



Ref. No. OOB 013 – 07Jun23

CIRCULAR TO PARENTS

07 June 2023

Since the commencement of the academic year 2023-2024, the School has been a bee-hive of activities. The first three months saw our students winning many accolades and making us proud with their achievements. Our students have demonstrated their academic prowess once again through brilliant results in Grade 10 & 12 CBSE Board examination.

As we head towards the summer break, I thought it is important to share some pertinent pointers with you.

Last Working Day: The last working day before the summer break will be Thursday, 22nd June, 2023. Please note that Kindergarten students will disperse early at 11:00 a.m. on 22nd June. Parents of students using own transport are requested to make arrangements for the same.

However, Primary school students will have a different schedule on account of the Primary Concert. Please await a detailed circular from Primary department in regard to this.

Grades 5 to 12 will follow the regular school timings.

Virtual Open House: Open House meetings for all Grades are scheduled on Saturday, 24th June, 2023. Class teachers will convey designated time slots for the same.

Fees: Please ensure that all pending fees are cleared before the Open House.

Request for renewal of visa /TC/any other important documents: Parents are requested to check the residence visa of their wards. Should the visa be expiring during the summer vacation, parents are requested to apply for the relevant certificate latest by **Thursday, 22nd June, 2023** to avoid having to pay a penalty for the delay in renewing the visa. The responsibility of the same solely rests with the parents. All documents will be emailed to the parents and no physical copies will be issued from the School.

TC process commences only after the last date of attendance is marked and you will be in receipt of an automated approved message, once all the dues are cleared.

Subsequent attestation by the Ministry of Education ideally takes 10 days time and will be e- mailed to you. Kindly note that the processing of TCs maybe delayed during summer break. All transfer certificates applied after **Monday, 17th July, 2023** will be processed in the third week of August.

Bona fide (KG to Grade 11) /Course & Conduct Certificates (Grade 12): To avoid any inconvenience, all requests for the same should be emailed to info_oob@gemsedu.com with a CC to the concerned Supervisor, latest by **Thursday, 15th June, 2023**. These certificates will not be issued during the summer break.

Office Timings: The School Office will be open on all working days from 7:30 a.m. to 1:30 p.m. during the summer vacation. Fee counters will close at 1:00 p.m.

Re-opening of School: The School will reopen on Monday, 28th August, 2023. Please be informed that we will be conducting onsite extra classes for Grade 10 & 12 during the Summer holidays from 21st August to 24th August.

I can hear Cliff Richard humming “We are all going on a summer holiday” Can you?

Wishing you a happy and relaxed summer as you get to spend quality time with your loved ones. For all those who are travelling, stay safe.

Warm Wishes,

Srivalsan Murugan
Principal & CEO