

Dear Parent,

17th February 2018

Greetings!

We are on the brink of bidding farewell to this academic year 2017-18. We ought to remember God's mercies and kindness that kept each of us and especially our students safe and come so far in their academics.

I take this time to extend my deep gratitude to you for your co-operation extended to us that helped us to grow and we hope your support in the years to come. May our Heavenly Father bless you.

Kindly go through the following instructions as mentioned below:

- Annual examination for 2017-18 will commence from 5th March – 16th March 2018.
- Revision block will begin from 15th February to 28th February 2018. Revision timetable is given through diary, parents kindly help your child to prepare for the revision tests and sign on the copies.
- Syllabus and timetable for examination has been given. Do not remain absent during exam dates.
- Study leave from 1st March to 4th March 2018
- All students should be present on all days of examination; no re-exam will be taken for the absentees.
- All portion covered after the mid-term examination will be covered for the annual examination.
- All activities and projects done so far will be evaluated and added in the final examination.
- Any parent intending to withdraw his/her ward, at the end of the academic year 2017-18 should intimate the school office with an application before 28th February 2018. Application received after the prescribed date will be considered with a fine of three months.
- Kindly pay the tuition fees and the bus fees of the month February and March together.
- All fees due must be cleared in order to appear for the annual examinations.
- School will remain closed for students after final examinations, i.e. **from 17st March**. Results will be declared on **23rd March** between **10 am – 1pm**. **Parents need to come along with your child to collect the grade card. No bus facility will be provided.**

- All details regarding new session fees and bus form for the new session will be available at the school reception on the day of the result.
- Kindly fill the bus detail and submit on the book distribution day. Bus form can be downloaded from the school website www.hebronschool.info from the Notice section.
- Kindly note that this bus form is needed for all students even for those availing the bus service currently along with a medical fitness certificate.
- Text books, copies, diary, ID Card, academic calendar and book cover will be distributed from **26th – 29th March** between 9 am – 1pm and 2pm – 3pm.

BOOK DISTRIBUTION DATES AS FOLLOW:

Class LKG , Class UKG and Class I : 26th March

Class II , Class III and Class IV : 27th March

Class V, Class VI, Class VII and Class VIII: 28th March

If any student missed out to collect the books on the above mentioned dates can come on **29th March** in the same timings.

- Fee for the new academic year 2018-19 will have to be paid on the day of book distribution.

PLEASE CAREFULLY NOTE –

The school will STOP using the ICICI bank account from the month of March 2018.

**PLEASE DO NOT MAKE ANY MORE PAYMENTS INTO THIS ACCOUNT AFTER
THE 18TH OF FEBRUARY 2018.**

FROM THE ACADEMIC SESSION 2018-19 i.e. From April 2018

- Fee paying options are enlisted below:
 - a. Either by Cash at the school counter or at the HDFC Bank at Shivmandir.
 - b. By Debit Card at the school counter.
 - c. By using the Fee payment application **EduQfix**. More details about the application can be found on the school website at <http://www.hebronschool.info/online-payment/>

(For existing/current students the portal will be activated on the day of the result – 23rd March 2018)

Please Note:-

- i. That the school will not be accepting cheques and parents are encouraged to use the above means to make payments.
- ii. If **cash payment at Bank/RTGS/NEFT** is made to the school bank account, please make sure you send in the details with the transaction Id to fees@hebronschool.info (This email id is specifically for queries and conformation of the payments.)
- iii. We would encourage parents to use the application EduQfix to make payments online so that students do not have to carry/handle cash to school or parents would not have to entrust a third person like the school bus drivers to pay the school fees.

The school will be banking with HDFC bank Shivmandir for the academic session 2018-19

- In case of stitching a new uniform, kindly contact the tailor mentioned. (Mr. HIRA RAI, near school campus, Phone No. 9647756563)
- Uniform material can be purchased from school store at the time of book distribution.
- Academic year for 2018-19 will begin on:
Monday, 9th April 2018 for Class I – VIII
Tuesday, 10th April for Class LKG and Class UKG
Wednesday, 11th April for Class Nursery.
- Summer holidays for academic year 2018-19 will **begin on 28th May - 26th June 2018.** School will re-open after vacation on Wednesday, **27th June 2018** for all class.
- Attendance is compulsory on first day of school and after any vacation.

In case of any doubt or queries call on: **7098086450** or **9732284807** or mail us at info@hebronschool.info

Mrs. Jemeema Philipose

Principal