



SACRED HEART CONVENT SCHOOL

Sector-39, Urban Estate, Chandigarh Road, Ludhiana, Punjab-141010

(Affiliated to CISCE, New Delhi, Vide No.PU041)

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Annual Circular/SHCS/2024-25/379

Date: 19.02.2025

"Give thanks to the Lord, for He is good; His love endures forever." (Psalm 107:1)

Dear Parents/ Guardians and Students,

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

As we approach the conclusion of the academic session 2024-25, let us take a moment to thank the Almighty for His constant guidance, protection, and countless blessings upon our children, staff, and the institution.

The academic year 2024-2025 has witnessed several significant developments and added facilities, elevating the institution to new heights. These advancements have strengthened our infrastructure and enabled us to adapt swiftly to the evolving demands of modern education. The facelift of the school stands as a testament to our commitment to progress, ensuring a dynamic and enriching learning experience for all.

It has been a remarkable year of growth, learning, and achievements for the entire Sacred Heart family. Beyond academics, our students have also showcased their immense talents in extracurricular activities, including sports, cultural events, and the arts, bringing laurels to the school.

I would like to express my heartfelt gratitude to you, dear parents, for your unwavering support and cooperation throughout the year.

As the final examinations for Classes Nursery to IX and XI are currently ongoing, I humbly request you to provide your children with the necessary support and encouragement at home to help them achieve excellent results and prepare them for the next stage of their academic journey.

I also request your prayers and blessings for our students appearing for the ICSE and ISC Board Examinations 2025. May they excel and emerge victorious, bringing pride to their families and our institution.

The beginning of a new academic session always brings fresh opportunities and excitement. As dedicated members of the Sacred Heart family, we reaffirm our commitment to providing the best learning environment for our students. Together, let us embrace the upcoming academic session with enthusiasm, striving to create new milestones and cherish unforgettable memories.

Before we begin the new academic session 2025 – 2026, 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, **only parents who have cleared the school fees for the session 2024-25 will be able to access the results 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
28/02/2025	01/03/2025	03/03/2025	05/03/2025



The Fee structure for 2025-2026 session:

- ❖ From the new academic session 2025-2026, the school will provide monthly fee slips through Edisapp. However, for the convenient of most of the parents we have retained the option for making the payments in six bi-monthly instalments, for those who wish to do so voluntarily, as the instalment payment system remains active in the school software. Hence, while making the payment before the session begins in March, kindly use two fee slips i.e., of April and May. Although fee slips will be issued monthly, **parents will use two slips per instalment, making a total of six instalments in a year.** Those who wish to pay the entire amount in one go may do so.
- ❖ There will be a nominal fee hike as permitted by law. The exact amount payable will be communicated immediately after the declaration of results.
- ❖ As agreed by parents, air conditioners (ACs) will be installed in the KG wing for the next session. Additionally, Robotics and AI Labs will be introduced for Classes I to IX from 2025-2026 session.
- ❖ The fee booklet for the new academic session will only be issued to parents who specifically request for a hard copy with a payment of Rs.50/.**The school prioritizes online payments through the 'Edisapp' portal in alignment with the Government of India's Digital India initiative.** We appreciate your cooperation in this endeavour.
- ❖ The details of instalment payments are printed on the last page of the school diary for reference.

Registering your ward to the Promoted Class by Paying the First Installment of Fee :

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 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** from the School as per the below-given schedule and deposit the school fees, through the school software - online system, on the scheduled dates.

Schedule for the collection of the Progress report cum Result from the School & Online payments:

Promoted Classes (Session: 2025-2026)	Online Fee collection (first installment) Dates in the Federal bank, Sector - 32A -LDH.	Bank Timing	
LKG, UKG & Class I	01-03-2025 (Saturday)	10.00 am - 1.30pm	Fees Defaulters will be charged Rs. 25/- per week.
Classes II & III	03-03-2025 (Monday)	10.00 am - 1.30pm	
Classes IV & V	05-03-2025 (Wednesday)	10.00 am - 1.30pm	
Classes VI, VII, VIII	06-03-2025 (Thursday)	10.00 am - 1.30pm	
Classes IX, X & XII	07-03-2025 (Friday)	10.00 am - 1.30pm	
New Admissions Nur & other classes)	10-03-2025 (Monday)	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 **22nd Feb 2025** and they can collect it on **10-03-2025 between 10.30 a.m. to 12.30 p.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 cum Result.**

The school will provide the ID Card, Performance Profile, Syllabus, Year planner, School Diary 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:-11-03-2025 (Tuesday) for Classes LKG to X and XII -Timing: 9.00 a.m. to 12.15 p.m. Attendance is compulsory on the first day. 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 2025.

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. Thank you once again for your continued cooperation and support.

Wishing you and your family God's blessings, peace, and success in all endeavors.

May God bless you all!

Yours faithfully,


11/03/2025

Sr. Crispin Maria DM

Principal

Principal
Sacred Heart Convent School
(Affiliated to ICSE New Delhi Vide No. PU41)
Urban Estate, Chandigarh Road,
Ludhiana-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.

