

NAVY CHILDREN SCHOOL, VISAKHAPATNAM
GENERAL CIRCULAR (AY 2023-24)

NCS (V)/38/2023

14 Mar 2023

Dear Parents,

The following Information regarding *declaration of results, commencement of classes and relevant information for the new academic session* is appended below for the convenience of parents:-

1. ISSUE OF REPORT CARDS/ DECLARATION OF RESULTS:-

Event	Class	Date	Remarks
Showing of final corrected answer sheets	IX & XI	17 Mar 23	Time slots will be intimated by class teachers.
	VI to VIII	21 Mar 23	
PTI, Issue of Report Card & CEA Claim form	LKG & UKG (104 Area)	15 Mar 23	
	LKG & UKG (NSB & DH)	17 Mar 23	
PTI, Issue of Report Card & CEA Claim form (NSB & 104 Area)	IX & XI	21 Mar 23	
	I to V	24 Mar 23	
	VI to VIII	28 Mar 23	

2. ORIENTATION, COMMENCEMENT OF CLASSES IN THE NEW ACADEMIC SESSION 2023-24

Event	Classes	Date
Orientation Programme	LKG to XII	01 Apr 23
Commencement of classes	LKG to X	03 Apr 23
	XII	23 Mar 23

3. SUMMER VACATION & REOPENING DATES:-

Ser	Class	Vacation Date	Reopening Date
(a)	LKG to IX & XI	08 May 23 to 21 Jun 23	22 Jun 23
(b)	X & XII	08 May 23 to 10 Jun 23	12 Jun 23

4. SCHEDULE FOR SALE OF BOOKS FOR AY 2023-24 IS AS TABULATED BELOW:-

Ser	Date	Class	Venue	Timings
(a)	22 Mar 23	LKG & UKG	(a) Dolphin Hill for KG.	0900 Hrs – 1700 Hrs
(b)	23 Mar 23	I & XII		
(c)	24 Mar 23	II	(b) NSB & 104 area for all classes .	Lunch Break from 1300 hrs – 1415 hrs
(d)	25 Mar 23	III		
(e)	27 Mar 23	IV		
(f)	28 Mar 23	V		
(g)	29 Mar 23	VI & VII		
(h)	30 Mar 23	VIII & IX		
(i)	31 Mar 23	X		
(k)	01 Apr 23	Mismuster		

Note :

- (a) List of Books for all classes has been uploaded in school website for Parents reference.
- (b) For Door delivery WhatsApp Gupta Brother (Mob No. 9346625493).
- (c) For any other queries contact Ms Aparna (Mob:9949390257) and Ms Begum (Mob:9642713297)

5. **Admission for Class I:** Admission to class- I is ***not automatic*** for students studying in Naval KG NSB, Dolphin Hills and 104 Area. Students completing UKG and seeking admission into Class I under Category I, (for children of serving Naval Personnel) will be facilitated online, through the link provided in the school website www.ncsvizag.edu.in from **10 Mar 2023**. Parents are requested to follow the Guidelines clearly provided on school website. **Children seeking admission into Class I should have completed 5 years of age as on 31 March 2023.** Parents are requested to bring the Original Birth Certificate for verification


6. **Payment of Fee Arrears:** Tuition fee, PTA Fee arrears if any, need to be paid immediately. Progress report/CEA Claim form will not be issued in case of any fee arrears.

7. The quarterly fee (Apr to June 2023) in respect of the old students continuing in school i.e., from classes UKG, Class I to Std X & XII has to be paid in online or in the Central Bank of India, Ex.Counter NSB (for NSB & Dolphin Hill students) & NCS 104 Children for 104 Counter between 01st to 25th Apr, 2023 without fine and 28th Apr to 30th Apr, 2023 with fine. (Monday to Saturday Timing 11.00 am to 2.00 pm).

8. **Bounced Cheques:** It is observed that, there are instances of cheques towards school fee being deposited in the bank without verifying the bank balance. As a result, banks are returning the cheques stating insufficient funds in the account. This is causing a lot of administrative inconvenience to the school. Therefore, parents are requested to ensure availability of the amount in their bank account before issuing a cheque. In case any cheque is returned from Bank due to any reason, such cases will be liable for disciplinary action and a penalty of Rs.200/- will be levied from 26th to last working day of the month. Additional Rs. 250/- per month from the next month onwards. Additional Rs. 150/- as re-admission fee.

9. **Transfer Certificate:** Parents who are going on transfer before 31st Mar, 2023, have to apply for Transfer Certificate on or before 20th Mar, 2023. In case, the parent gets transfer beyond 31st March 2023 or if the child attends school from the new Academic Session i.e., from 01st Apr 2023, the parent needs to pay the school fee accordingly.

Transfer Certificate application is available on school website. Parents can download the application. Filled application can be forwarded to ncsvisakha@gmail.com.


(Dr Parul Kumar)
Principal