

Circular No. : 07/ 2020-2021

Date : 13/06/2020

Dear Parent

The outbreak of Covid-19 pandemic has created unprecedented situation across the country and has also impacted all of us; the School, parents, children and staff members, their families and in fact the entire community, in some measure or the other. This calls for united efforts amongst all the stake holders to sail through these trying times.

The School is seized of the fact that the Country wide lock down would also have resulted in loss of /reduction in the regular income of some parents. To mitigate the adverse financial impact to some extent, the School has neither hiked the Tuition Fees of the students, nor is levying any other charges other than only the Tuition Fees as of now. This is irrespective of the fact that the fee hike for the session 2020-2021 was approved by the Management Committee of the school and filed with the Government as per procedure but has been rolled back as a concession to support parents in these pandemic times. Further, the parents have also been given the option of payment of Tuition Fees of April 2020 and May 2020 in instalments. Above notwithstanding, a large number of parents are yet to pay the Tuition Fees of April 2020 and May 2020.

Please note that the school is not putting any pressure of any kind on any parent for the payment of Tuition Fees by due date of the month for the academic session 2020-21. However, it needs to be appreciated that Fees are the only revenue that the School receives to meet all its expenditures. The salaries of all staff members, which is a major cost to the School, can only be paid if the fees are received in time. Besides staff salaries, the School has to meet other expenditures too. This also includes the increased cost being incurred now on sanitisation of school and associated COVID 19 protection measures every day as Administrative Staff is coming to school to prepare for the reopening and other duties. It is only a renewed request to parents for payment of dues.

The School has also been receiving requests from some parents for waiver of Tuition Fees. It may be appreciated that it would not be possible to waive off the Tuition Fee of any student. The School has already given the option of

payment of fees in instalments. This option can be further extended, together with an option of deferred payment, based on request and an undertaking, on individual case basis.

Your cooperation in the matter is requested please.

Regards

Principal