Vikram’s English Academy

**Std IX**

Dear parents:

Following are the points discussed in the Commencement Seminar.

**Flow of Happenings in the year 2018-2019**

* Schedule:
* Classes will be from the starting date till April/May (according to the batch)
* May month will be a complete vacation
* Lectures will resume in the month of June (date will be according to the school)
* Portion will go according to the school (We have observed that the schools cover more Literature in the first term and Language in the second term on account of various school functions)
* Tests (Cyclic/Monthly/Units/Terms) will be conducted according to the school batch
* 60 marks term exam will be conducted, if 80 marks term exam is not possible due to students’ other class schedule
* 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 in consensus of the majority

**Compensation Class:** Students can get compensated for their missed lecture with any batch at either of our centers. It is their prerogative to inform the office about the portion missed so that they can be guided on which batch to attend it. Uncommon portion will be covered in the first week of 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.
* Parents are requested not to call Vikramjit Sir or Kripa mam on their cell numbers. (Unless urgent)
* **P.S:** Lecture time will NOT be allotted for interaction with the parents

**Fee Schedule:**

* Second Installment in the month of April (between 1st-10th) Rs. 6500
* Third Installment in the month of September (between 1st-10th) Rs. 6500
* Payment options are:
  + Cash: if sending cash with your child, send 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.
* In-house Grammar notes to be brought for every lecture. (Grammar worksheets to be solved ONLY in the class, unless specified)

**School exams:**

* Intimate about the school portion and the school Timetable, accordingly the topics will be covered up
* 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 terms (not Unit tests)
* Paper 1 practice lecture may be kept a day prior during School terms (students get free earlier, possible to schedule a class without disturbing the regular schedule of the teachers)
* Paper 2 the students prefer to study at home, however if they have doubts they can come to the branch after talking to the respective teacher

**Dos and Don’ts (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 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**
* 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.

**Dos and Don’ts (Whatsapp):**

* Don’t change the name of the group, your number on it or send forwards
* Kindly put ‘OK’ or thumbs-up emoticon to acknowledge reading our message
* 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, 5 tenses 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 will be 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
* E-mail id is required so that we can mail you the receipt online

**Admission procedure for the next academic year:**

* Securing admission to one academic year does not compulsorily mean that the seat for the next academic year is automatically reserved. They are required to apply afresh for the next academic year.
* The admission for next academic year will commence on 17th July for in-house students.
* The admission for the outside students will open on 27th July 2017. We will intimate you a week prior through a text message.
* Please note that seats will not be blocked on call/text or on Whatsapp. The formality of filling up the form and payment of the fees have to be compulsorily done.

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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