28th September 2016
From : RECTOR
To : RESPONSIBLE PARTIES

Subject : END of YEAR EXAMINATIONS 2016

1. The Time Table for the End of Year Examinations 2016 is given on the verso of this letter.
2. With respect to the examinations, please note that:
   a. All students should take part in the examinations, failing which they shall NOT be promoted to the next level in 2017.
   b. Students, failing to achieve the passing criteria, will NOT be promoted and will have to repeat the same class in 2017; repeaters of 2016, will have to WITHDRAW in case of failing again. The main criteria are mentioned along with the respective Time table.
   c. Students should reach the examination room at least TEN minutes before the starting time of the Paper, given in the Time Table, and should wear the proper school uniform, otherwise disciplinary measures may be taken.
   d. Latecomers will have to explain their lateness BUT, for all cases of lateness, NO EXTRA TIME will be given.
   e. ANY ABSENCE from examinations should be explained by a medical certificate for the case to be considered.
   f. The use of mobile phone is strictly prohibited in the examination room; any student caught using mobile phone in the examination room WILL BE disqualified for the paper being taken.
   g. As from 10th October 2016, students should attend school ONLY on the days that they will be sitting for examinations, and should leave the school premises as soon as their examinations are over.
3. TEACHERS DAY & SCHOOL HOLIDAY : 05TH OCTOBER 2016
   a. Please note that Wednesday 5th October 2016 will be a school holiday due to the celebrations of the Teachers’ Day.
4. Thursday 01 December 2016
   a. REPORT BOOKS will be distributed to RESPONSIBLE PARTIES on Thursday 01st December 2016 from 0830 up to noon.
   b. The PTA fee (Rs300) may be paid on the same day.
5. ACKNOWLEDGEMENT OF RECEIPT
   a. While receiving this letter and time table, your ward has signed a class list to acknowledge receipt AND to hand over the same to you.
   b. To acknowledge receipt of the letter & timetable, you are requested to sign and return the annexed Acknowledgement Form and to return it, through your ward, to her Form Teacher by Thursday 6th October 2016 at latest.
   c. The school bears no responsibility in case that your ward does not hand over the letter and time table to you and does not return the Acknowledgement Form to her Form Teacher.

GOOD LUCK to all students.

Mr. M. Ramjee - Rector