

Kimmins High
School,
Panchgani 412 805
24th June 2019

Dear Parents / Guardians,

At present the girls are very busy preparing for the Inter House Music & Elocution Competition which will be held on Saturday, 20th July, 2019 at 4:00 p.m. I do hope you will be able to attend the function. This is an exeat weekend.

1. EXEAT WEEKENDS :

Kindly follow the exeat weekends very strictly and inform your daughter / son or the office accordingly. You must obtain an exeat slip from the matron concerned on exeat days and not from the office. The various exeat weekends have been shown in the school fixtures.

In case you are not able to come and collect your son / daughter personally from the school, you are requested to send us a notarized affidavit stating the names and photographs of the persons allowed to meet and take your ward for exeats, in your absence. This should be sent to the school office one week in advance. Please note that without this affidavit, we will **NOT** hand over your ward to any person in your absence. Information received by e-mail or telephone will **NOT** be accepted.

2. MONDAY, 22nd JULY, 2019 :

The teaching staff will be available on Monday, 22nd July, 2019 from 11:00 a.m. until 1:00 p.m. to discuss the academic progress of the students. If you wish to meet any teachers, please inquire at the school office. Students should report back in the boarding on Monday, 22nd July, 2019 by 3:00 p.m.

3. TRAVEL TO MUMBAI ON THURSDAY 15TH AUGUST, 2019 :

The school bus party will travel to Mumbai by bus on Thursday, 15th August, 2019, arriving Mumbai near Richardson & Cruddas Company Ltd., Near J. J. Hospital, Sir J. J. Road, Opp. Nagpada Police Station, New Nagpada, Mumbai 400 008. Kindly make arrangements to pick up your son / daughter from this place between 1:00 p.m. to 2:00 p.m. If you wish your daughter / son to travel by Mumbai bus party, kindly inform the office in writing one month in advance i.e. before 25th July, 2019. Please mention the place of alighting i.e. Pune, Kalamboli or Mumbai. Also please note that parents have to come personally to collect their wards. In case you are unable to collect your ward personally, you may send the authorized legal guardian as per the notarized affidavit you have submitted in the office. This matter should be brought to my notice one week in advance.

4. PUNE BUS PARTY ON THURSDAY, 15TH AUGUST, 2019 :

The students will travel to Pune from Panchgani on Thursday, 15th August, 2019 arriving Pune between 10:00 a.m. to 11:00 a.m. You are requested to collect your daughter / son at Mumbai-Pune By-pass at Katraj. Please note that parents have to come personally to collect their wards. In case you are unable to collect your ward personally, you may send the authorized legal guardian as per the notarized affidavit you have submitted in the office. This matter should be brought to my notice one week in advance. If you wish your daughter

/ son to travel by Pune bus party, kindly inform the office in writing one month in advance i.e. before 25th July, 2019.

Parents concerned with the Pune bus party will have to make their own arrangements for the return journey on Tuesday, 3rd September 2019.

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5. RETURN JOURNEY FROM MUMBAI TO PANCHGANI ON TUESDAY, 3RD SEPTEMBER 2019 :

The Mumbai school bus party will travel back to school on Tuesday, 3rd September 2019. Those travelling by school bus party must meet the teachers on duty at 7:30 a.m. sharp, at the same place where they were dropped on 15th August, 2018 i.e. at Richardson & Cruddas Company Ltd., Near J. J. Hospital, Sir J. J. Road, Opp. Nagpada Police Station, New Nagpada, Mumbai 400008. Late arrivals will be left behind.

6. LATE ARRIVALS :

Late arrivals without giving proper reasons will be fined Rs.2,000/- per day per child.

7. EDUCATIONAL TOUR :

We will be organizing an educational trip for the students from Std.IV to IX in October, 2019. The circular and details will be dispatched to you very soon.

8. PRIVATE TUTIONS :

We try to give private tuitions to your daughter / son who is weak in any subjects. Kindly note that private tuitions does not mean promotion at the end of the academic year. Your daughter / son has to work very hard with the tuition teacher and the subject teacher in the class to attain passing percentage for promotion.

9. SCHOOL AND HOSTEL FEES FOR THE ACADEMIC YEAR 2019-2020 :

Those who have to pay the balance amount of School (Std.I to Std.X) , Pre-school (Jr. & Sr.K.G.) and hostel fees are requested to pay the same before 15th July, 2019 by demand draft or online, as follows :

School Fees (Pre-School) <i>Jr.K.G. & Sr.K.G.</i>	School Fees <i>Std.I to X</i>	Hostel Fees & Advance <i>(Jr.K.G. to Std.X)</i>
A/c. Head : CMEF TRUST PRE-SCHOOL	A/c.Head : KIMMINS HIGH SCHOOL	A/c. Head : CMEF TRUST HOSTEL FOR GIRLS
Bank of Maharashtra,	Bank of Maharashtra,	Bank of Maharashtra,

Panchgani Branch	Panchgani Branch	Panchgani Branch
S.B. A/C.NO. 20073137237	C.A.A/C.NO. 20073101482	S.B.A/c. No. 20073141652

The above drafts should be payable at Bank of Maharashtra, Panchgani Branch only. You may also pay the fees by on-line transfer using the above account numbers. In case you make transfers from any other bank other than Bank of Maharashtra, please prefix **IFS code No.MAHB0000219** to the above account numbers. For overseas bank transactions, please prefix the swift code **MAHBINBBSAT**.

After making the on-line payment, kindly mention your child's name on the counterfoil of the receipt which you receive from the bank and scan and send by e-mail mentioning the UTR number received from the bank. For accounts queries, you may call on 02168 – 240726.

10. PERSONAL MEDICINES :

Students are not allowed to keep any medicines with them. Parents are requested to handover all the personal medicines to the hospital nurse in order to have proper medical supervision for your daughter / son.

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11. ADDRESS AND TELEPHONE NUMBERS :

If there is any change in your postal address and telephone numbers, please inform the office in writing in order to make necessary changes in our school records. Kindly mention the dormitory of your daughter / son while addressing the letter to her / him in school to avoid unnecessary delay.

12. TELEPHONE :

Students will be allowed to speak over phone once a week. Each student will be allotted a specific day on which you may speak to him / her. You may call on the following numbers and enquire about your ward's allotted day for phone call. The telephone numbers according to the dormitory are shown below :

Little House	-	02168 – 240721
Boys Dormitory	-	02168 -- 240722
Snuggery Dormitory	-	02168 – 240711 / 9022171347
Ashlin Dormitory	-	02168 – 240728 / 9022162218
Willingdon, Upper & Lower New Dorm	-	02168 240316 / 8975131109 02168 240729 / 7719886650

- Little House and Boys Dormitory (Jr.K.G. to Std.III) - Monday to Friday : 5:00 p.m. to 7:00 p.m.
Saturday & Sunday :9:00 a.m. to 10:00 a.m.
5:00 p.m. to 6:30 p.m.
- Snuggery Dormitory Std.IV - Monday to Friday :4:30 p.m. to 6:00 p.m.
Saturday : 9:00 a.m. to 10:00 a.m.
Sunday : 5:00 p.m. to 6:00 p.m.
- Std.V - Monday to Friday :4:30 p.m. to 6:00 p.m.
Saturday : 6:00 p.m. to 7:00 p.m.
Sunday : 6:00 p.m. to 7:00 p.m.
- Ashlin Dormitory : - Monday to Friday : 4:30 p.m. to 6:00 p.m.
Saturday & Sunday : 6:00 p.m. to 6:45 p.m.
- Willingdon , Upper & Lower New Dormitory - Monday to Friday :4:30 p.m. to 6:00 p.m.
Saturday : 9:00 a.m. to 10:30 a.m.

The parents of all the overseas students may call on every Friday between 4:30 p.m. to 6:00 p.m. on telephone number (02168) 240316 / 8975131109 to speak to their wards.

Please note that there will be **NO phone calls for the students on Wednesdays.**

In emergencies and for other official matters, you may contact in the office on 02168 240324 or 240325.

With best wishes,

Ms. E. Augustine
Principal

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