Vikram’s English Academy

**Std. X**

Dear parents:

Following are the points discussed in the Commencement Seminar.

**Flow of Happenings in the year 2019-2020**

* Schedule:
* Classes will be from the starting date till 21st May (Mulund), 22nd May (Bhandup) thereafter Summer break till 5th of June
* Classes will commence in their regular schedule from 6th June
* Portion will be completed by September
* Milestone: A motivational lecture will be conducted around Teacher’s Day
* From October: Pre-Prelims (20% portion of entire Literature portion is covered in each pre-prelim) and 9th Std revision lectures
* 1st Prelims for Paper 1 and Paper 2 in December
* 2nd Prelims for Paper 1 and Paper 2 in January
* Multiple sets (8 sets for each test conducted) of Question papers, both for the pre-prelims and prelims will be uploaded on the website with their answer keys
* From January: Once a week lectures will be conducted and prelim papers of renowned ICSE schools across Mumbai are practised in the class
* Lectures till February running in to the week of the ICSE Board exams
* Attendance is crucial till the end of the year
* Our Helpline: **There for You!** will be activated and functional 24 hours a day prior to both English 1 and English 2 board exams.
* A grand event: **VEAnners** (farewell & felicitation) is held a couple of weeks after the results are out.
* Kindly note there will not be any change in the schedule in the entire year. In case of major festival/immersion/prelim time/power failure/flooding, if we have to change the schedule, it will be done in consensus of the majority of the parents

**Compensation Class:** Students can get their missed lectures compensated (Only in genuine cases of ill-health/emergency in the family or school representation in Inter-school activities) in any batch at either of our centers. It is their prerogative to inform the office about the topic missed or the date (on Whatsapp) so that they can be guided on which batch to attend it.

For students who have joined us directly in 10th Std, extra lectures for Grammar in May.

**Communication with the Institute:**

* First call up at your own branch (where you have taken admission), if you are unable to get through, call up at the other branch and share the name and the batch details of your child to get correct information.
* **Bhandup Office :** **97692 46667 Monday- Friday:** **1.15 pm-9.15 pm**
* **Mulund Office : 98336 02727 Saturday** : **10.00 am-7.00 pm**

**022-25602727**

**Kindly note that our office remains shut on Sunday and the office cell is kept in the office. Therefore you will get a reply on Whatsapp or a call back only by Monday afternoon when the office opens.**

* Constant updates about announcements of exams, paper distribution will be given on Whatsapp
* In case you want to meet the teachers, call or drop a message on Whatsapp and take an appointment. Mutually convenient time will be allotted at the earliest possible date.
* Parents are requested not to call Vikramjit Sir or Kripa Mam on their cell numbers. (Unless urgent)
* Lecture time will NOT be allotted for interaction with the parents

**Fee Schedule:**

* Second Installment in the month of April (between 1st-10th) Rs. 7700
* Third Installment in the month of August (between 1st-10th) Rs. 7700
* Payment options are:
  + Cash: if sending cash with your child, send exact change in a sealed envelope with your child’s details (Name, standard and batch) and the amount written on the cover
* Cheque: Write the name of your child, standard and your number on the back side of the cheque
* Note: We had started accepting E-transfer but as it is very difficult to consolidate it we are withdrawing the facility. Sometimes the parents do not send the reference to us and at the other times, our bank does not send us the transaction id making it impossible to track.

**Maintaining notebooks:**

* 1 Long book for Writing Skills
* 1 Long book for Grammar
* Only Main sheet will be provided by the Institute, students are required to carry foolscap sheets for supplements.
* To give the students a feel of their Board exams they are made to write their Prelim exams on the LICR sheets. These are a proto-type of the board exam sheets which mentally prepares them for the board exam.
* In-house Grammar notes to be brought for every lecture. (Grammar worksheets to be solved ONLY in the class, unless specified)

**School exams:**

* Not always possible to keep a revision lecture a day prior to the Unit/Monthly/Cyclic exams as it would be unfair to cancel other batches to accommodate these. (Students have normal school schedule along with their exams)
* Study Leave will be ONLY given during School term exams and Important/Lengthy Unit Tests if asked by the majority of the parents.
* For Paper 1 (Language) practice lecture may be kept a day prior during School term exams (students get free earlier, possible to schedule a class without disturbing the regular schedule of the teachers)
* For Paper 2 (Literature) the students prefer to study at home. However, if they have doubts, they can come to the branch after talking to the respective teacher

**Do’s and Don’t’s (General):**

* Students should arrive at the branch not more than 5 minutes before their lecture, frequent late comers will not be allowed to attend the lecture. They are supposed to leave the building immediately after the class.
* Cellphone should be either switched off or on silent mode- If it rings, the phone will be confiscated and the parent will have to come to the branch to take it**. PHONE WILL NOT BE HANDED OVER TO THE STUDENT** and phone calls of parents regarding this will not be entertained.
* Usage of lift: Students are permitted to use the lift on the premises of Jay Commercial Plaza (Mulund) only to come up. The capacity of the lift is only 6 persons; however in the past, incidents have happened that the students have overloaded the lift and stalled its functioning. As the institute is on the third floor, we expect the students to climb the stairs rather than take a lift for coming to the class. This is bearing their safety in mind. Institute will not accept responsibility for untoward incident arising out of misuse of the lift.

**Do’s and Don’t’s (Whatsapp):**

* Don’t change the name of the group, your number on it or send forwards
* After every test or distribution of the papers, parents are notified on the group, answer key will be uploaded on the same day.
* Only one parent is added to the group to avoid miscommunication
* We have added that number which had been given to us on the admission form
* No change of the number to be done by the parent: Send us an application and we will do the needful
* No queries which are not related to the entire batch should be put up on the group wall. Please text the office number directly.

**Website:**

* Solving 5 prepositions exercises, 5 tenses exercises and reading of 5 essays per week (to be done at home under parents’ supervision)
* Answer Keys or Test papers will be uploaded in Downloadable Word files section
* As all answer keys are going to be uploaded, parents can themselves participate in the post-correction process: One only has to compare the answer key and the answer sheet of the child and will come to know the mistakes and areas of improvement
* Select school and standard from the filters given to get the right path
* Password is case sensitive and is changed after 3 months

**Also note:**

* Key word tests will be conducted to enable students to become more thorough with the text
* Remedial batches will be made for weak students
* We correct papers according to the ICSE Board correction pattern. In case the school is very strict with correction and the student scores lesser marks than expected, parents are requested to contact us for guidance on the actual academic status of the child.
* We have noticed that some schools do not give marks to alternate answers in grammar even though they are correct. A particular grammar sentence may have many grammatically correct answers which we do discuss in the class.
* We request you to NOT ask other subjects’ queries as we only cater to ICSE English.
* Last year (Second term marks) will be taken to map the child’s growth

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I confirm that I have read the entire summary of commencement seminar and promised to abide by the rules and regulations.

Student’s name: \_\_\_\_\_\_\_\_\_\_\_\_

Batch: \_\_\_\_\_\_\_\_\_\_

Signature

Name of the parent