

BUNTS SANGHA'S
S.M.SHETTY HIGH SCHOOL & JR.COLLEGE
KOPARI, POWAI MUMBAI – 400 076

Circular PRI / 18 / 2017-2018

28th April, 2018

Dear Parents,

As we approach the end of this academic year, I take this opportunity to congratulate all of you in helping your child to graduate to the new class.

I also wish to express my appreciation to all my faculty members for their continued and outstanding work.

I hope & wish everyone will enjoy the summer break and come back rejuvenated for the academic session 2018-2019.

1. **On 14.06.2018** an **orientation** is arranged for the parents in the respective classes from 10:30 am to 12:30 pm. It is compulsory for one of the parents to attend the orientation. Parents should be present in their classes by 10:20 am.
2. School will reopen on **Friday 15.06.2018**. School will work from **12:50 pm to 6:15 pm**. Students will bring a rough book, stationery pouch, water bottle and snacks. Fancy compass box strictly is not allowed. Students will be issued the school calendar on this day. Parents are required to read all the rules and regulations and abide by them strictly. Bus service will be available for pick up and drop. **Buses will leave by 6:15 pm.**
3. Parents please note that, a request for leave immediately after the re-opening day will not be sanctioned. Students absent on the reopening day will not be allowed to attend school on 18.06.2018 without the permission of the Principal.
4. During the rainy season, all students should wear **black shoes and white socks with blue stripes**. During heavy rains, students can carry a pair of socks with them and wear it in the school.
5. Students should carry all the materials when they come to school. No materials or stationery, other than medicines and spectacles will be sent to the students.
6. **Half day leave** will not be sanctioned except in case of emergency. Unsanctioned leaves will result in strict action.
7. In case of sickness, parents should inform the school through an application with the medical certificate attached within three days.
8. Students suffering from **contagious diseases** like chicken pox and measles will stay away from school for a minimum period of two weeks (**15 days**). Children will not be allowed to attend the school under any circumstances (as per department guidelines)
9. **Birthday Celebrations:** Students can wear civil dress on their birthday. Application of make-up is strictly prohibited. They are allowed to distribute any one stationery article (pencil, pen, eraser, sharpener, ruler) to their classmates. Cost of each needs to be under 5 Rs. or contribute a story book to the class library. Under no circumstances, gifts in any form will be allowed to be distributed by the students. Parents should also refrain from inviting staff members to parties.
10. Application of mehendi during festivals, marriages & any other functions will be restricted to the palms only.
11. Parents wanting to meet the **Head Mistress** should do so on all **Mondays** with prior written appointment only.
12. Parents can meet the **teachers** only on **Mondays** between **12:00 noon and 12:30 pm** with prior appointment only. Under no circumstances will the parents go to the classes and meet the teachers during school working hours. All other correspondences will be handled only through the school office.
13. Fee for the first quarter of the next Academic year (2018– 2019) should be paid before **10-05-2018**. Otherwise, the seat for the next academic year will not be reserved and the vacancy will be filled in from the new applications.

P.T.O

14. Parents can purchase the XSEED books on 28th April 2018, 14th and 16th June, 2018 from 10:30 am to 1:00 pm. Please make a note of the cost of the books

Std	Cost of XSEED Books (Less than MRP)
Std 1	Rs.2277/-
Std 2	Rs.2377/-
Std 3	Rs.2677/-
Std 4	Rs.3007/-
Std 5	Rs.3082/-

15. To develop reading habits and to improve language skills in students this year onwards we are going to have 2 story books as compulsory reader books. The name of the story book is mentioned in the book list.
16. Parents can buy other stationery from any vendor. Make sure that you buy the text books and note books from the vendor as per the prescribed requirements only. In any case of buying the substitute the same will not be accepted in the school.
17. School has authorized the following vendors to sell school uniform. Uniform can be bought directly from any of them:

Address– School Uniforms

- Dhanvat Emporium: Chiman Niwas, Gopal Lane, M.G.Road.
Ghatkopar (W), Mumbai – 86. Phone – 25160996 / 25108650
- Arihant Dresses: Hanuman Road, Opp.IIT Post Office Gate,
Powai, Mumbai- 76. Tel: 9869139135 / 9833058134 /
9833071954
- J.D'S Uniform: Shop No.17, Prashant Apts., Opp.IIT Main gate,
Next to Powai dental clinic & Hot chips. Tel: 9324904176

18. Parents who wish to avail bus facility can contact the following persons from 02-05-2018.

Bus Contact number: Murgesh: 8452072045/9870557016

Anil: 9892636272 /9702213123 (between 8:00 am to 2:00 pm)

19. All students will wear a name tag with their **Name, Std, Div and Telephone no.** on the first day of the school.
20. Please download MICM app on your mobile phone to check circulars, fee, and other details w.r.t to school information. For Login ID please check E campus.

On behalf of all my staff members, I wish all the students a happy vacation.


PRINCIPAL

Bunts Sangha's
S.M.Shetty High School & Junior College

PRIMARY SECTION (Regular Students)
Fee Structure for Academic Year 2018-19

Sr. No.	Fee Head	No. of units	Rate of fees	Yearly Fees (Regular Students)
1	Term Fees	1	3960.00	3960.00
2	Tuition Fees	12	3960.00	47,520.00
	TOTAL FEES			51,480.00

S. No.	Fee Head	Quarters			
		I Qtr	II Qtr	III Qtr	IV Qtr
1	Term Fees	3960.00			
2	Tuition Fees	11,880.00	11,880.00	11,880.00	11,880.00
	Total	15,840.00	11,880.00	11,880.00	11,880.00
	Last date	10/05/2018	10/9/2018	10/12/2018	10/2/2019

- ❖ **Fees Payment Details:** Fees should be paid by following modes:
 - Cheque/Pay Order/DD drawn in favour of "**Bunts Sangha's S. M. Shetty High School & Junior College**" in Pink Paying-in Slip Book into Cosmos Bank A/c.No.SB/9190501073.
 - Cash
 - Online i.e. Net banking / Debit Card /Credit Card.
- ❖ **Bank Time:** Fees will be accepted by the bank between 9:30 am and 12:30 pm. on bank working days.
- ❖ **Cheque Bounced Charges:** In case fees paid through cheque is returned/bounced (Any reason), parent has to pay **penalty of Rs.300/-** per transaction to the school.
- ❖ **Details of Students:** Please fill in all the details of students Name, Std & Contact No. in the space provided in all three counterfoils of pay in slip to enable the School to maintain proper records in the computerized system as this system is updated from the pay in slip received from the bank.
- ❖ **Late Fees Payments:** There will be no late fee if the fees are paid on or before the last date of month in which fees are due to be paid. A late fee of Rs 100/- per week will be charged thereafter.


Seema Sabhlok
(Principal)

Bunts Sangha's **S M Shetty High School & Junior College**

Steps for Online Fees Payment

- Step 1:** Browse for http://www.smsheettyinstitute.org/bs_highschool/ on Internet.
- Step 2:** Then click on **"Parents Login"** which appears on upper right corner of website.
- Step 3:** Login with Username & Password which is printed on Students Calendar.
- Step 4:** Then Click on **"My Fees Section"** which appears on Left side of Screen.
- Step 5:** Then Click on **"Pay Online"** under Make Online Payment Section
- Step 6:** Then Click on check box representing the fees head you desire to pay
- Step 7:** Read the Terms & Conditions and click on **"I Agree"** check box.
- Step 8:** The Site will be redirected to Payment Portal. Select the desired mode of Payment i.e. Debit Card / Credit Card / Internet Banking.
- Step 9:** Fill in the details as required by payment gateway.
- Step 10:** On Successful payment of Fees an Acknowledgment will be generated stating that the transaction is completed successfully. This Acknowledgment just a confirmation of Successful Fees payment.
- Step 11:** Computer Generated Receipt will be available for download in **"Fees Receipt"** head under **"My Fees Section"** tab, within 10 days of fees payment. This Receipt being system generated doesn't require authentication.

For any query or doubt feel free to write us on onlinequery@smsheettyinstitute.in