



المدرسة الهندية مسقط INDIAN SCHOOL MUSCAT

(Affiliated to the Central Board of Secondary Education, New Delhi. Affiliation No. 6130001)
ص.ب: ٢٤٧٠, روي, الرمز البريدي: ١١٢, سلطنة عمان, هاتف: ٢٤٧٨٤٠٩٧, ٢٤٧٨٤٠٦٩, ٢٤٧٨٤٠٥٥, ٢٤٧٠٢٥٦٧, فاكس: ٢٤٧٩٤٩١٩
P.O. Box: 2470, Ruwi, Postal Code: 112, Sultanate of Oman - Tel.: 24784097, 24784069, 24784055, 24702567
Email: info@ismoman.com Website: www.ismoman.com



ISM/PRN/259/2023-24

March 03, 2024

CIRCULAR TO PARENTS OF THE SCHOOL

Dear Parent,

Greetings from Indian School Muscat!

RAMADAN TIMING

The school will observe the following timings during the holy month of Ramadan with effect from the first day of Ramadan.

Kindergarten (Jibroo Campus)	: 8.15 a.m. to 11.00 a.m.
STD I to IV (Jibroo and Main campus at Darsait)	: 8.00 a.m. to 12.00 noon
STD V to VIII (Main campus at Darsait)	: 7.00 a.m. to 12.45 p.m.
STD IX to XII (Main campus at Darsait)	: 7.00 a.m. to 1.00 p.m.

Office & Fee Collection timings during Ramadan:

School Office	: 7.00 a.m. to 1.00 p.m.
Fee Collection Timing	: 7.15 a.m. to 12.45 p.m.
Book Store	: 7.15 a.m. to 12.45 p.m.

EASTER HOLIDAY

Please note that the school will remain closed on **Sunday, March 31, 2024** on account of Easter. Kindly note that the school office and fee counter will also remain closed on Sunday, March 31, 2024.

ANSWER PAPER DISTRIBUTION – CLASSES IX AND XI

The answer paper distribution for Classes IX and XI will be done on **Sunday, March 10, 2024**. A separate Circular with the details will be issued through the respective class teachers.

Parents are requested to clear all the fee dues of their wards before **10th March 2024**. The results will be processed only after the payment of Fee due for the Academic Year 2023-2024. Report Cards will not be issued to the Fee Defaulters.



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REPORT CARD DISTRIBUTION – CLASSES X AND XII

The Report Card Distribution for Class X and XII (New session – 2024-25) will be on **Wednesday, March 13, 2024**. A separate Circular with the details will be issued through the respective class teachers.

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NEW ACADEMIC YEAR FOR CLASSES X AND XII (2024-2025)

New Academic year for Classes X and XII will commence from **Sunday, March 17, 2024**. The timing for the Senior Section will be from **7:00 a.m. to 1:00 p.m.**

The Textbook and Notebook distribution schedule for the classes X and XII will be intimated soon through the respective Class Teachers.

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ANSWER PAPER DISTRIBUTION OF THE ANNUAL EXAMINATION FOR CLASSES V TO VIII

The Annual Examination for classes V to VIII will be conducted from **February 28, 2024 to March 14, 2024**. The Answer script will be distributed on **Thursday, March 21, 2024** from **7:00 a.m. to 10:30 a.m.** Parents are requested to make necessary transport arrangements to pick the wards at **10:35 a.m.**

Parents are requested to clear all the fee dues of their wards before **21st March 2024**. The results will be processed only after the payment of Fee due for the Academic Year 2023-2024. Report Cards will not be issued to the Fee Defaulters.

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REPORT CARD DISTRIBUTION FOR CLASSES V TO VIII

The Report Card distribution will be held as per the following schedule.

Report Card for Classes V & VI	Wednesday, March 27, 2024 From 8:00 a.m. to 12:30 p.m.
Report Card for Classes VII & VIII	Thursday, March 28, 2024 From 8:00 a.m. to 12:30 p.m.

The Textbook and Notebook distribution schedule for the classes VI to IX will be intimated soon through the respective Class Teachers.

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NEW ACADEMIC YEAR – 2024-25 – CLASSES V TO VIII

The New Academic Year for Classes V to VIII will begin from **Sunday, April 14, 2024**. The timing for the Middle Section will be from **7:00 a.m. to 1:40 p.m.**

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LAST WORKING DAY – PRIMARY SECTION

The last working day of the academic year 2023-24 for the students of classes I to IV is **Thursday, March 14, 2024**.

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REPORT CARD DISTRIBUTION FOR CLASSES I TO IV

The Report Card will be issued as per the following schedule.

Report Card for Classes I & II	Sunday , March 24, 2024 From 7:30 a.m. to 12:00 noon
Report Card for Classes III & IV	Monday , March 25, 2024 From 7:30 a.m. to 12:00 noon

Parents are requested to clear all the fee dues of their wards before 24th March 2024. The results will be processed only after the payment of Fee due for the Academic Year 2023-2024. Report Cards will not be issued to the Fee Defaulters.

The Textbook and Notebook distribution schedule for the classes II to V will be intimated soon through the respective Class Teachers.

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PARENT ORIENTATION PROGRAMME - PRIMARY SECTION (2024-25)

Parent Orientation Programme for classes I to IV (2024-25) will be held on **Saturday, April 6, 2024.** A detailed circular regarding the same will be shared later.

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NEW ACADEMIC YEAR 2024-25 – CLASSES I TO IV

The new academic year for Classes I to IV will begin from **Sunday, April 14, 2024.** The timing for the Primary Section will be from **7:50 a.m. to 1:05 p.m.**

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ISSUE OF REPORT CARDS - PRE-PRIMARY

The issue of Report cards for KG I and KG II is scheduled on **Thursday, March 14, 2024.**

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PARENT ORIENTATION PROGRAMME - PRE-PRIMARY (2024-25)

A Parent Orientation Programme for KG I & KG II (2024-25) will be held on **Saturday, March 23, 2024.** A detailed circular regarding the same will be shared later.

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BOOK STORE

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

The Book Store will be closed from **17th March, 2024 to 4th April, 2024.** The schedule of the distribution of text books and notebooks for Classes KG to STD IX (2023-24) will be intimated later through the respective class teachers.

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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.

Parents are reminded that the Fourth Quarter (January - March 2024) fee payment is overdue. As the academic year is nearing, parents are requested to pay the fee dues of their ward on or before 15th March 2024 with the applicable fine.

The result will be processed only after the payment of Fee dues for the Academic Year 2023-2024. Report Cards will not be issued to the Fee Defaulters.

Parents are reminded that the First Quarter (April - June 2023), Second Quarter (July - September 2023) and third Quarter (October - December 2023) fee payments are overdue and the payment can be made with the applicable fine to avoid further increase in the fine. Those parents who have not paid the first, second and third 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. NEW PAYMENT GATEWAY FOR THE ONLINE BANKING

Indian School Muscat has recently launched its portal for online fee payments, which will allow the parents to pay their fee dues without having to visit the school. This facility is available for all the students from KG to STD XII. With this new online portal the parents will be able to generate and receive the online fee payment receipt instantly. Also they will be able to view all fee details and outstanding for the entire year.

The payment gateway link is available in the school website (www.ismoman.com) and can be accessed by clicking on the button “**Fee payment**” in the home page.

The payment supports debit cards issued in Oman and all credit cards. Parents can login to the payment portal using GR Number of the student and date of birth. The portal can be reached using the link or by scanning the following QR Code.

<https://epay.ismoman.org/>



2. 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.



Handwritten signature in green ink.

3. 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.**

4. 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.

5. 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.)



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NEW ADMISSIONS FOR THE YEAR 2024-25

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 / or section 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 would like to apply for Transfer Certificate for their wards after the current academic year (2023-24) should submit the TC application in the prescribed form to the School office on or before 10th March 2024. **Please provide the resident card copy of the parent also along with the TC application in order to process the refundable deposit.**

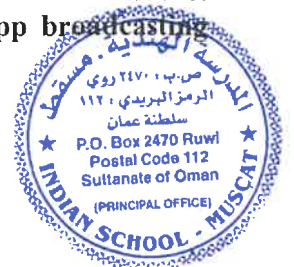
The prescribed application form can be downloaded from the Admission page in the school website (www.ismoman.com) or can be collected from the admission office on any working days (Sunday to Thursday) between 7.30 a.m. and 2.30 p.m.

Please note that any further delay in submitting the TC application will result into delay in issuing the TC on time after the declaration of the results. In such cases, the TC will be issued in April 2024 after the reopening of the school as per the guideline mentioned in the school diary.

The new academic year Tuition Fee will be applicable as per the TC date for those TC applications received after 31st March 2024.

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 to IV - vp.primary@ismoman.com (VP 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 - vp.senior@ismoman.com (VP - Senior Sec.)
 - 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.

■ 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 (Classes 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.

SPONSOR A CHILD WITH EDUCATION

Young Communitarians of Indian Schools (YCIS) is an initiative of the Board of Directors, Indian Schools, Oman formulated with the vision of inculcating values of social service and civic responsibility among the students.

The YCIS team of Indian School Muscat has taken up a noble mission to share resources and help the underprivileged students. Hundreds of our parents are unable to pay their wards' school fees due to genuine hardships arising from an unforeseen change of circumstances. This charitable endeavor requires a great deal of support and involvement from your end. Your support in this regard can be quarterly, half yearly or annual fee of our well deserving students.

The fee can be paid online or through cheque in favour of "**Indian School Muscat**" or at the school fee counter mentioning "**Sponsor a Child Initiative**".

Please send an email with details of payment for all online transactions. For any queries, please contact Senior Vice Principal (Admin) or through email- sponsorachild@ismoman.com



■ **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.

Kind regards,

Rakesh Joshi
Principal



ACCOLADES

1	*Ashlyn Prinvisa Pinto (V H) was awarded Champion in the English Speech Level-2 and 'Shining Star' in Rubik's Cube 3x3 in an online competition - PEIAC -2023 International Level Competitions - Season 2.																																										
2	*Malik Hassan (V A) won two Bronze medals in Kata and Kumite in 1st Land of Peace Karate Competition held at Al Amal Club.																																										
3	*Sia Shedge (V N) has been awarded 'Champion' in 5th National Abacus competition (Brainofest) held in Muscat.																																										
4	*Sahana Jilani of X G represented Oman Women National Team 2023-24.																																										
5	*Angela Abhil (V M) won silver medal in Brain 'O ' Brain - National Level Competition – Abacus held in the month of February 2024.																																										
6	*Asher Mathew Bibine of III G participated in the Shito-Ryu Interclub Karate Championship held on February 2, 2024 and secured Gold medal in Kata and Kumite competitions in the 8 years category.																																										
7	*Asher Mathew Bibine of III G participated in 1st Land of Peace Open Karate Competition held on February 16, 2024 conducted by Shotokan Karate Center and was awarded 3rd place in Kata and 2nd place in Kumite competitions.																																										
8	*Master Devesh Gupta of Class I B participated in the International Olympiad Foundation 2023 and bagged the following awards. 1. Mathematics Olympiad (IFMO) - 2023 Bronze 2. Science Olympiad (IFSO) - 2023 Bronze.																																										
9	*The following students participated in 5th-National Level BrainOBrain competition held on 17th February, 2024 in Muscat and achieved the respective awards.																																										
	<table border="1"> <thead> <tr> <th>Name of child</th> <th>Class</th> <th>Awards</th> </tr> </thead> <tbody> <tr> <td>Sahasra Reddy Mankena</td> <td>III G</td> <td>Championship in Level-4 of Abacus</td> </tr> <tr> <td>Manit Chirag Sheth</td> <td>III G</td> <td>Completed level 10 and got a graduation certificate and a trophy</td> </tr> <tr> <td>Manit Chirag Sheth</td> <td>III G</td> <td>Silver medal in Level-4 of Abacus</td> </tr> <tr> <td>Vedharth Branesh</td> <td>III M</td> <td>Gold medal in Level-4 of Abacus</td> </tr> <tr> <td>Jivanthika Sudharsanan</td> <td>III M</td> <td>Champion in Level 2</td> </tr> <tr> <td>D.S.Nivesh</td> <td>III M</td> <td>Championship in Level-4 of Abacus</td> </tr> <tr> <td>D.S.Nivesh</td> <td>III M</td> <td>DEMO Award for stage performance on multi-tasking</td> </tr> <tr> <td>Anushvika Satheesh Kumar</td> <td>III M</td> <td>Gold medal</td> </tr> <tr> <td>Evaan Luke Ani</td> <td>II B</td> <td>Gold Medal</td> </tr> <tr> <td>Harun Hari Sunitha</td> <td>I B</td> <td>Champion Trophy</td> </tr> <tr> <td>Haritha Hariharan</td> <td>I B</td> <td>Gold Medal</td> </tr> <tr> <td>Syeda Khadija Fatima :</td> <td>I B</td> <td>Gold Medal</td> </tr> <tr> <td>Devadev J M</td> <td>II D</td> <td>Champion Trophy</td> </tr> </tbody> </table>	Name of child	Class	Awards	Sahasra Reddy Mankena	III G	Championship in Level-4 of Abacus	Manit Chirag Sheth	III G	Completed level 10 and got a graduation certificate and a trophy	Manit Chirag Sheth	III G	Silver medal in Level-4 of Abacus	Vedharth Branesh	III M	Gold medal in Level-4 of Abacus	Jivanthika Sudharsanan	III M	Champion in Level 2	D.S.Nivesh	III M	Championship in Level-4 of Abacus	D.S.Nivesh	III M	DEMO Award for stage performance on multi-tasking	Anushvika Satheesh Kumar	III M	Gold medal	Evaan Luke Ani	II B	Gold Medal	Harun Hari Sunitha	I B	Champion Trophy	Haritha Hariharan	I B	Gold Medal	Syeda Khadija Fatima :	I B	Gold Medal	Devadev J M	II D	Champion Trophy
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10	*Devashree Dhanapal of Class VIII F has been awarded “Champion” and “Demokid” at the BrainOfest Competition.																																										



11	*ICSI conducted the Commerce Olympiad on 17 th December 2023 and Sanghvi Anand of XI G has become the Zonal and National topper.
12	*Arya Sampat of XI F and Rohan Ramachandran of XI H have been selected for the Oman National U 19 cricket team.
13	*Sanghvi Ananat of XI G secured second position in the Student Enterprise event organized by GHEDEX on 4 th February 2024.

*The students participated in the above external events and competitions based on their individual interests.

