

Circular for Parents**Ref No-** Cir/RBS/2021-22 /No. 19**Date-** 28/06/2021**To:** All Parents (Class 1- Satellite and Santej and Class 2 to Class 10 - New Admissions)**From:** The Principal**Subject:** Imprest charges for the Academic Year 2021-22

Dear Parents,

We hope that you and your families are doing well.

In preparation for the Academic Year 2021-22, we request you to pay the imprest charges applicable for this Academic Year. The details of Imprest charges have already been shared in the [Fee Structure Sheet of 2021-22](#) which you have already received.

Imprest deposit is collected at the beginning of every academic year along with annual fees to avoid cash transactions between student and school through the academic year. The charges collected by the school are at actual cost of materials/activities provided (**without additional mark-up**).

The details of the Imprest charges for the Academic Year 2021-2022, as already declared in the Fees structure sheet of 2021-22 are as follows:

Class	Amount
Class 1 and Class 2	Rs. 3,600/-
Class 3 and Class 4	Rs. 4,200/-
Class 5 and Class 6	Rs. 5,000/-
Class 7 and Class 8	Rs. 4,800/-
Class 9 and Class 10	Rs. 3,700/-

For the Academic Year 2021-22, since the school has started in a remote learning mode, the Imprest charges will be collected into two parts (Part A to be paid on/before 15th July and the remaining Part B to be paid one month prior to physical school re-opening)

Accordingly, the break up of charges will be as below:

Class	Amount	
	Part A (To be paid on/before 15th July)	Part B (To be paid one month prior to physical school re-opening)
Class 1 and Class 2	Rs. 1,800/-	Rs. 1,800/-
Class 3 and Class 4	Rs. 2,100/-	Rs. 2,100/-
Class 5 and Class 6	Rs. 2,200/-	Rs. 2,800/-
Class 7 and Class 8	Rs. 1,200/-	Rs. 3,600/-
Class 9 and Class 10	Rs. 1,000/-	Rs.2,700/-

Please refer to the **Appendix** for details about the division of expenses between Part A and Part B.

You are requested to note that students will be provided with the requisite teaching-learning resources covered under imprest charges, only after clearance of their imprest charges by the due date.

At the end of the Academic Year 2021-22, the remaining balance (if any) will be carried forward to the next academic year. In case of any shortfall during the year, the school may ask for additional imprest deposit as per the requirement.

Mode of Payment:

The Cheque should be drawn in favour of “**Redbricks Education Foundation**”. You may also choose to transfer the applicable fees to the school online as per the following details:

- **Account Name-** Redbricks Education Foundation
- **Account No-** 3644426638
- **Bank Name:** Central Bank of India
- **Branch-** Lal Darwaja, Ahmedabad
- **IFSC Code-** CBIN0280546

Looking forward to your support.

Stay Healthy, Stay Safe.

Yours Sincerely,



Mrs. Sutapa Mishra
Principal
Redbricks School

APPENDIX

The Imprest Deposit covers the following expenses:

Components covered under Part A	Components covered under Part B
<ul style="list-style-type: none">– Student material printing expenses (compulsory)– English literature books provided by the school (compulsory)– Charges for late deposit or lost/damaged literature books (compulsory)– Competitive Exam charges for ASSET (compulsory for Class 5 onwards, optional for Class 3 & 4)	<ul style="list-style-type: none">– Almanac, customized notebooks and stickers provided by the school (compulsory)– Entry Charges for some field visits (optional but highly recommended)– Charges for expenses incurred in participation towards Inter-school activities (optional)– Annual Day / other Major Event Costume Rental expenses (compulsory, unless not

	<p>participating)</p> <ul style="list-style-type: none">- Olympiads (optional)- Material cost for any special Co-curricular or Extra-curricular Projects- Yearly Health and Medical Checkup from external doctors (compulsory)- Student Newspaper/Magazine subscription (optional)- Photo and Video CD/DVD for Annual Day (optional)- Recovery of any damages to school property (compulsory)- Material cost for teaching-learning resources provided by the school
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