



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



ISM/PRN/141 /2017-18

1st March 2018

CIRCULAR TO PARENTS OF THE SCHOOL

Dear Parent,

Greetings from Indian School Muscat.

◆ **FEE PAYMENT:**

- Parents must ensure that the school fee for the full academic year must be paid before commencement of examinations. **The results will be processed only after the payment of Fee dues for the Academic Year 2017-2018. Report Cards/Books for the next academic year will not be issued to the Fee Defaulters.**

Those parents who have already paid the fees may kindly ignore this note.

Parents may also use the online payment options like **Bank Muscat Online/Bank Muscat Mobile Banking/CDM & POS (Credit/Debit Card)** options. **There is no additional charges for electronic payment.**

■ **TRANSFER CERTIFICATES:**

Parents who wish to withdraw/discontinue their wards from the school, from April 2018, shall submit the Transfer Certificate application in the prescribed format latest by **5th March 2018**. 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 (www.ismoman.com) 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.

■ **FINAL EXAM - CLASSES III & IV:**

Final Examinations for Classes III and IV will be held from **1st March to 14th March 2018**.

■ **FINAL EXAM - CLASSES V TO VIII:**

Final Examinations for Classes V to VIII will be held from **4th March to 15th March 2018**.

■ **NEW ACADEMIC SESSION - CLASSES X & XII:**

New academic session for Classes X and XII will begin on **Wednesday, 7th March 2018**.

■ **END OF ACADEMIC YEAR:**

Last working day for Kindergarten (KG1 and KG2) and Primary (Std. I to IV) will be on **Thursday, 15th March 2018**.

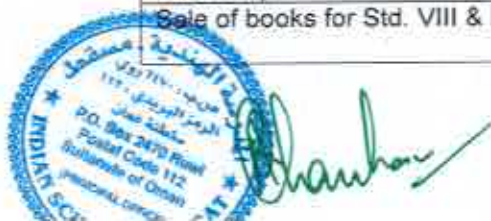


◆ **RESULT DECLARATION and SALE OF BOOKS:**

Please note the following:

- Advance payment for the books (Full Set) can be made at the fee counters in the old Multi Purpose Hall from 18th March to 28th March 2018 (excluding Fridays and Saturdays) between 7.30 am and 01.00 pm to avoid the inconvenience of standing in long queue on those days of book sale. **Book fee must be remitted before the date of book sale** (schedule given below).
- **Payment for Books can be made only after clearing all Fee dues for the Academic Year 2017-18.**
- Full set of Books for the new academic year 2018-19 (Classes KG to X) will be distributed to students in the New Multipurpose Hall basement from 4.30 p.m. 8.00 p.m. (as per the schedule given below) for those who have made the advance payment. **The children/parent should submit the original payment receipt for collecting the books. Please note that payment for books will not be accepted by class teachers on the days of book sale.**
- Advance payment of School Fee for the next Academic Year (2018-19) can be made through the fee counter from Sunday, 18th March 2018.
- Bookstore will be closed from 15th March to 2nd April 2018. Sale of Books will continue through Bookstore from 3rd April 2018 (Timing: 7.30 am to 2.30 pm).
- Report Cards can be obtained from the designated classes from 4.30 p.m. to 8.00 pm as per the schedule below. Report Cards/Books for the next academic year will not be issued to the Fee Defaulters.
- Location (Class rooms) of issue of report cards will be displayed at the main gate entrance on the days of book sale.

SENIOR SECTION (CLASSES IX to XII)			
Activity	Day and Date	Time	Venue
Distribution of answer scripts – Classes IX and XI	Saturday, 03/03/2018	7.30 am to 9.30 am	Respective class rooms
Report Card distribution – Classes IX and XI	Monday, 05/03/2018	4.30 pm to 8 pm	Respective class rooms
Payment for books & Sale of books for Classes X & XII	Monday, 05/03/2018	4.30 pm to 8 pm	New MPH basement.
New academic year begins for Classes X and XII	Wednesday, 07/03/2018		
New academic year begins for Class IX	Wednesday, 04/04/2018		
New academic year begins for Class XI	Sunday, 08/04/2018		
Parent Orientation Programme for Classes X and XII (present IX & XI)	Saturday, 10/03/2018	8 a.m. to 10 a.m.	New MPH
Student Orientation Programme for Classes IX and XI (present VIII & X)	Saturday, 07/04/2018	6 p.m. to 8 p.m.	New MPH
MIDDLE SECTION (CLASSES V TO VIII)			
Activity	Day and Date	Time	Venue
Distribution of corrected Answer Scripts – Std. V to VIII	Tuesday, 20/03/2018	7.05 am to 9.30 am	Respective class rooms
Distribution of Report Cards (Std. V & VI)	Tuesday, 27/03/2018	4.30 pm to 8 pm	Respective class rooms
Sale of books for Std. VI & VII.	Tuesday, 27/03/2018	4.30 pm to 8 pm	New MPH basement.
Distribution of Report Cards (Std. VII & VIII)	Wednesday, 28/03/2018	4.30 pm to 8 pm	Respective class rooms
Sale of books for Std. VIII & IX	Wednesday, 28/03/2018	4.30 pm to 8 pm	New MPH basement.



New academic year begins for Classes V to VIII.	Wednesday, 04/04/2018	
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PRIMARY SECTION (CLASSES I TO IV)			
Activity	Day and Date	Time	Venue
Distribution of Report Cards – Std. I & II (both morning & afternoon shifts)	Sunday, 25/03/2018.	4.30 pm to 8 pm	Main campus at Darsait. Room allocation will be displayed on 25/3/2018.
Sale of books for classes II and III	Sunday, 25/03/2018.	4.30 pm to 8 pm	New MPH basement.
Distribution of Report Cards – Std. III & IV (both morning & afternoon shifts)	Monday, 26/03/2018	4.30 pm to 8 pm	Main campus at Darsait. Room allocation will be displayed on 26/3/2018.
Sale of books for classes IV and V	Monday, 26/03/2018	4.30 pm to 8 pm	New MPH basement.
New academic year begins for Classes I to IV (morning shift)	Wednesday, 04/04/2018		
New academic year begins for Classes II to IV (afternoon shift)	Wednesday, 04/04/2018		
New academic year begins for Class I afternoon shift	Thursday, 05/04/2018		

KG SECTION (KGI & KGII) - JIBROO			
Activity	Day and Date	Time	Venue
Sale of books for KG2 & Std. I (both morning & afternoon shifts)	Sunday, 25/03/2018	8.00 a.m. to 12.00 noon	New MPH Basement, Darsait (Main campus).
New academic year begins for KG2 (both morning & afternoon shifts)	Wednesday, 04/04/2018		


KG SECTION (KGI & KGII) – ISM G			
Activity	Day and Date	Time	Venue
Sale of books for KG2 & Std. I (both morning & afternoon shifts)	Sunday, 25/03/2018	8.00 a.m. to 12.00 noon	New MPH Basement, Darsait (Main campus).
New academic year begins for KG2 (both morning & afternoon shifts)	Wednesday, 04/04/2018		

EASTER HOLIDAY & TERM END BREAK:

The school (office and fee counter) will remain closed on **Sunday, 1st April 2018** on account of Easter and on **Monday, 2nd April 2018** on account of Term end break.

■ **PARENT PORTAL & e-CONTENT:**

Parents can access Parent Portal and e-Content by visiting school's website (<http://www.ismoman.com>). Details are available on the website page: <http://ismoman.com/helpdesk.html>


Dr Rajeev Kumar Chauhan
Principal

