

SHANTINIKETAN INDIAN SCHOOL, DOHA-QATAR

Circular No. : **36/Stu.Cir/2013-14**

Date : **09.09.2013**

Dear Parent

While we welcome your ward to the second term of the academic year 2013-14 let me express my appreciation for your wholehearted support for the growth and development of our esteemed institution. I also would like to bring to your attention certain areas of significance where your unconditional support is highly essential.

- 1. Re structuring of academic and administrative leadership.** As part of our effort towards continual improvement of academic standards the following realignments are made Mrs. Manju Sing (VP - Academics) will directly monitor senior Secondary classes [classes XI & XII Science and Commerce – stream]. Mr. Shihabudeen (V.P- Administration) will directly monitor secondary section [IX & X]. Mr.Dudley O'Connor (HM- CBSE-i section) will monitor Montessori and CBSE-i classes from I – XII. Mrs. Prabha Saji (HM – Middle Section) will monitor classes VI to VIII. Mrs. Prabha Jayaprakash (HM – Jr. Section) will monitor class III to V & Mrs. Mehjabeen (HM – Primary Section) will monitor Kindergarten and classes I and II. You are requested to send your feedback to the respective section heads through Principal.
- 2. Systematic study habit:** It is our collective responsibility to encourage our children to develop a systematic study habit as they grow. To ensure students study systematically certain daily or weekly assignments are given. We would appreciate your efforts to ensure that your child is completing daily lessons and assignments without fail. If your child is not coping with the assignments please send a feedback so as to make modifications in the quantity of assignments. Please note that your child need not spend excessive time on internet in the pretext of assignments. None of the daily assignments need exclusive use of internet!
- 3. Working hard for high achievement:** Let us agree that the responsibility and accountability of academic achievement is on the child and what we can do is to facilitate learning, motivate the child to work hard and extend help whenever needed. Therefore it is highly essential to instil the value of hard work in your ward and hence we would request you to spend some quality time with your ward and reiterate the significance of working hard.
- 4. SIS Qatar website :** Our school website <http://www.sisqatar.com> has a new look and is regularly updated. We would like to remind you the importance of parents' role and feed back for improvement of our school systems. Your feedback is always valuable and now you can communicate with the school through our updated website. You can also access to school circulars by following the link <http://www.sisqatar.info/circulars>. The circulars sent to you on summative Assessment date sheet is available in the circular page of our website.

5. **Regular payment of fees without default:** Since school fee is the only source of income and SIS fee structure is one of the lowest among other Schools in Doha, it is very difficult to meet the continuing development expense along with the increasing running expense like rent and revised salary. So it is highly essential to make the fee payments on time. Please note the following guidelines regarding the fee payment:-
- a. As per SEC norms, term fee could be collected in the beginning of every term.
 - b. Your ward's fees for the whole year could be remitted at one go and that will qualify you for a **2%** discount from the school management on the total tuition fees.
 - c. Normally the fees need to be paid for three quarters. The first Quarter fees must be paid before 10th of April, the Second Quarter fees before 10th of August and the Third Quarter fees before 10th of December. Parents going on vacation are requested to remit the term fee before the due date.
 - d. If the quarterly fees are not paid before 10th May/10th Sept/10th Jan (End of one month grace period with late fee) students name will be removed from rolls and requires to be readmitted after remittance of dues and admission fees.
 - e. To avoid any inconvenience please be regular in paying your ward's fees.
6. **Common fine for damage of school properties:** It is our collective responsibility to instil values in our young ones. We would highly appreciate our children's sense of belonging for the school. However there are children having a habit of damaging school properties including the school bus not realising that what school charges is the minimum essential for the services. School cannot afford a high maintenance cost. Wherever students own up responsibility or based on reports from teachers and student council members a fine is levied. In the absence of such specific reports, common fine is levied on all users of the particular facility.

Thanking you

Warm Regards

Principal