

EXCEL PUBLIC SCHOOL

Date: 17-02-2023

Dear Parent,

Greetings and hearty welcome to the EPS Family!

This circular is intended to inform the details regarding issue of Uniform, text/note books, lunch facility, transport facility, School reopening date and communication essentials.

1. Particulars of Uniform and Text/Note Books:

- The **Annual Fee** paid by you is **inclusive** of all the items as mentioned below.
 - (a) School Uniform (Regular) – 2 sets.
 - (b) School Uniform (Sportswear) – 1 set (On the days of PE sessions and other days specified)
 - (c) Text Books & Note Books – 1 set
 - (d) Uniform Socks – 3 Pairs
 - (e) School Belt – 1 no.
 - (f) School Bag – 1 no

Note - You will have to purchase 1 pair of black shoes - Velcro type for students of junior classes (Classes 3 to 5) and formal for students of senior classes (Classes 6 to 12). Kindly make sure that it is of good quality and the child can use it for the whole year. The students can wear any sports shoe with the sportswear.

- The date and place of issue of all the above items shall be as mentioned below

Class	Date	Day	Time
3	22 May 2023	Monday	10 AM to 12.30 PM
4	22 May 2023	Monday	2 PM to 4.30 PM
5	23 May 2023	Tuesday	10 AM to 12.30 PM
6	23 May 2023	Tuesday	2 PM to 4.30 PM
7	24 May 2023	Wednesday	10 AM to 12.30 PM
8	24 May 2023	Wednesday	2 PM to 4.30 PM
9	25 May 2023	Thursday	10 AM to 12.30 PM
10	25 May 2023	Thursday	2 PM to 4.30 PM
11	26 May 2023	Friday	10 AM to 12.30 PM
12	26 May 2023	Friday	2 PM to 4.30 PM

NB: Please note that the issuance of all the above materials would be subject to the payment of the Annual Fee in full.

Authorisation letter from the Parent is a must when some person other than Parent is collecting books and other materials on behalf.

2. Submission of Documents:

Please submit the documents mentioned below to the School Office **prior to 10th April 2023, if you have not submitted it already.**

- (a) 'Transfer Certificate (Original)' from the previous school for Class 2 and above.
- (b) 'Birth Certificate'.
- (c) Recent Passport size photo of the Pupil - 2 Nos.
- (d) Recent Post card size photo of the Pupil along with Parents/Guardian.
- (e) Photocopy of Aadhaar Card of the Pupil (if available).
- (f) 'Caste Certificate' in the case of SC/ ST Students only.
- (g) Application for School Transport facility (if you haven't already applied, and if you wish to avail it).

3. Details of School Uniform:

You are requested to bring your ward to the school premises for giving measurement on 11 March 2023 (Saturday) between 9.30 AM and 1.30 PM. Those who cannot avail this opportunity may give measurement for your ward's uniform at the address given below. You will be issued a proof of admission to be submitted to the uniform vendor, while giving the measurement.

M/s DRESS CODE

23/A, KHB 1st Stage, 1st Cross
Kuvempunagar (Behind Hotel Mylari)
Near Shanthisagar Complex, Mysuru – 570023.
Contact Person **Mr. Rajesh 9880929574**

If you wish to purchase **School Uniform Hoodie**, the order may be placed at the given address. Kindly note that **no other warm clothes shall be allowed in the school on working days.**

4. Lunch Facility:

- Parents who wish to opt for the **Lunch Facility** for their ward may pay the Lunch Fee and confirm the facility at the time of distribution of Text Book and other materials. **This fee is to be paid in two instalments** (June - October and November - March), and the Fee for each term will be calculated considering the number of working days. **Lunch Fee for the First Term** shall be announced towards the end of April and Fee is to be paid **before 15th May 2023** through ZOHO payment link that shall be sent to you by both email and SMS shortly.
- Parents must notify the School Office regarding discontinuation of utilising the Lunch facility, minimum one month in advance and are hereby informed that this discontinuation shall be effective only from beginning of the consecutive month, for the purpose of any refund.
- Ad hoc lunch requirement for those not enrolled for the regular lunch facility can be provided only for a single day, provided the Student/ Parent informs about this requirement to the respective Class Teacher/ HM prior to 9.30 AM on the day of requirement. This cannot be done on a daily basis.

5. Details of Transportation Facility:

- The **School Bus Fee for the next Academic Year shall be announced in the first week of May 2023.** The last date for the payment of this Fee shall be **15th May 2023.** If the payment is made after this date there would be no guarantee for the transport facility, if the seats to the particular route are already filled. Payment of School Bus Fee shall be made through ZOHO payment link that shall be sent to you by both email and SMS.
- If any parent wishes to discontinue the school bus facility, one-month notice is required for the same and the discontinuation shall be effective only from the beginning of a month.

A Special Note to Parents of **Students who are using Private Vehicles** for Transportation -

- While the School does not want to interfere in the right of the parent to choose the mode of your ward's travel to school, I would like to request the parents to be extremely careful about safety and security of children travelling by private Cabs/Omni vans. Kindly ensure seating capacity of the vehicle and the number of students travelling in it, fitness of the vehicle, the license and background of the driver, and the insurance conditions of the vehicle.
- The School will allow only vehicles complying with the statutory requirements pertaining vehicles/cabs ferrying school students to enter the campus and pick the children after school hours. There has to be an undertaking from at least one parent of children traveling in a vehicle, if the vehicle has to be allowed permission inside. One set of copies of the vehicle documents and driver's license should also be submitted to the School Office. Drivers of other private vehicles should accompany students from the campus to their vehicles, after all the other vehicles and students leave the campus. This is very important for the safety and security of our children.
- Please note that the above condition is not applicable to parents who drop/pick their wards on their own. However, only the same person/s should come for the pick-up of children in such case.

6. Reopening Dates:

- Tentative dates for the reopening of the school for the Academic year 2023-24 will be 1st June (Thursday) 2023. If there is any change in the date of reopening, the same shall be communicated to you before 15th May 2023.
- **Attendance of all the students is compulsory on the day of reopening. Please do not seek permission to extend the reporting date beyond the date/s mentioned above, citing various reasons. I request all the parents to cooperate with the School in this matter.**

Please note the below changes in the existing schedule

Students of Classes 3 to 5 will have HOLIDAYS ON ALL SATURDAYS (except when they have some special programmes, for which advance intimation shall be sent).

Students of Classes 6 to 12 will have Classes/Activities (till 1:00 pm) on THIRD and FOURTH Saturdays. Second Saturday will be a holiday for students, but a working day for the School.

Parents of students from all classes, desirous of meeting Head Teachers/Class Teachers/Subject Teachers would do so ONLY on SECOND SATURDAYS - between 11:00 am and 2:00 pm. Teachers will not be available to meet the Parents on Third and Fourth Saturdays, unless with prior permission.

FIRST SATURDAY will continue to remain as a Holiday for the School.

7. Communication Essentials:

- The School Office will remain closed in the afternoon on 8th April. Also, please note that the School Office hours from **18th April to 13th May 2023** will be from **09:30 am to 3:00 pm**.
- From the beginning of the academic year 2023-24, all major communications to the parents shall be sent through e-mails and SMS. Hence, **kindly share your personal E-mail ID and mobile telephone number with the School Office** (those parents who are already receiving communication through e-mail need not give a different mail ID).
- Similarly, all changes, in address, telephone/mobile numbers, E-mail ID etc., should also be intimated to the School Office through a letter before the close of this academic year, updating in our records.
- If you have any doubts on any of the above, kindly feel free to contact the following telephone numbers –
 - General Enquiry : 0821-2972121
 - Fees Related Enquiry : 0821-2971004

Once again, welcoming you to join the enlightened and progressive parent community of EPS.

Best Wishes,



Mathew K G
(Principal)



NB: PARENTS ARE REQUESTED TO GO THROUGH THE NEW SCHOOL HANDBOOK (2023-24) WHICH SHALL BE ISSUED ALONGWITH TEXT/ NOTE BOOKS, IN FULL, AND STRICTLY ADHERE TO ALL THE GUIDELINES AND INSTRUCTIONS GIVEN.