

BOARDERS - OLD

5th April 2010

Dear Parent,

We wish you well.

We wish to bring the following to your kind attention.

- School will close for the summer vacation on 12th May 2010 for classes VI to IX and Standard XI at 12 p.m. For students in these classes, the school bus will drop them at the usual places. The train to Chennai will be on 14th night from Coimbatore. Please inform the hostel-in-charge in writing about the travel plans for your ward.
- For classes I to V, school will close after the Junior Annual Day on 14th May 2010 at 2.00 p.m.. The invitations for the same will be sent shortly. There will be no bus drop for children in these classes. Parents are required to pick them up from school. The only exception will be students going to Chennai. They can be dropped by train leaving on the 14th night.
- School will re-open on 16th June 2010 for the new academic year 2010-2011. Boarders are requested to report between 10.00 a.m. and 4.00 p.m. on 14th June 2010 without fail. Prior permission, for valid reasons, has to be sought from the headmaster if you cannot report within the stipulated time. Children who report after 4.00 pm will not be admitted into the school. This is to ensure that the staff will have sufficient time to complete all the formalities before the evening.
- The revised fees and the schedule of payment are attached. Please note that hereafter, only demand drafts (drawn in favour of Riverside Public School payable at Kotagiri) or direct deposits (SBI challan is enclosed) will be accepted. Please note that you need not have an account with SBI to use the challan. Cash payments will not be accepted in the office. On receiving the payment, we will send you a signed admission slip which does not require that you wait in the office to meet the accounts-in-charge. You can directly meet the hostel PRO and start the process for admission into the hostel. Please note that without the signed payment slip, your ward will not be admitted into the hostel.
- The tentative schedule for the coming academic year is as follows.
 - 1st term - June 16th to October 31st
 - 2nd term - Jan 16th or so (after pongal) to May 23rd.

The term schedules have been modified to avoid the worst of the weather.

A detailed calendar will be handed over to you at the beginning of the academic year.

- The above term schedule is for standard I to VIII. Standards IX to XII will have extra classes as follows.
 - Standards IX and XI – Nov 1 _ Nov 30
 - Standards X and XII – Nov 1 – Dec 21
- Please note that a nominal fee for food will be charged for standards IX to XII for the duration of the extra classes.
- **Kindly note:** We would like to request all parents to give us in writing a full feedback of the academic year 2009-10 with regard to the following.
 1. Academics
 2. Hostel

3. Transport
4. Art & Craft
5. Sports
6. Uniform
7. Office
8. Any other matter

A feedback will help us in the overall development and progress of the school.

- A medical form is attached. Please fill in and submit it to the nurse when reporting to the hostel.
- Also attached is a list of items that are required when the student reports to the hostel. Please refer to this list and do not send any other items that the child may request. Please phone the hostel-in-charge (Mr. Allen) if you have any doubts about the list or any other matter.
- Children are not allowed to come late to hostel or to school. Late comers have to pay fine if they come late.

Thanking you,

Yours truly,

Headmaster

BOARDERS - NEW

5th April 2010

Dear Parent,

Welcome to Riverside.

- Parents are requested to bring their children to school on 30th April 2010 (OR) 8th May 2010 for measurements. If these dates are not feasible, please call the hostel-in-charge (Mr. Allen – 09442080665) to get an alternate date. If it is not possible to physically come to school, please call to get a format to fill in your uniform measurements.
- School will re-open on 16th June 2010 for the new academic year 2010-2011. Boarders are requested to report between 10.00 a.m. and 4.00 p.m. on 15th June 2010 without fail. Prior permission, for valid reasons, has to be sought from the Headmaster if you cannot report within the stipulated time. Children who report after 4.00 pm will not be admitted into the school. This is to ensure that staff have sufficient time to complete all the formalities before the evening.
- At the time of reporting to the school, please ensure that you submit the following:
Transfer Certificate (Original)
Birth Certificate with the name registered (Photo Copy)
Photo (Passport Size – 5 Nos.)
A filled-in medical form (copy attached)
If you have already submitted any of the above please ignore.
- Please refer to the list of requirements which is enclosed. Please do not send any other items. Please phone the hostel-in-charge (Mr. Allen) if you have any doubts about the list or any other matter
- The fees and the schedule of payment are attached. Please note that hereafter, only demand drafts (drawn in favour of Riverside Public School payable at Kotagiri) or direct deposits (SBI challan is enclosed) will be accepted. Please note that you need not have an account with SBI to use the challan. Cash payments will not be accepted in the office. On receiving the payment, we will send you a signed admission slip which does not require that you wait in the office to meet the accounts-in-charge. You can directly meet the hostel PRO and start the process for admission into the hostel. Please note that without the signed payment slip, your ward will not be admitted into the hostel.
- The tentative schedule for the coming academic year is as follows.
1st term - June 16th to October 31st
2nd term - Jan 16th or so (after Pongal) to May 23rd .
The term schedules have been modified to avoid the worst of the weather. A detailed calendar will be handed over to you at the beginning of the academic year.
- The above term schedule is for standard I to VIII. Standards IX to XII will have extra classes as follows.

Standards IX and XI – Nov 1 – Nov 30
Standards X and XII – Nov 1 – Dec 21
- Please note that a nominal fee for food will be charged for standards IX to XII for the duration of the extra classes.

- The school will conduct an advanced program for admission to professional colleges for class VIII and above and Horse riding and Golf for class IV and above. For further details please contact the school office.
- **Kindly note:** We would like to request all parents to give us in writing a full feedback with regard to the following on an on going process.
 - Academics
 - Hostel
 - Transport
 - Art & Craft
 - Sports
 - Uniform
 - Office
 - Any other matter

A feedback will help us in the overall development and progress of the school

Thanking you,

Yours truly,

Headmaster

DAYSCHOLARS - OLD

5th April 2010

Dear Parent,

We wish you well.

- School will close for the summer vacation on 12th May 2010 for classes VI to IX & XI from 12 p.m. onwards. For classes I to V, school will close after the Junior Annual Day on 14th May 2010 at 2.00 p.m.. The invitations for the same will be sent shortly.
- For classes VI and above the Final Exam results will be sent by post and will also will be displayed on the school notice board.
- The revised fee structure and the schedule of payment are attached. Please note that hereafter, only demand drafts (drawn in favour of Riverside Public School payable at Kotagiri) or direct deposits (SBI challan is enclosed) will be accepted. Please note that you need not have an account with SBI to use the challan. Cash payments will not be accepted in the office. On receiving the payment, we will issue a signed admission slip which does not require that you wait in the office to meet the accounts-in-charge. Please hand over the admission slip to the respective bus conductor, failing which the child will not be allowed to board the bus.
- **I Term Fee:** The 1st term fee and Suspense A/C has to be paid on or before **1st June 2010**.without fail. We request you to follow the payment schedule strictly.
- The tentative schedule for the coming academic year is as follows.
 - 1st term - June 16th to October 31st
 - 2nd term - Jan 16th or so (after Pongal) to May 23rd .

The term schedules have been modified to avoid the worst of the weather.

A detailed calendar will be handed over to you at the beginning of the academic year.

- The above term schedule is for standard I to VIII. Standards IX to XII will have extra classes as follows.
 - Standards IX and XI – Nov 1 _ Nov 30*
 - Standards X and XII – Nov 1 – Dec 21*

Admission to Class XI (ISC board) will commence from May 20th 2010. Admission will be purely based, on marks obtained in class X.

Kindly note : Instead of a parent Teachers Meeting this year we would like to request all parents to give us in writing a full feedback of the academic year 2009-2010 on or before 14th May 2010 with regard to the following :

- a. Academics
- b. Food
- c. Transport
- d. Art & Craft
- e. Sports
- f. Uniform
- g. Office
- h. Any other matter

After getting your feedback, we will call for a meeting if necessary.

Thanking you,

Yours truly,

Headmaster

DAYSCHOLARS - NEW

5th April 2010

Dear Parent,

Welcome to Riverside.

- The school will re-open on 16th June 2010 for the new academic year 2010-2011.
- The boarding point of your ward in the school transport vehicle is _____ at _____ a.m. kindly ensure that your ward is at the boarding point 5 minutes in advance. Your ward will be dropped at the same point by _____ p.m. in the evening and kindly ensure he/she is taken home safely from this point.
- The fee structure and the schedule of payment are attached. Please note that only demand drafts (drawn in favour of Riverside Public School payable at Kotagiri) or direct deposits (SBI challan is enclosed) will be accepted. Please note that you need not have an account with SBI to use the challan. Cash payments will not be accepted in the office. On receiving the payment, we will issue a signed admission slip which does not require that you wait in the office to meet the accounts-in-charge. Please hand over the admission slip to the respective bus conductor, failing which the child will not be allowed to board the bus.
- Uniform for students admitted to class IV and above are to be stitched in advance. The uniform material is available at M/s Varnam Matchings, Selma Buildings, Ramchand Square, Kotagiri. For classes III and below the required uniform is also available at the above mentioned shop. The uniform requirement list is herewith enclosed.
- Parents who have not sent a photo copy of the Birth Certificate and the original Transfer Certificate are requested to send them on or before the re-opening of school. We also request you to send passport size photographs (5 nos.) along with the above.
- The 1st term fee of Rs.15,000/- and Suspense A/C has to be paid on or before **1st June 2010**. We request you to follow the payment schedule strictly.
- The tentative schedule for the coming academic year is as follows.
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The term schedules have been modified to avoid the worst of the weather.

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Admission to Class XI (ISC board) will commence from May 20th 2010. Admission will be purely based, on marks obtained in class X.

Thanking you,

Yours truly,

Headmaster