



INDIAN SCHOOL MUSCAT

PO Box: 2470, Ruwi, P.C. 112

Sultanate of Oman



ISM/PRN/204/2020-21

March 30, 2021

CIRCULAR TO PARENTS OF THE SCHOOL

Dear Parent,

Greetings from Indian School Muscat.

Welcome to the new academic year 2021-2022. We wish all the students a very happy, bright and successful session.

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. By considering the prevailing conditions and new developments, we request all parents and students to stay safe at home.

The school will remain closed till further intimation or announcement from the Ministry of Education.

▪ FEE PAYMENT

Fee Counter is open on all working days (Sunday to Thursday) from 7.15 a.m. to 1.15 p.m. and on all Saturdays from 9.00 a.m. to 12.30 p.m. Please follow the safety guidelines by wearing the mask and follow social distancing protocols while coming to pay the fee. The School Fee Counter will be closed on 1st April 2021 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 2020-21 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 2020-2021.

The Quarter Wise fee details for the year 2021-22 are available on the School website (<http://ismoman.com/>) and Online Parent Portal/Mobile App.

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 by 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 with the following means 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.**

- (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 accounts 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 & TEXTBOOK DISTRIBUTION**

The Book Store will be closed from 1st April to 07th April 2021. The details regarding the Textbooks distribution and payment will be intimated through the respective class groups and separate circulars.

The textbooks and notebooks for all the classes (KG to Std. XII) can be collected from the book store from **April 8, 2021** onwards. **Book store is open on all working days from 7.15 a.m. to 1.15 p.m. as per the above schedule.** The payment can be made at the counter directly by cash/POS at the time of book collection.

▪ **NEW ADMISSIONS FOR THE YEAR 2021-22**

For any query regarding the new admission for the year 2021-22, parents are requested to send a mail to 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 ismoman@omantel.net.om.
- 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. **The school Fee Counter is open from 7.15 A.M. to 1.15 P.M. on all working days (Sunday to Thursday) and on all Saturdays from 9.00 a.m. to 12.30 p.m.**
- 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.
- The experienced team of counsellors will be available for round the clock tele counselling 24x7 service at **90990444**.

- If you are facing challenges in accessing these platforms or have any queries and need any support, you may contact the respective class teacher or can also send an email to the following email address.
 - For Classes KG I & KG II - onlineclass.pre-primary@ismoman.com
 - For Classes I to IV - onlineclass.primary@ismoman.com
 - For Classes V to VIII - onlineclass.middle@ismoman.com
 - For Classes IX to XII - onlineclass.senior@ismoman.com

TRANSFER CERTIFICATES

Parents who wish to withdraw/discontinue their wards from the school, from April 2021, shall submit the Transfer Certificate application in the prescribed format. The pre-printed application form is available with the Admission Office in the main school. The TC application form can be downloaded from the school website also. TC application form is not applicable for Class XII students. However, submission of TC application is required for Class X students who will not be continuing their studies in ISM after Class X.

RAMADAN

Kindly note that the Office timing will remain the same during Ramadan. The School Office will be functioning from **7.30 a. m. to 1.30 p. m.**

Online Class timings for all the Section will remain the same during Ramadan.

EASTER HOLIDAY

Please note that the school will remain closed on account of Easter on **Sunday, April 04, 2021.**

FIRST PERIODIC ASSESSMENT FOR CLASSES X & XII (2021-22 BATCH)

The First Periodic Assessment for Classes X & XII (2021-22 batch) will be held from **Monday, April 5, 2021.** A detailed time table has already been given to the students. The portion and the blue print too have been shared with the students.

NEW ACADEMIC YEAR FOR CLASS IX

The New Academic Year for Class IX will begin on **Wednesday, April 7, 2021 from 7.00 a. m. to 12.35 p. m.**

The time table shall be shared soon.

Kindly note that this timing will continue during Ramadan as well.

VIRTUAL ORIENTATION FOR CLASS IX

A virtual orientation for the students and their parents of Class IX will be held on **Wednesday, April 7, 2021 at 7 p.m.** All the students and their parents are requested to attend the same. The meeting link will be shared on Wednesday morning.

ELECTIONS FOR THE PREFECTS – CLASS IX

Elections for the Prefects of Class IX will be held on **Saturday, April 24, 2021**. The details will be shared soon.

THE ACADEMIC YEAR 2021-22 – MIDDLE SECTION

The academic year for the year 2021-22 will begin from **Wednesday, April 7, 2021** for all the classes of Middle Section through online teaching. The following will be the timing for the classes.

CLASSES V & VII: Online Classes will begin from 7:45 a. m. and the last period will end at 1.30 p. m.

CLASSES VI & VIII: Online Classes will begin from 7:00 a. m. and the last period will end at 1:00 p. m.

Six periods per day is allotted for all the classes. Each period will be of 40 minutes duration. Time Table is made in such a way that students need not spend long hours in front of the screen. Proper breaks in between are given. **A detailed Time Table will be sent to all the parents.**

Kindly note that this timing will continue during Ramadan as well.

JUNIOR PREFECT ELECTION – MIDDLE SECTION

A circular calling the students' interest in being the prefect of the class, Vice-Captains of various Houses (only for Class 8) and Junior Head Boy and Head Girl (only for Class 8) will be sent as soon as the school reopens for the next academic year. Interested students are required to register themselves using Google form link given in the circular along with required documents.

PARENT ORIENTATION PROGRAMME – MIDDLE SECTION

A Parent Orientation Programme is planned as per the following schedule to acquaint the parents with the academic and other activities of the Middle Section during the next academic year.

CLASS	DAY & DATE	TIMING
VIII	Monday, April 5, 2021	6:00 p. m. to 7:00 p. m.
VII	Monday, April 5, 2021	7:30 p. m. to 8:30 p. m.
VI	Tuesday, April 6, 2021	6:00 p. m. to 7:00 p. m.
V	Tuesday, April 6, 2021	7:30 p. m. to 8:30 p. m.

Zoom link for the session will be shared with all the parents soon.

PARENT-TEACHER INTERACTION – MIDDLE SECTION

A Parent-Teacher interaction is planned to be held on **Thursday, April 8, 2021 from 6:00 p. m. to 7:00 p. m.** in the respective Google Classrooms. All the parents are requested to be present on time for the meeting.

THE ACADEMIC YEAR 2021-22 – PRIMARY SECTION

The Primary Online Classes for the New Academic year 2021- 2022 will commence on **Wednesday, April 7, 2021** for all classes.

The new timings for the online classes would be as follows. Detailed Class Time Table will be posted in the respective Google Classrooms.

CLASSES I & II	7.30 a. m. to 12.00 p. m.
CLASSES III & IV	7.30 a. m. to 12.50 p. m.

Kindly note that this timing will continue during Ramadan as well.

PARENT ORIENTATION PROGRAMME – PRIMARY SECTION

The Virtual Parent Orientation Programme for the Primary section classes will be conducted on Zoom platform as per the schedule given below. Link to join the meeting will be sent to the parents later.

DATE	DAY	TIMINGS	CLASS
05/04/2021	Monday	6.00 p. m. to 7.00 p. m.	IV
05/04/2021	Monday	7.30 p. m. to 8.30 p. m.	II
06/04/2021	Tuesday	6.00 p. m. to 7.00 p. m.	I
06/04/2021	Tuesday	7.30 p. m. to 8.30 p. m.	III

THE ACADEMIC YEAR 2021-22 – PRE-PRIMARY SECTION

All the Sections of Pre - Primary (KG I and KG II) will start functioning from **Wednesday, April 7, 2021** on all days (Sunday, Monday, Tuesday, Wednesday and Thursday).

Students are divided into two batches for giving personalized attention.

First Batch : 8:00 a. m. to 10.30 a. m.

Second Batch : 11:00 a. m. to 1:30 p. m.

Kindly note that this timing will continue during Ramadan as well.

In case of any query, you are requested to kindly contact the Class Teacher

■ COMMUNICATION TO PARENTS

In order to simplify the communication to 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.**

Warm Regards,

Dr Rajeev Kumar Chauhan
Principal



ACCOLADES

1	Misba Anas (KG II D) won a certificate and prize for ISFF– 2020
2	TM Mrs. Veena Suresh won the third prize in Humourous Speech Category at Division G Toastmasters Contest held on March 26, 2021. Heartiest Congratulations.