

17<sup>th</sup> December 2010

Dear Parent,

Warm greetings to you.

We wish to bring the following to your kind attention.

School will re-open for classes 10 & 12 on 5<sup>th</sup> January 2011. Boarders must report on 4<sup>th</sup> January 2011 by 5.00 p.m. School re-opens for all other classes on 19<sup>th</sup> January 2011. Boarders must report on 18<sup>th</sup> January 2011 by 5.00 p.m.

The detailed bill for the academic year 2010-2011 is herewith enclosed. Parents are requested to pay the final term fee on or before 2<sup>nd</sup> January 2011. All payments must be made through State Bank with the challan issued to you.

Regarding admissions for the academic year 2011-2012, only limited seats are available for classes 1, 3 & 4. For classes 5 and above admissions are presently closed.

Parents who wish to withdraw their children from school have to submit an application of withdrawal to the school office, latest by 5<sup>th</sup> January 2011 without fail.

We wish you a Merry Christmas and a Happy New Year on behalf of the Riverside family.

Thanking you,

Yours truly,

Headmaster