



Ref: ISA/CIR/2021-2022/60

Dated: 25/03/2022

Dear Parent (s)

Greetings!

Please note the following: -

1. The school will remain closed for the **Spring Break** from **Saturday, 26<sup>th</sup> March 2022** and will reopen for the **new academic year (2022-23) w.e.f Monday, 11<sup>th</sup> April 2022 (tentatively)** for **KG1 to Grade 10 and 12. Re-opening date and School Timings will be confirmed as per ADEK instructions in due course of time.**
2. **Office timings** during the holy month of Ramadan (w.e.f 2<sup>nd</sup> April 2022) will be from **9 a.m to 2 p.m from Monday to Thursday and from 9 a.m to 11.30 a.m on Friday.**
3. All such parents who plan to apply for the **Transfer Certificate** for their ward/s and do not wish to continue their education in our School, are reminded to apply for T.C. before **27/03/2022 and clear all pending dues till March 2022.**
4. **Re-admission** for the students already enrolled in the school will commence w.e.f **28/03/2022**, subject to their promotion to the next class for the new academic year 2022-2023 and after clearing all fee arrears till March 2022. **Re-admission** has to be confirmed by paying the **first term fees and Dhs. 75/- towards registration for International Benchmark Test (IBT) 2022-23** which is approved by ADEK and is mandatory for all students of **Grades 3 to 9.** A sum of **Dhs. 75/- towards the IBT Test for 2021-22 (Grades 3 to 10)** will also be collected along with the fees for those who have not yet paid.
5. The detailed schedule for the **payment of fees, distribution of books and uniform** is as given below:

Sl No.	Date	Day	P.Code	Timings
1	28/03/2022	Monday	259-3052	8.00 AM TO 2.00 PM
2	29/03/2022	Tuesday	3053-3655	8.00 AM TO 2.00 PM
3	30/03/2022	Wednesday	3656-4079	8.00 AM TO 2.00 PM
4	31/03/2022	Thursday	4079-4423	8.00 AM TO 2.00 PM
5	01/04/2022	Friday	4424-4807	8.00 AM TO 11.00 AM
6	02/04/2022	Saturday	4808-5086	9.00 AM TO 1.30 PM
7	04/04/2022	Monday	5087-5321	9.00 AM TO 1.30 PM
8	05/04/2022	Tuesday	5322-5514	9.00 AM TO 1.30 PM
9	06/04/2022	Wednesday	5515 -5689	9.00 AM TO 1.30 PM
10	07/04/2022	Thursday	5690 onwards	9.00 AM TO 1.30 PM

6. As per the School Policy, all students are required to buy **a set of prescribed Textbooks and all uniform items** from the school stores.
7. **Change in Second Language** is **NOT** permitted after **April 2022 for students of Grades 1 to 9.** Hence, the parents are required to choose the Second Language for their ward/s at the beginning of the academic year.
8. **School Transport:** In case you require school transport for your ward for next academic year, please register for the same at the School Office (Transport Section).
9. Classes for **Grade 11 (2022-23)** will begin only after the CBSE Board Exam for Grade 10 (2021-22) is completed. Details of Provisional Admission to Grade 11 will be informed later.
10. Please note that only those parents and students who have **Negative COVID test result valid for 96 hours** will be permitted to enter the campus. Other parents will be able to collect the books/uniform from the main entrance only with the assistance of security staff. Your co-operation in this regard will be highly appreciated.

**Wish You All Happy and Safe Spring Break!**

Thanking you for your co-operation.

Yours faithfully,

*Neelam Upadhyay*

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Principal