



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



ISM/PRN/277/2022-23

March 30, 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.

▪ **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.

▪ **SCHOOL TIMING**

The below mentioned timings will be followed on all working days from Sunday to Thursday.

Kindergarten (Jibroo Campus)	: 8.15 a.m. to 12.00 noon
STD I to IV (Jibroo and Main campus at Darsait)	: 8.00 a.m. to 1.00 p.m.
STD V to VIII (Main campus at Darsait)	: 7.00 a.m. to 1.40 p.m.
STD IX to XII (Main campus at Darsait)	: 7.00 a.m. to 1.55 p.m.

School Office	: 7.00 a.m. to 3.00 p.m.
Fee payment and Book Store	: 7.15 a.m. to 2.30 p.m.



▪ FEE PAYMENT

The Fee Counter is open on all working days during the Holy month of Ramadan (Sunday to Thursday) from 7.15 a.m. to 12.45 p.m. and on all Saturdays from 9.00 a.m. to 12.30 p.m. The School Fee Counter will be closed on 2nd April 2023 due to the financial year end closing and financial year shifting process.

Those parents who have not paid the fee of their wards for the year 2022-23 are requested to remit the fee without any further delay. The annual examination results and promotion to the next class will be processed only after the payment of Fee dues for the Academic Year 2022-2023.

The Quarter Wise fee details for the new academic year 2023-24 are available on the School website and Online Parent Portal/Mobile App. The existing fee structure is followed in the new academic year 2023-24.

The School Fee can be paid through online banking or 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 will be closed on 2nd April 2023 due to the financial year end closing and financial year shifting process.

The textbooks and notebooks for all the classes (KG to Std. XII) can be collected from the book store from 5th April 2023 onwards. Book store is open on all working days from 7.15 a.m. to 12.45 p.m. during Ramadan.

▪ 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, from April 2023, shall submit the Transfer Certificate application in the prescribed format at the school office latest by 5th April 2023.

The pre-printed application form is available with the Admission Office in the main school. 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 12.45 p.m.

EASTER HOLIDAY

Please note that the school will remain closed on account of Easter on **Sunday, April 9, 2023**.

NEW ACADEMIC YEAR FOR KG-II TO STD IX (2023-2024)

The new academic year for KG-II to STD IX will begin on **Wednesday, April 5, 2023**. Parents are requested to make the necessary transport arrangements as per the school timings during the Ramadan and on normal working days.

Please note that the **parent orientations for all the classes from STD I to IX will be held through online (Zoom Platform)**. The detailed Circular with the Zoom meeting link will be shared through the class teachers.

▪ GENERAL GUIDELINES

- Class teacher will be the first point of contact for any queries related to the school academics and other co-curricular activities. The class teacher's contact numbers will be given once the school reopens. **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 small earrings and thin chain with a single pendant.
- The parents are required to make the necessary transport arrangements for their children as per the school timings provided. Parents are also advised to tell / to show the students the pick-up point after the school especially on the first week of the school reopening so that the students can board the transport comfortably. The students are also allowed to wait in the A Block Multipurpose Hall or in the waiting area in front of the fee counter.

NEW ACADEMIC YEAR (2023-2024) – CLASS XI

The New Academic Year 2023-2024 for Class XI will begin from **Monday, April 10 2023**. Parents are not allowed at the academic blocks during the school hours. A detail circular will be issued to the parents soon with regard to the provision admission to Class XI.

PARENT ORIENTATION PROGRAMME – CLASS IX

The Parent orientation programme for Class IX will be held on **Saturday, April 15, 2023**. A detailed circular regarding the same will be shared soon.

FIRST PERIODIC TEST – CLASSES X AND XII

The First periodic test for Classes X and XII will begin from **Thursday, April 13, 2023**. A detailed circular regarding the same has been already shared.

ELECTION FOR CAPTAINS, VICE-CAPTAINS & PREFECTS–CLASSES IX & XI

The Election for Captain, Vice-captain and Prefects of Classes IX and XI will be held on **Sunday, April 30, 2023**.

PARENT ORIENTATION PROGRAMME – CLASSES V TO VIII

An online Parent Orientation Programme will be held as per the below-mentioned schedule. All the parents are requested to attend the same. The Zoom link will be shared on the day of the POP.



Class	Day & Date	Time
Class V	Wednesday, April 12, 2023	7:30 p.m. to 9:00 p.m.
Class VI	Thursday, April 13, 2023	7:30 p.m. to 9:00 p.m.
Class VII	Tuesday, April 18, 2023	7:30 p.m. to 9:00 p.m.
Class VIII	Wednesday, April 19, 2023	7:30 p.m. to 9:00 p.m.

ACTIVITIES FOR APRIL 2023 IN THE MIDDLE SECTION

The following are the activities planned for Middle Section. Detailed circulars will be sent to all the parents. The students are encouraged to actively participate in them.

- Club Activities will tentatively be held on the first Saturday of every month (except April 2023)
 - Election of Class Prefect
 - Election of Head Girl & Head Boy (only for Class VIII)
 - Election of the Vice-Captain (only for Class VIII)
 - Audition of Jhankaar Hues 2023 – Inter-House Cultural Competitions
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MOODLE PLATFORM

All the students and parents are advised to check the Moodle platform on a regular basis. Circulars, Assignments, and Study materials are posted in Moodle. An orientation for the class V students will be conducted by the IT teachers on how to access and use Moodle after the school reopens.

SCHOOL REOPENING FOR PRIMARY SECTION

The Primary Section will reopen for all the Classes (I to IV) on **Wednesday, April 5, 2023**. All the sections of **Classes I and II (A, B, C, D and E)** will function in the **Jibroo Campus**. **Classes II (F, G, H, I, J, K, L and M)** and all the sections of **Classes III & IV** will be functioning in the **Main Campus** in Darsait. A detailed chart on classroom allocation will be displayed on the notice board on the first day of school.

PARENT ORIENTATION PROGRAMME – CLASSES I TO IV

Please note that the parent orientations for all the classes from STD I to IV will be held through online (Zoom Platform) as per the schedule mentioned below. The Zoom meeting link will be shared through the class teachers.

Class	Day & Date	Time
Class I	Monday, April 10, 2023	7:30 p.m. to 9:00 p.m.
Class II	Sunday, April 16, 2023	7:30 p.m. to 9:00 p.m.
Class III	Tuesday, April 11, 2023	7:30 p.m. to 9:00 p.m.
Class IV	Monday, April 17, 2023	7:30 p.m. to 9:00 p.m.



GREEN SCHOOL CAMPAIGN – PRE – PRIMARY SECTION

Under the Green School Campaign, requesting you to support your ward with a Pet Plant (potted) for the Jibroo Campus.

SCHOOL UNIFORM & PE UNIFORM

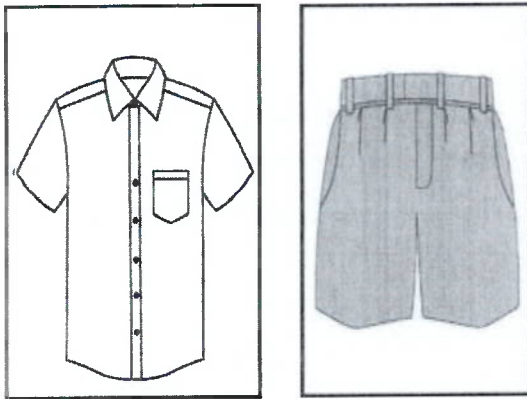
The regular school uniforms for students of STD I to IX are available in all the leading garment shops and hypermarkets. No school uniform for KG Section.

PRIMARY SECTION REGULAR UNIFORM (STD I to IV)

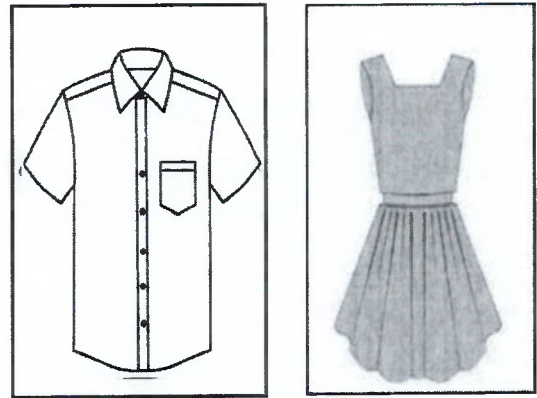
- | | |
|---|--|
| <ul style="list-style-type: none"> • Half Pants with white shirt for boys • Black shoes (with regular uniform) • Black belt • White shoes with Velcro to be worn on MPT/PE days | <ul style="list-style-type: none"> • Pinafore with white shirt for girls • Black shoes (with regular uniform) • White hair band or white ribbons for girls • White shoes with Velcro to be worn on MPT/PE days |
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- Cubs and Bulbuls Uniform- The prescribed uniform to be worn on Wednesdays for Class III and Thursdays for Class IV.

BOYS' PRIMARY REGULAR UNIFORM



GIRLS' PRIMARY REGULAR UNIFORM



MIDDLE & SENIOR SECTION REGULAR UNIFORM (STD V to XII)

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|--|---|
| <ul style="list-style-type: none"> • White half sleeve shirt. • Regular t trousers with black belt. • Black leather shoes with laces and white socks. | <ul style="list-style-type: none"> • White half sleeve shirt. • Pinafore covering the knees and waist should be in the navel level. Pinafore (Side Covered) with pocket on both sides with Zip. • Black leather shoes with straps and white socks. • White Leggings (If any girl student would like to be exempted from wearing leggings, she should approach concerned AYP/VP) |
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BOYS' REGULAR UNIFORM

GIRLS' REGULAR UNIFORM



PE UNIFORM

The PE uniform for all classes (STD I to XII) is made available at the **school approved vendor/outlet of M/s Ved & Co. LLC (Trendz, Ruwi, near KM Trading - Ruwi)** for the convenience of parents.

STD I & II PE UNIFORM	STD III & IV PE UNIFORM
Navy blue shorts with sky blue side stripes / Sky blue T-shirt with ISM Logo on the left chest and ISM printed in white on the back of the T-shirt	Navy blue pants with sky blue side stripes / sky blue T-shirt with ISM Logo on the left chest and ISM printed in white on the back of the T-shirt

PE Uniform - STD V to XII: Black track pants with the respective house colour side stripes & house colour T-shirt with ISM Logo on the left chest and ISM printed in white on the back of the T-shirt.

Uniform Schedule for Primary Section:

Day	Class	Uniform	Class	Uniform
Sunday	II	PE uniform	I, III & IV	Regular uniform
Monday			I, II, III & IV	Regular uniform
Tuesday	I	PE uniform	II, III & IV	Regular uniform
Wednesday	IV	PE uniform	I & II	Regular uniform
			III	Cubs and Bulbuls Uniform
Thursday	III	PE uniform	I & II	Regular uniform
			IV	Cubs and Bulbuls Uniform



Uniform Schedule for Middle Section:

Day	Class	Uniform	Class	Uniform
Sunday	V	PE uniform	VI, VII & VIII	Regular uniform
Monday	VI	PE uniform	V	Regular uniform
			VII & VIII	Scouts & Guides uniform
Tuesday	VII	PE uniform	V, VI & VIII	Regular uniform
Wednesday	VIII	PE uniform	V, VI & VII	Regular uniform
Thursday	VII & VIII	Regular uniform	V & VI	Scouts & Guides uniform

■ FORMATION OF APPEAL COMMITTEE

This is to inform you that the school has decided to form 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 following twitter account for all such official communication from the school.

https://twitter.com/is_muscat

With Warm Regards,

Rajeev Kumar Chauhan
Principal



ACCOLADES

1.	<p>The following students won ISM Under 16 Cricket (boys) team in the Oman Junior Cricket League 2022-23:</p> <ol style="list-style-type: none"> 1. Jeet Shah – IX K 2. Yogeshwar M - X C 3. Hamza Siraj – IX F 4. Giriharan – X – C 5. Devansh Loya – XI C 6. Aditya Onkar – IX I 7. Jayesh Mal – IX D 8. Arya Hemal – X E 9. Ojjus Pachisia – IX E 10. Zubair Uvas – VIII D 11. Amish K – IX E 12. Harshil Shetty – IX D 13. Andrew Judah – XI J 14. Ranesh Jagadev – XI B 15. Mukit Ali – XI D 16. Swagath – VII E 17. Monish Suresh – IX D 18. Mukesh Kumar – VIII B
2.	<p>Asmita Talukdar of Class IV L, has secured Third prize in the Junior Category for the Painting competition conducted by Maithri Muscat.</p>
3.	<p>Harikesh Santhosh of Class IV I has secured Second prize in the Junior Category for the Painting competition conducted by Maithri Muscat.</p>
4.	<p>Vanisha Chirag Sheth of Class IV L is the Gold Topper in the 4th Oman National Abacus competition – Brainobrainfest 2023.</p>
5.	<p>The following students are the Silver Toppers in the 4th Oman National Abacus competition – Brainobrainfest 2023.</p> <ul style="list-style-type: none"> • Shikha Kishore Narayan of Class IV L • Yuvraj Chani of Class II E • Nidarsana V P of Class V F
6.	<p>The following students are the Champion in the 4th Oman National Abacus competition – Brainobrainfest 2023.</p> <ul style="list-style-type: none"> • Madhav Arun Nair of Class III J • Aquila Amanullah of Class III C • Karthi Ashok of Class IV L • Jaariyah Iqbal of Class IV A • P M Vaishnavi of Class VIII F



7.	Moohith Dinesh of Class IV F, won the under 10 Annual Open table tennis tournament 2023 organized by Indian Social Club.
8.	Akshay Thanipet Padmanabhan of Class X F and Maitri Limani of Class X J received appreciation from CBSE for their performances in the Reading Challenge 2022-23 which was organised by the Central Board of Education.
9.	Devashree Dhanapal of Class VII D won Demo Kid Award and Champion Trophy in the BrianOBrain Abacus Competition Festival held at Muscat.
10.	Brian Doss Kinsey A of Class V G won two bronze medals in Inter-Club Shotokan Karate Competition.

