

CIRCULAR FOR PARENTS

Ref No- Cir/RBS/2016-17/No.06

Date- 14/06/16

To: All Parents (Class 1 to 6)

From: The Principal

Subject: Imprest Fee Circular

Dear Parents,

From this academic year 2016-17, it has been decided to collect Imprest Money from Class 1 onwards. Imprest deposit is collected to avoid cash transactions through the student for various activities conducted during the entire academic year. This process has been introduced keeping in mind parent convenience, as paying small amounts throughout the year can become cumbersome.

The details of the imprest fees are as follows :

Class	Imprest Amount to be paid (Rs)
Class 1	5200
Class 2	5200
Class 3	5800
Class 4	5800
Class 5	5800
Class 6	5700
Class 7	5400
Class 8	5200
Class 9	5200

Note :

- The Charges for Annual Overnight Camp are not included. These will be shared and collected separately.
- This imprest deposit is to be paid in a single instalment due by **June 30, 2016**. The cheque should be drawn in favour of “**Redbricks Education Foundation**”, payable at Ahmedabad.
- The school will ask for approval from parents, wherever the expense to be incurred is optional.
- The school will send parents the actual expense details twice a year (1st in December & 2nd in April).

- At the end of academic session, remaining balance (if any) will be carried forward to next academic session. In case of any shortfall during the year, school may ask for more imprest deposit as per the requirement.
- In case the parent is withdrawing the child, the positive balance in the imprest account will be refunded.
- There is slight difference in Imprest deposit fees across classes due to some differences in material costs – English literature books, Competitive Exam charges, Costume rental, etc.

Imprest Deposit covers the following expenses:

1. Almanac, customized notebooks, English literature books, Book labels/stickers provided by the school (compulsory).
2. Entry Charges for some field visits (optional but highly recommended).
3. Library charges for late deposit or lost book, Late Fees on account of delayed deposit of Tuition Fees, recovery of any damages (compulsory)
3. Charges for expenses incurred in participation towards Inter-school activities (optional)
4. Annual Day Costume Rental expenses (compulsory, unless not participating)
5. Competitive Exam & Material charges for ASSET (compulsory for Class 5 onwards), Olympiads (optional), Spell Bee (optional), etc.
6. Yearly Health and Medical Check up from external doctors (compulsory)
7. Student Newspaper and Magazine subscription (optional)
8. Photo and Video CD/DVD for Annual Day (optional)

Please refer the almanac for more details on the Imprest Deposit Policy.

With Warm Regards,

Mrs.Sutapa Mishra
The Principal
Redbricks School

CIRCULAR FOR PARENTS**Ref No-** Cir/RBS/2016-17/No.06**Date-** 14/06/16**To: All Parents (Class 7 to 9)****From:** The Principal**Subject: Imprest Fee Circular****Dear Parents,**

From this academic year 2016-17, it has been decided to collect Imprest Money from Class 1 onwards. Imprest deposit is collected to avoid cash transactions through the student for various activities conducted during the entire academic year. This process has been introduced keeping in mind parent convenience, as paying small amounts throughout the year can become cumbersome.

The details of the imprest fees are as follows :

Class	Imprest Amount to be paid (Rs)
Class 1	5200
Class 2	5200
Class 3	5800
Class 4	5800
Class 5	5800
Class 6	5700
Class 7	5400
Class 8	5200
Class 9	5200

Note :

- The Charges for Annual Overnight Camp are not included. These will be shared and collected separately.
- **This imprest deposit is to be paid in a single instalment due by June 30, 2016.** The cheque should be drawn in favour of “ **Redbricks Education Foundation**”, payable at Ahmedabad.
- The school will ask for approval from parents, wherever the expense to be incurred is optional.
- The school will send parents the actual expense details twice a year (1st in December & 2nd in April).

- At the end of academic session, remaining balance (if any) will be carried forward to next academic session. In case of any shortfall during the year, school may ask for more imprest deposit as per the requirement.
- In case the parent is withdrawing the child, the positive balance in the imprest account will be refunded.
- There is slight difference in Imprest deposit fees across classes due to some differences in material costs – English literature books, Competitive Exam charges, Costume rental, etc.

Imprest Deposit covers the following expenses:

1. Almanac, customized notebooks, English literature books, Book labels/stickers provided by the school (compulsory)
2. Entry Charges for some field visits (optional but highly recommended).
3. Library charges for late deposit or lost book, Late Fees on account of delayed deposit of Tuition Fees, recovery of any damages (compulsory)
3. Charges for expenses incurred in participation towards Inter-school activities (optional)
4. Annual Day Costume Rental expenses (compulsory, unless not participating)
5. Competitive Exam & Material charges for ASSET (compulsory for Class 5 onwards), Olympiads (optional), Spell Bee (optional), etc.
6. Yearly Health and Medical Check up from external doctors (compulsory)
7. Student Newspaper and Magazine subscription (optional)
8. Photo and Video CD/DVD for Annual Day (optional)

Please refer the almanac for more details on the Imprest Deposit Policy.

With Warm Regards,

Mr.Hiren Parikh
The Principal
Redbricks Senior School