Dear Parent/Responsible Party,

Please find enclosed a copy of your daughter’s/ward’s time-table for the October 2015 examinations. She does not have to attend school on the days she does not have any paper. She may go back home as soon as her papers (theory and practical) are over. She must be in her proper school uniform during the examinations period. The written examinations start as from Monday 12th October 2015.

Note that Monday 5th Oct.2015 is Teachers’ Day and it is a school holiday.

Note: 1. Distribution of results to students in presence of Responsible Party on Wednesday 25th November 2015 from 0830 to 1100 (Responsible Parties must produce their ID card)
   2. List of books for year 2016
   3. Payment of PTA fees (Rs 300.) for year 2016
   4. Purchase of journal (Rs 50) and answer booklet (Rs 50)

Please acknowledge receipt of the time-table and return the acknowledgement form below duly signed through your daughter/ward to the form teacher.

K.JAHAJEEAH
(Rector)

I hereby acknowledge receipt of a copy of my daughter’s/ward’s time-table for the October 2015 internal examinations and I have taken note of the above information.

Name of daughter/ward*……………………………… Form………………

Name of Parent/Responsible Party…………………………………………………..

Signature……………………………… Date………………

*Delete where necessary