



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



ISM/PRN/257/2021-22

March 29, 2022

**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. **As per the Ministry of Health and Ministry of Education Guidelines, Covid-19 Vaccination Certificate (one/two doses) is mandatory to enter the school premises.**

▪ **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

▪ **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 12.30 p.m
Book Store	: 7.15 a.m to 12.30 p.m

## ▪ FEE PAYMENT

**The School Fee Counter will be closed on 31<sup>st</sup> March 2022 and 2<sup>nd</sup> April, 2022 due to the financial year end closing and financial year shifting process.** The Fee Counter is open on all working days during the Holy month of Ramadan (Sunday to Thursday) from 7.15 a.m. to 12.30 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 the social distancing protocols while coming to pay the fee.

Those parents who have not paid the fee of their wards for the year 2021-22 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 2021-2022.

The Quarter Wise fee details for the year 2022-23 are available on the School website 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](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

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.

#### **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](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.)

#### **▪ BOOK STORE & TEXTBOOK DISTRIBUTION**

**The Book Store will be closed from March 30, 2022 to April 5, 2022.** The textbooks and notebooks for all the classes (KG to Std. XII) can be collected from the book store from April 6, 2022 onwards. Book store is open on all working days from **7.15 a.m. to 12.30 p.m.** during Ramadan.

#### **▪ NEW ADMISSIONS FOR THE YEAR 2022-23**

**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 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, from April 2022, 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.

For any query regarding the Transfer Certificate, parents are requested to send a mail to [admissions@ismoman.com](mailto:admissions@ismoman.com)

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## EASTER HOLIDAY

Please note that the school will remain closed on account of Easter on **Sunday, April 17, 2022**.

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## NEW ACADEMIC YEAR FOR CLASS IX

The New Academic year for Class IX will begin on **Wednesday, April 6, 2022**. The school timing will be from **7:00 a. m. to 1:00 p. m. (only during the Holy Month of Ramadan)**. The students are expected to be in full school uniform by 7:00 a. m. Parents are not allowed beyond the gate into the D Block during the school hours. The new classroom allocation will be shared with all the students through their class teachers on **Tuesday, April 5, 2022**, and the same will be displayed on the notice boards.

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## PARENT ORIENTATION PROGRAMME FOR CLASS IX

A virtual Parent Orientation for Class IX will be held on **Tuesday, April 5, 2022 at 7.30 p.m.** The Zoom meeting link shall be sent to the parents through the class teachers on

April 5, 2022. The parents and students are requested to join the meeting using the student's full name and GR number.

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### **PERIODIC TEST – I FOR CLASSES X & XII (2022-23 batch)**

The Periodic Test I for Classes X & XII will commence on **Monday, April 18, 2022**. A detailed circular has already been shared with the students.

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### **SCHOOL REOPENING FOR CLASSES V TO VIII**

The School will reopen physically for the classes V to VIII from **Wednesday, April 6, 2022**. The School timing will be from **7:00 a. m. to 12:45 p. m. (only during the Holy Month of Ramadan)**. The students are expected to be in full School uniform well before 7:00 a. m. The parents are not allowed in the academic area of the Middle Section. The new classroom allocation will be informed to all the students & parents on Tuesday, April 5, 2022, the details will also be displayed on the notice board on April 6, 2022.

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### **ONLINE PARENT ORIENTATION PROGRAMME FOR CLASSES V TO VIII**

An online Parent Orientation Programme for the classes V to VIII will be held as per the following schedule. All the parents are requested to attend the same. The zoom link will be shared one day before the meeting through the class teacher.

<b>CLASS</b>	<b>DAY &amp; DATE</b>	<b>TIME</b>
Class VIII	Saturday, April 9, 2022	8:30 a. m to 9:30 a. m
Class VII	Saturday, April 9, 2022	10:00 a. m to 11:00 a. m
Class VI	Saturday, April 9, 2022	11:30 a. m to 12:30 p. m
Class V	Saturday, April 9, 2022	7:30 p. m to 8:30 p. m

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### **CLUB ACTIVITIES FOR MIDDLE SECTION**

The Indian School Muscat will be organizing Club Activities for the students of Middle Section during the 1<sup>st</sup> Saturday of every month. A detailed circular in this regard will be sent to the students as soon as the School reopens. The students are allowed to be part of one or two clubs without a time clash.

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### **PREFECTORIAL ELECTION, HOUSE VICE CAPTAIN ELECTION (ONLY FOR CLASS VIII)**

The prefectorial election for all the Classes of V to VIII and election of House Vice-Captain (only for class VIII) will be conducted in April 2022. A detailed circular on the eligibility criteria will be sent to all the students.

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## SCHOOL REOPENING FOR CLASSES I TO IV

The School will reopen physically for the classes I to IV from **Wednesday, April 6, 2022**. The School timing will be from **8:00 a. m. to 12:00 noon. (only during the Holy Month of Ramadan)**. The students are expected to be in full School uniform well before 8.00 a. m.

The location for the classes will be as follows.

CLASSES	LOCATION
CLASS I ( ALL SECTIONS )	JIBROO CAMPUS
CLASS II ( A - I )	JIBROO CAMPUS
CLASS II ( J & K )	MAIN CAMPUS
CLASS III & IV ( ALL SECTIONS )	MAIN CAMPUS

The details of the classroom allocation will be displayed on the notice board on April 6, 2022.

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## ONLINE PARENT ORIENTATION PROGRAMME

The Online Parent Orientation Programme for the Classes I - IV will be conducted as follows:

CLASS	DATE	DAY	TIMING
CLASS I	April 6, 2022	WEDNESDAY	7.30P.M. TO 8.30 P.M.
CLASS II	April 7, 2022	THURSDAY	7.30P.M. TO 8.30 P.M.
CLASS III	April 10, 2022	SUNDAY	7.30P.M. TO 8.30 P.M.
CLASS IV	April 11, 2022	MONDAY	7.30P.M. TO 8.30 P.M.

The meeting link will be shared by the respective class teachers.

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## CLUB ACTIVITIES FOR PRIMARY SECTION

The Indian School Muscat will be organizing Club Activities for the students of Class IV on the 1<sup>st</sup> Saturday of every month. A detailed circular in this regard will be sent to the student as soon as the School reopens .The students are allowed to be part of one or two clubs without a time clash.

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## 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.

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## ■ 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 I to XII) conducted by the school**. This is an additional facility provided to the children or 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 through the circular issued on 25th October 2021.**

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■ **MEETING PARENTS**

Parents can meet the School Management Committee and School Administration on **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.

Parents can also meet School Management Committee through online Zoom meeting considering the present scenario. The meeting schedule and Zoom meeting link will be provided to the parents based on the email sent to [chairwelfare.smc@ismoman.com](mailto:chairwelfare.smc@ismoman.com) requesting for the meeting with the School Management Committee.

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**SCHOOL UNIFORM**

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

**Primary Section Regular School Uniform (STD I to IV)**

<b>Boys</b>	<b>Girls</b>
<ul style="list-style-type: none"><li>• Half pants with white shirt for boys</li><li>• Black shoes (with regular uniform)</li><li>• Black belt</li><li>• White shoes with Velcro to be worn on MPT/PE days</li></ul>	<ul style="list-style-type: none"><li>• Pinafore with white shirt for girls</li><li>• Black shoes (with regular uniform)</li><li>• White hair band/white ribbons for girls</li><li>• White shoes with Velcro to be worn on MPT/PE days</li></ul>

**BOYS' PRIMARY REGULAR UNIFORM**



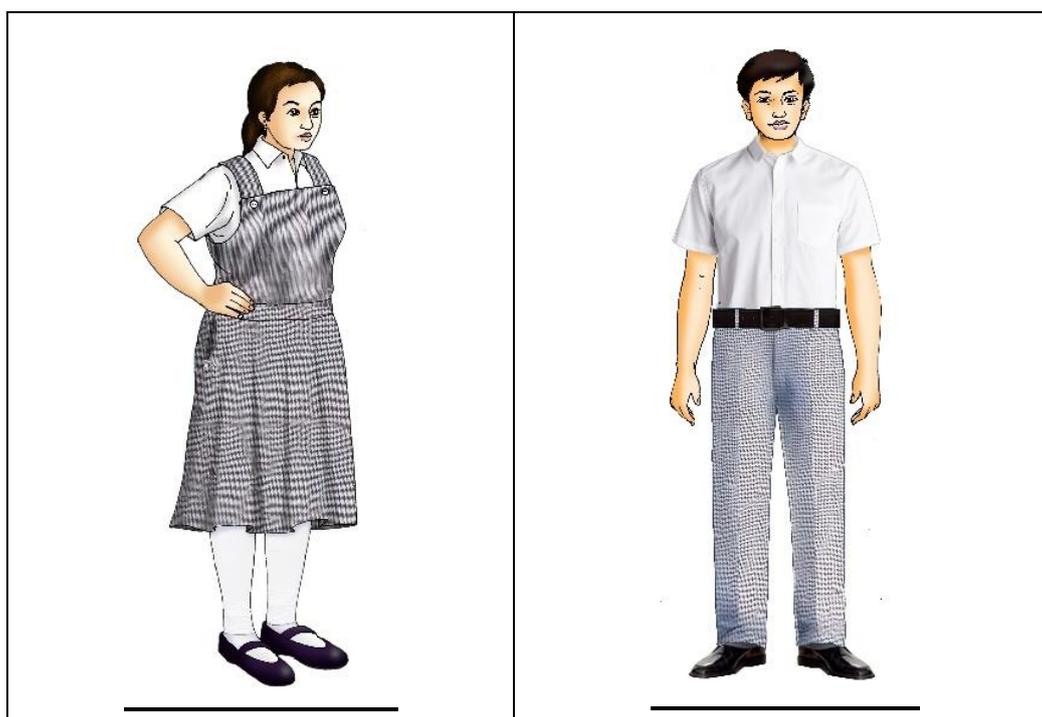
**GIRLS' PRIMARY REGULAR UNIFORM**



Cubs and Bulbolls Uniform - The prescribed uniform to be worn on the day where the activities are scheduled for classes III and IV. The details will be intimated soon.

**Middle & Senior Section Regular School Uniform (STD V to XII)**

Boys	Girls
<ul style="list-style-type: none"> <li>• White half sleeve Shirt</li> <li>• Regular fit trousers with black belt</li> <li>• Black leather shoes with laces and white socks</li> </ul>	<ul style="list-style-type: none"> <li>• White half sleeve shirt</li> <li>• Pinafore covering the knees and waist should be in the navel level. Pinafore (side covered) with pocket on both the sides with zip.</li> <li>• Black leather shoes with straps and white socks</li> </ul>

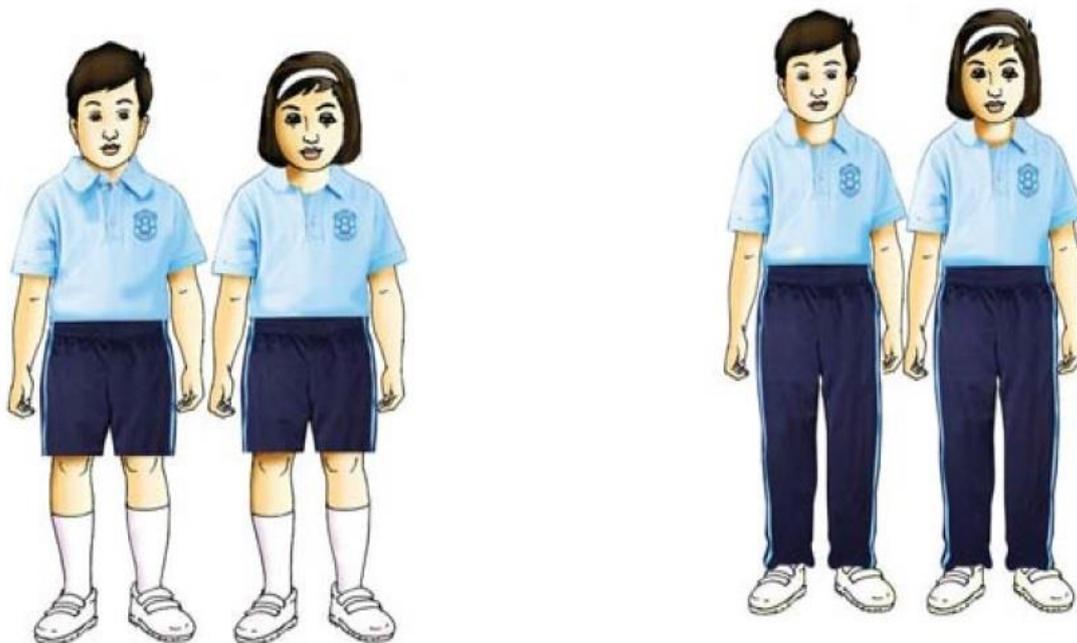


**PE UNIFORM**

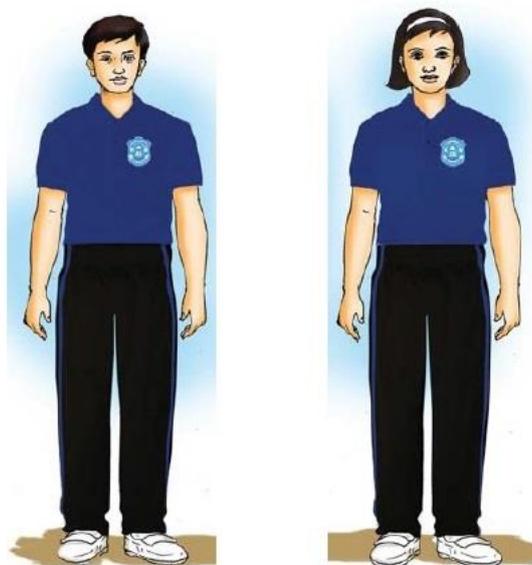
The PE uniform for all classes (STD I to STD XII) will be available at the school approved vendor/outlet of M/s Ved & Co. LLC (Trendz, Ruwi, near KM Trading, Ruwi) for the convenience of parents in the new academic year 2022-23.

**Please be informed that the PE uniform should be bought by all students from STD I to STD XII preferably not later than 8<sup>th</sup> August 2022.**

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 (Blue, Green, Yellow and Red) side stripes and house colour T-shirt with ISM Logo on the left chest and ISM printed in white on the back of the T-shirt.



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#### ■ SCHOOL APPROVED TRANSPORT OPERATORS

As we approach the physical reopening of the school for all the classes on 6<sup>th</sup> April 2022, we would like to inform all the parents about the school approved transport operators. This is an initiative undertaken to ensure the safety of our children by the school management and the school administration.

The school team has done the inspection of the buses operated by the following operators and found compliance with the safety measures as per the requirement. The school will continue

the regular inspection of the buses of these operators on a periodic basis. If any operator is not satisfying the safety requirements during the periodic inspection, the same intimation will be provided to the parents.

**The parents who are interested in sending their wards through the School approved transport system can directly contact these operators in the given contact numbers. The transport fee will be directly collected by the respective operators as per the approved fare list.**

Sl. No.	Name of the Operator	Route	Contact Person	Contact Number
1	Sahban United LLC	Al Khuwair, Al Khuwair 33, Al Ghubra, Bowsher, Ghala	Mr Ashraf	94097409 99377409
2	Heir Said Saud Saif Trading	Darsait, Mumtaz, Al Falaj, Ruwi, Mbd, Cbd, R & B, Rex Road	Mr Rajeev	99361209 97321309
3	Road Line United LLC	Wadi Kabir, Hamaria, Hatat, Al- Nahdha, Watayah	Mr Safeer	98211235 95127955
4	Taranim Al- Seeb Trading	Muttrah, Oman House, Majan College, Sheraton	Mr Kabeer	95140481 99320042
5	Abu Yumna Al Balushi Trading	Qurum, Madina Qaboos, Pdo, Khoula Hospital	Mr Salim	99046962 96987025

Note: The Transport Fee will be applicable for twelve months and the fee has been calculated based on the distance as per the details given below.

Sl. No.	Route	Fare
1	Darsait (Near ISM & ISD)	RO 15/- per child/per month
2	Ruwi, Waljah, Hamariyah, Darsait, Mumtaz Area, Rex Road, R&B, Al Falaj Area, Muttrah, Mbd, Cbd, Wadi Kabir, Al- Nahdha, Honda Road	RO 17/- per child/per month
3	Wadi Kabir (After Shell Petrol Pump)	RO 19/- per child/per month
4	Wadi Adai, Hatat, Watayah	RO 18/- per child/per month
5	Qurum/Pdo/Khoula Hospital	RO 23/- per child/per month
6	Madinat Qaboos	RO 26/- per child/per month
7	Al Khuwair	RO 25/- per child/per month
8	Al Khuwair 33	RO 26 /- per child/per month
9	Al Ghubra	RO 28/- per child/per month
10	Azaiba/Ghala (Ghala Industrial Area, Boushar, Al Assalah Tower, Majan Hotel, Panorama, Muscat Oasis, Royal Hospital, Sultan Qaboos Stadium, Lamar)	RO 31/- per child/per month

Please note that all the communication and the transport arrangement will be directly by the bus operators and the payment also to be made directly to the bus operators. For any queries related to the transport arrangements, parents are requested to contact the above operators. For any other queries related to school approved transport system, parents can send email to [transport@ismoman.com](mailto:transport@ismoman.com).

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## ■ 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.**

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With Warm Regards,



**Dr Rajeev Kumar Chauhan**

**Principal**

## ACCOLADES

1.	The Under19 Boys Team won runner's up trophy in the Oman Junior cricket league 2021-2022
2.	Amanda D'costa, Bhakti Shetty, Kashish Jayawant and Nikhita Jagdish were part of Oman's women's cricket team that participated in the GCC Women's T20I Championship 2022 that was held from 20 <sup>th</sup> to 26 <sup>th</sup> March 2022.
3.	SOF NATIONAL SCIENCE OLYMPIAD 2021-22 Aarohi Hegde (V - D), Jash Khanpara (VII - F) and Shaurya Behera (VIII - N) won Gold Medal of Excellence + Participation Certificate and RITI MITESH PATEL won Medal of Distinction + Certificate of Distinction in the SOF NATIONAL SCIENCE OLYMPIAD 2021-22.
4.	Harshpreet Singh of Class VIII - B won the Badminton Mens' singles title in the Badminton championship held at Muscat Badminton Club
5.	Sushanth Vaman Shetty of class VII N won the First price and Kashyap Haresh of class VIII - F won the third price in the Kairali -Wadi Kabir Online chess Tournament- 2022
6.	Athirath K. Joel George and Nikhil Binu of X - L bagged the coveted third prize at SCIENTIA 2K22 organized by NSS and YRC, CARE College of Engineering, Trichy. Heartiest Congratulations to the students.
7.	Akshaj Praveen of class V - D won the Champion's title in the 7 <sup>th</sup> International Online Abacus Competition held on January 29, 2022.
8.	Devangshu Mukherjee of class VIII - O won the medal of excellence-Gold in the International Maths and Science Olympiads organised by SilverZone.