE BANKING

Parents may use the online payment options like Bank Muscat Online/Bank Muscat Mobile Banking. There are no additional charges for electronic payment. Please choose "INDIAN SCHOOL MUSCAT" from the available options for the above online transactions and mobile banking.

2. BANK MUSCAT CDM

The School fee can be paid using CDM of Bank Muscat by selecting School Fee Payment. Please select "INDIAN SCHOOL MUSCAT" only from the list of schools available for any transaction through CDM of Bank Muscat. **Please do not select "INDIAN SCHOOL" from the list for CDM transactions since it belongs to another school.**

3. FEE PAYMENT THROUGH ONEIC BILL PAYMENT (TASDEED, NBO, OAB, BANK SOHAR & NIZWA BANK)

Indian School Muscat has tied up with ONEIC/Tasdeed – Oman's trusted leader in electronic payment solutions to facilitate online fee payment through their website (www.tasdeed.om) and KIOSK at various locations using any of the debit/credit cards.

The school Fee payment can be made by selecting School Fee Payment option. **Credit Card and Debit Card will be accepted through the Tasdeed Portal (www.tasdeed.om) and Thawani Pay Mobile App through the following platforms or banking portals.**

- (i) Tasdeed Portal (www.tasdeed.om)
- (ii) Thawani Pay Mobile app (Available in Play store and Apple Store)
- (iii) National Bank of Oman (Mobile Banking and online banking via NBO Portal)
- (iv) Sohar International Bank (Mobile Banking)
- (v) Oman Arab Bank (Mobile Banking)
- (vi) Nizwa Bank (Mobile Banking)

For any support related to online payment and transactions using Tasdeed or ONEIC, the following person can be contacted.

Eng. Wajdi M. Kofahi, Senior Technical Support, E-Payment, ONEIC/Tasdeed. Tel: 24396299, Email: wajdi.kofahi@oneic.com.om

Note: For all the above transaction methods, school will send the Fee Receipt through their registered email id. Parents are requested to send an email to onlinefees@ismoman.com with the details of transaction as mentioned above, if they have not received the Fee Receipt through email within five working days of the Fee Payment.



4. FEE PAYMENT THROUGH DIRECT TRANSFER

The parents who are facing challenges to use the other channels can transfer the School Fee directly to the following Bank account through online banking or CDM.

Bank Name	: Bank Muscat
Account Name	: INDIAN SCHOOL MUSCAT
Account Number	: 0333-00557363-0016

After the online fee payment **through direct transfer method**, the parent should send an email to: onlinefees@ismoman.com with the following details.

Name of the Student	Class & Section	Gr No
Amount Transferred:	Transaction Details/No:	Purpose of the Transfer: (Eg: Fee for Quarter-1 etc.)

BOOK STORE

The Book store is open on all working days (Sunday to Thursday) from **7.15 a.m. to 2.30 p.m.**

SCHOOL OFFICE

The School office is open on all working days (Sunday to Thursday) from **7.00 a.m. to 3.00 p.m.**

NEW ADMISSIONS FOR THE YEAR 2023-24

For any query related to admissions at Indian School Muscat, you are requested to contact the admission cell of Indian School Muscat through **Email: admissions@ismoman.com**

ISM HELP DESKS

- For any query regarding the Transfer Certificate and new admission, parents are requested to send a mail to admissions@ismoman.com.
- For all general queries, parents are requested to send a mail to info@ismoman.com.
- For all queries related to the academics and ongoing online classes, you are requested to contact the respective section AVPs/VPs. The respective email ids are provided in the school website (<http://ismoman.com/administration.html>).
- For all queries related to online fee payments and the challenges faced in the fee payments, parents are requested to send a mail to onlinefees@ismoman.com.
- Parents can view the academic performance, fee details, attendance, circulars and other communication through the **Online Parent Portal or Mobile Application**. The Online Portal can be accessed by clicking on the login button from the School Website (www.ismoman.com) or by using the direct link <http://ism.ethdigitalcampus.com/ISM/>. The **Mobile Application (Indian School Muscat)** can be downloaded from Play store or Apple store. For any technical query regarding the access to parent portal or mobile application, please send a mail to parentportal@ismoman.com by mentioning the GR. No. and Name of the student.
- An experienced team of counsellors are available for round the clock tele-counselling 24x7 service at **90990444**.



TRANSFER CERTIFICATES

Parents who wish to withdraw/discontinue their wards from the school, shall submit the Transfer Certificate application in the prescribed format. Please provide the resident card copy of the parent also along with the TC application in order to process the refundable deposit.

The prescribed application form can be downloaded from the Admission page on the school website (www.ismoman.com) or can be collected from the admission office on any working days (Sunday to Thursday) between 07.30 a.m. and 02.30 p.m.

GENERAL GUIDELINES

- Class teacher will be the first point of contact for any queries related to the school academics and other co-curricular activities. **All the parents must make sure to save the contact numbers of the class teachers on their phones so that the WhatsApp broadcasting messages can be received.**
 - In case of any further clarification or queries, parents may write to the following email ids:
 - For Classes KG I & KG II -vp.pre-primary@ismoman.com (VP -Pre-Primary Sec.)
 - For Classes I and II - avp1.primary@ismoman.com (AVP - Primary Sec.)
 - For Classes III and IV - avp2.primary@ismoman.com (AVP - Primary Sec.)
 - For Classes V to VIII - vp.middle@ismoman.com (VP - Middle Sec.)
- avp.middle@ismoman.com (AVP - Middle Sec.)
 - For Classes IX to XII - avp.senior@ismoman.com (AVP - Senior Sec.)
 - All students are required to come to school in uniform (Regular or PE Uniform) as per the schedule at all times. Students of Classes I to VIII are allowed to wear normal and modest clothes on their birthdays. No electronic gadgets are allowed in School. Students are not allowed to wear any bracelets, wrist bands, rings or fancy jewellery or gold ornaments. Girls are permitted to wear a pair of earrings and thin chain with a single pendant.
 - Parents are required to make the necessary transport arrangements for their children as per the school timings provided. The students are allowed to wait in the A Block Multipurpose Hall or in the waiting area in front of the fee counter.
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■ FORMATION OF APPEAL COMMITTEE

This is to inform you that the school has an Appeal Committee to address the concerns of children/parents in the marks awarded in the **Term Examinations (STD V to XII) conducted by the school**. This is an additional facility provided to the children and parents to put up their concerns, if any, related to the marks awarded to the children.

This facility is not applicable for the internal assessments (class work, project work, practical, notebook, portfolio etc.) and for the examinations conducted by the CBSE.

The details of the above committee has already been shared with the students and parents. For any further queries, parents can contact the respective AVP/VP.



■ MEETING PARENTS

Parents can meet the School Management Committee and School Administration on the **3rd Monday of every month at 6.00 p. m.** to discuss suggestions or improvements or concerns about school. This facility is in place with effect from August 2018 (with prior appointment by sending a mail to chairwelfare.smc@ismoman.com).

Location: Conference Room (B Block, Ground floor, near reception).

Further, this is to inform you that the Parents can send their concerns or grievances to chairwelfare.smc@ismoman.com if it is already brought to the notice of the School Team and not addressed by the concerned authorities.

■ COMMUNICATION TO PARENTS

In order to simplify the communication with parents, we have introduced a single communication channel. Parents are requested to save the number **00968 71158935** as 'INDIAN SCHOOL MUSCAT' to your contacts to receive all communications from the school. **Please note that this number will only be used for communication from school to parents and no queries from parents to this number will be answered.**

It has been decided that the school will be providing all important communication also through the official twitter account. You are requested to follow the twitter account given below for official communication from the school.

https://twitter.com/is_muscat

With warm regards,

Rajeev Kumar Chauhan
Principal



ACCOLADES

1	*Ankhith Abilash, of Class X - K, had the honor of representing Oman in the competition and emerged as the winner as a team, securing the prestigious gold medal.
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* The students have participated in the above external events and competitions based on their individual interests.