

**CIRCULAR FOR PARENTS**

Ref No- Cir/RBS/2014-15/No.55

Date : 25/03/15

**To: All parents**  
**From: Principal**  
**Subject: Important notifications for Academic year 2015-2016**

**Dear Parents,**

Kindly take a note of the three important notification for the next academic year 2015-2016.

**1.** We request you to pay the amount of 1st Installment of the Annual Education Fees and the 2<sup>nd</sup> and 3<sup>rd</sup> installment PDC's before the due date i.e **10<sup>th</sup> April 2015, Friday**. The amount is to be paid as follows:

<b>Installment</b>	<b>Date</b>	<b>Class 1 to 4 Without Meal</b>	<b>Class 1 to 4 With Meal</b>	<b>Class 5 to 8 Without Meal</b>	<b>Class 5 to 8 With Meal</b>
First Installmet	On or before 10 <sup>th</sup> April' 15	17200	19100	17900	19800
Second Installment (PDC along with the first installment)	10 <sup>th</sup> September' 15	17200	19100	17900	19700
Third Installment (PDC along with the first installment)	08 <sup>th</sup> January' 16	17100	19000	17700	19700

**Note:**

- Cheques should be made in favour of **“Redbricks Education Foundation”**
- It is mandatory for all the parents to submit the PDC's (second & third installment) at the time of paying the first installment.
- Administrative charges for bounced cheque will be Rs. 500/-.
- Late fee charges will be Rs. 50 per day.
- School Office **Timings for Fees Payment- 11:30 am to 2:00 pm** Please note that the fees need to be paid to the **Counselor at Redbricks Satellite Campus**.
- **Transport Fees details for each parent will be communicated later through a circular.**
- Please ignore the note incase the payment has already been made.

**2.** This is to inform you that the new academic session will start from **18<sup>th</sup> June 2015, Thursday**. Kindly take a note of the school timings from 18<sup>th</sup> June to 4<sup>th</sup> July.

- Class 1 Satellite: 8.30 am to 12.30 pm
- Class 1 Santej: 8.00 am to 12.00 pm
- Class 2 to Class 4: 8.00 am to 2.00 pm (normal school timings)
- Class 5 to Class 8: 8.00 am to 3.00 pm (normal school timings)

**Note:** From 6<sup>th</sup> July 2015, normal school timings will be followed for Class 1 i.e Class 1 Satellite 8.30 am – 2.30 pm and Class 1 Santej 8.00 am – 2.00 pm)

**3. For Withdrawals-**

To apply for the student's withdrawal in a timely manner, parents are requested to submit the withdrawal application to the School Counselor latest by **15<sup>th</sup> April, 2015, Wednesday**.

**With warm regards,**

*Dr. Gargi Singh*  
**The Principal**  
**Redbricks Primary School**

**CIRCULAR FOR PARENTS**

Ref No- Cir/RBS/2014-15/No.55

Date : 25/03/15

**To: All parents**

**From: Principal**

**Subject: Important notifications for Academic year 2015-2016**

**Dear Parents,**

Kindly take a note of the two important notification for the next academic year 2015-2016.

**1.** We request you to pay the amount of 1st Installment of the Annual Education Fees and the 2<sup>nd</sup> and 3<sup>rd</sup> installment PDC's before the due date i.e **10<sup>th</sup> April 2015, Friday**. The amount is to be paid as follows:

Installment	Date	Class 1 to 4 Without Meal	Class 1 to 4 With Meal	Class 5 to 7 Without Meal	Class 5 to 7 With Meal
First Installment	On or before 10 <sup>th</sup> April' 15	17200	19100	17900	19800
Second Installment (PDC along with the first installment)	10 <sup>th</sup> September' 15	17200	19100	17900	19700
Third Installment (PDC along with the first installment)	08 <sup>th</sup> January' 16	17100	19000	17700	19700

**Note:**

- Cheques should be made in favour of **“Redbricks Education Foundation”**
- It is mandatory for all the parents to submit the PDC's (second & third installment) at the time of paying the first installment.
- Administrative charges for bounced cheque will be Rs. 500/-.
- Late fee charges will be Rs. 50 per day.
- School Office **Timings for Fees Payment- 11:30 am to 2:00 pm** Please note that the fees need to be paid to the **Counselor at Redbricks Satellite Campus**.
- **Transport Fees details for each parent will be communicated later through a circular.**
- Please ignore the note incase the payment has already been made.

**2.** This is to inform you that the new academic session will start from **18<sup>th</sup> June 2015, Thursday**. Kindly take a note of the school timings from 18<sup>th</sup> June to 4<sup>th</sup> July.

- Class 1 Satellite: 8.30 am to 12.30 pm
- Class 1 Santej: 8.00 am to 12.00 pm
- Class 2 to Class 4: 8.00 am to 2.00 pm (normal school timings)
- Class 5 to Class 8: 8.00 am to 3.00 pm (normal school timings)

**Note:** From 6<sup>th</sup> July 2015, normal school timings will be followed for Class 1 i.e Class 1 Satellite 8.30 am – 2.30 pm and Class 1 Santej 8.00 am – 2.00 pm)

### **3. For Withdrawals-**

To apply for the student's withdrawal in a timely manner, parents are requested to submit the withdrawal application to the School Counselor latest by **15<sup>th</sup> April, 2015, Wednesday**.

**With warm regards,**

*Mrs.Sutapa Mishra*  
**The Principal**  
**Redbricks School**