



# 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 : ٢٤٧٠٢٥٦٧، ٢٤٧٨٤٠٥٥، ٢٤٧٨٤٠٦٩، ٢٤٧٨٤٠٩٧ - فاكس : ٢٤٧٩٤٩١٩  
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Email : ismoman@omantel.net.om Website: www.ismoman.com



ISM/PRN/199/2023-24

January 2, 2024

## 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.

### SCHOOL REOPENING

All classes (KG to STD XII) shall resume on **Sunday, January 7, 2024.**

### ACCESSION DAY

The School will remain closed on **Thursday, January 11, 2024** on the account of **Accession Day.**

### COMMON PRE BOARD EXAMINATION – CLASSES X AND XII

The pre- board 2 examination (Common pre board) for class X will commence from **Sunday, January 7, 2024** and for class XII will commence from **Monday, January 8, 2024.**

### CBSE BOARD PRACTICAL EXAMINATION – CLASS XII

The **tentative dates** for the CBSE Board Practical Examination for Class XII will be **January 24, 2024 onwards.** The exact schedule will be shared with you soon.

### PARENT TEACHER MEETING – CLASSES IX AND XI

The parent teacher meeting for class IX and XI will be conducted in the second week of January .The date and time will be intimated later by class teacher.

### SCOUTS AND GUIDES CAMP FOR CLASS VII

The one day Scouts and Guides Camp for Class VII will be held on **Saturday, January 13, 2024.** Interested Students may give the consent form to the class teachers that is attached with the circular shared earlier.

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### THIRD PERIODIC TEST FOR THE MIDDLE SECTION

The Third Periodic Test for classes V to VIII will begin from **Wednesday, January 17, 2024**. The time table and the blue print are posted in Moodle. Parents are requested to allow the children to take rest in case they are sick.

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### 75th REPUBLIC DAY CELEBRATIONS

All are cordially invited to attend the 75th Republic Day Celebrations at School on **Friday, January 26, 2024**.

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### SCIENCE QUIZ - FOR CLASSES III & IV

Science Quiz for the students of Class III and IV will be conducted on **Thursday, January 18, 2024**. Kindly refer to the details posted in the Google classrooms.

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### ENGLISH STORY TELLING COMPETITION FOR CLASS I

The preliminary round of English Story Telling Competition for Class I will be held on **Sunday, January 21, 2024** during the school hours. Kindly refer to the details posted in the Google classrooms.

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### EDUCATIONAL EXCURSION – CLASS I & II

Educational trips for Classes I and II will commence from **January 14, 2024 and January 21, 2024** respectively. Detailed circular regarding the same will be shared.

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### SUPER SCIENTIST COMPETITION FOR KG I and KG II

The Super Scientist competition for KG I and KG II will be held on **Tuesday, January 16, 2024** during the school hours

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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 during the winter vacation till **January 6, 2024**.

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## SCHOOL OFFICE & FEE PAYMENT

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

### ▪ 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. with effect from January 7, 2024. It is suggested to follow the safety guidelines while coming to pay the fee.

Fee counter will be operational during the winter vacation (till January 7, 2024) as per the following schedule and timing.

Date	Office Timing	Fee collection Timing
December 21, 2023 to January 7, 2024	8.00 a.m. to 1.00 p.m.	8.00 a.m. to 12.45 p.m.

**Please note that the school fee counter will NOT be open on Saturdays during the winter vacation from December 22, 2023 to January 6, 2024**

Parents are reminded that the Last Quarter (January - March 2024) fee payment is due for payment.

The Final Quarter fee payment can be made with the applicable fine and further delay in payment will result in the increase in fine.

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. 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](http://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.

## **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](http://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](http://www.tasdeed.om)) and Thawani Pay Mobile App through the following platforms or banking portals.**

- (i) Tasdeed Portal ([www.tasdeed.om](http://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](mailto: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](mailto: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](mailto:onlinefees@ismoman.com) with the following details.

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

## **NEW ADMISSIONS FOR THE YEAR 2024-25**

The online registrations for the admissions for the next academic year (2024-2025) will be commencing by 4<sup>th</sup> week of January 2024. 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](mailto: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](mailto:admissions@ismoman.com).
- For all general queries, parents are requested to send a mail to [info@ismoman.com](mailto: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](mailto: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](http://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](mailto: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**.





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## 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](http://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.

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## 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.
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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.

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## 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](mailto:sponsorachild@ismoman.com)

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## ■ MEETING PARENTS

Parents can meet the School Management Committee and School Administration on the **3<sup>rd</sup> 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](mailto: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](mailto:chairwelfare.smc@ismoman.com) if it is already brought to the notice of the School Team and not addressed by the concerned authorities.

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Kind regards,

  
Rakesh Joshi  
Principal



## ACCOLADES

1	*Muhammed Ayaan of Class V - E participated in the Wakan Shotokan International Championship and won the 3rd Prize under the age category of 9 to 10.
2	*Nuha Fathima Najmuddeen of Class III - F has participated in Kata, WSKI championship and won the first position.
3	Himnish Shahlot of Class IX - A won a bronze medal in the CBSE National Badminton Championship ( mixed under 14 category) 2023-24 which was held in Jhunjhunu , Rajasthan.
4	*Smriti Chitrabanu of Class XII - D won two gold medals (4x100m medley relay and 4x100 freestyle relay) in the 17th Short course Swimming Championship -2023 held at MGR Stadium, Madurai, India on 9th & 10th December 2023.
5	*PM – foundation organized talent search examination in national level and four of our students received the topper certificates among the students of GCC. <ol style="list-style-type: none"> <li>1. Ekansh Goel - XI F</li> <li>2. Aman Tandon - XI F</li> <li>3. Sachee Trisha Ashok – XI C</li> <li>4. Asaph Samuel – XI B</li> </ol>
6	*Global College of Engineering and Technology organized AI based hackathon and one of our team won the first prize out of the 18 team participated. The team members were : <ol style="list-style-type: none"> <li>1. Aspah Samuel – XI B</li> <li>2. Rohit Balaji – XI B</li> <li>3. Reya Attri - XI B</li> <li>4. Trish Benoy – XI B</li> </ol>
7	*Arabian stories Painting Contest – The following students have won the competition <ol style="list-style-type: none"> <li>1. Category 1 – Grades III-V – Asmita Talukder (V E) – 1<sup>st</sup> Prize</li> <li>2. Category 1 – Grades III-V – Asmita Mondal (V E) – 2<sup>nd</sup> Prize</li> <li>3. Devan Patel (VIII M) won the special Jury Award</li> </ol>

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

