



SACRED HEART CONVENT SCHOOL

Sector-39, Urban Estate, Chandigarh Road, Ludhiana, Punjab-141010
(Affiliated to CISCE, New Delhi, Vide No.PU041)
Email:ludhianashcs@gmail.com Phone: 0161-3501397

Circular/SHCS/2022-23/554

Date: 18. 02. 2023

"With all my heart I will thank the Lord; I will proclaim all your marvelous deeds" (Ps.9/1)

Dear Parents/ Guardians and Students,

Greetings and God's blessings to you all, from the Sacred Heart Convent School, Sec 39, Ludhiana!

As the academic session 2022-23 has come to a close, as a gesture of gratitude to God the Almighty who accompanied us to the successful completion of the last academic year and in the humble submission of ourselves to His all loving care for the new academic year, let us bow our heads before God in prayer. I would like to thank you for your wholehearted cooperation and timely support in all our activities and undertakings during the year. I expect the same in the coming years too.

Now the Final Examination (of Classes Nursery to XI) is going on in the School. Let us help our children to achieve excellent results and to be promoted to the next class. May I earnestly request your valuable prayers for the students, who are appearing for the ICSE/ ISC Board examinations from our school that they may come out with flying colours.

Before we begin the new academic session 2023 – 2024, I wish to bring to your attention the following factors for your information and serious consideration.

RESULT: The school is bound to follow very strictly the ICSE norm for the promotion of the students. The result once declared will be final and no further negotiations will be entertained. As you all are well accustomed to the ERP system used in the school, Parents can know the result through the school software on the following dates. **The school will remain closed on those days.**

NUR, LKG & UKG	Classes - I to IV	Classes- V to VII	Class- VIII, IX & XI
28-02-2023	03-03-2023	04-03-2023	06-03-2023

The Fee structure for 2023-2024 session:

Like the previous year, the school fees will be collected bimonthly i.e. in 6 installments. The details of the payment in different installments are printed on the cover page of the fee book. Those who wish to pay the entire sum at one time may do so. There will be a nominal hike in the fee as permitted by law. The exact amount payable will be informed immediately after the declaration of the result.

Payment of the First Installment of Fee & Registering the Name to the Promoted Class:

For the enrolment of the names in our software system of those children who are promoted to the higher classes, the parents are required to pay the 1st installment of the School fees. Otherwise while updating the students' data in the software for the enrollment details; your child's name may be skipped in the students' Attendance Register. **To avoid any such embarrassment to your ward kindly make sure that you have done your payment of the 1st installment in due time.** In case, if the payment is delayed, **it will be presumed that your ward has left the school;** and moreover, we are not authorized to deal with any student in the school, unless he/she is enrolled in the attendance register.

Parents are requested to collect the **Progress report & Fee Slip** from the School as per the below-given schedule and to deposit the school fees, either directly in the bank or through the school software - online system, on the scheduled dates mentioned in the fee book.

Schedule for the collection of the Progress report & Fee Slip from the School:

Promoted Classes	Fee collection (first installment)	Bank Timing	

(Session: 2023-2024)	Dates in the Federal bank, Sector – 32A -LDH.		
LKG, UKG & Class I	01-03-2023 (Wednesday)	10.00 am - 1.30pm	Fees Defaulters will be charged Rs. 20/- per week.
Classes II & III	04-03-2023 (Saturday)	10.00 am - 1.30pm	
Classes IV & V	06-03-2023 (Monday)	10.00 am - 1.30pm	
Classes VI ,VII,VIII	07-03-2023 (Tuesday)	10.00 am - 1.30pm	
Classes IX,X&XII	09-03-2023 (Thursday)	10.00 am - 1.30pm	
New Admissions Nur & other classes)	10-03-2023 (Friday)	10.00 am - 1.30pm	

Transfer Certificate:

Those parents who wish to withdraw their wards from the school, for whatever reasons, may apply for the transfer certificate by 24th Feb 2023 and they can collect it on 13-03-2023 between 10.30 a.m. to 11.30 a.m.

BOOKS AND STATIONERY:

Parents are at liberty to purchase textbooks, notebooks, and other stationery items from whichever vendors as per their convenience. The school will display the printed list of books on the school website (www.sacredheartludhiana.edu.in) as well as on the notice board of the school on the day of the distribution of the **Progress report and Fee Slips.**

The school will provide the ID Card, Performance profile record, Fee Book, Syllabus, Year planner etc. after the reopening of the school. An advance payment for the same would be collected along with the First Installment of School Fee.

New Academic Session begins on:-14-03-2023 (Tuesday) for Classes LKG to XII -Timing: 9.00 a.m. to 11.30 a.m. Attendance is compulsory on the first day. Absentees are liable to be fined Rs.50/-. In case of illness, the Principal must be informed in writing. The students need not bring the bag on the reopening day. A special prayer service will be held to seek the blessings of the Almighty. Students are allowed to wear the winter uniform till 31st March 2023.

Shuffling the students in the new academic session:

As per the instructions from the DBE office, we will have the shuffling of the students for the new academic session, so that no child gets sentimentally attached to a particular friend. Moreover, shuffling helps students to understand and know each other's abilities and get inspired to better themselves academically by interacting with new friends. Also, it helps them to develop better social and communicative skills by making new friends.

Implementation of the "10 Bag-less days" in school: As you are aware that with the introduction of NEP, the concept of "10 bag-less days in school" is introduced by the ICSE in order to make learning a joyful and stress-free experience for students and to exemplify the light touch of "vocationalisation" of education in the context of meaningful physical participation of all students through experiential activities using all 3Hs –head, hand, and heart. All the students of grades from 6 to 8 will participate in a 10 days bag-less period in the school. On those days the students are not to bring to school their textbooks or bags. Details regarding this will be mentioned in the school planner.

I would request the parents to try to see the sincere and good intentions behind every step we take for the overall development of our students.

May God bless you all!

Yours faithfully,

Sd/-

Sr. Crispin Maria DM

Principal

(Signature)
Principal
Sacred Heart Convent School
(Affiliated to the CISCE New Delhi)
Vide No. PU-041
Sec-39, Urban Estate, Chandigarh Road,
Ludhiana (Pb.) 141010.

N. B: Any change in your address or phone number is to be informed in the school office and the same should be entered in the student's diary and personal memo.