

**Circular No: CIR20-21/005****04/06/2020****Classes: KG- XII**

Dear parents,

Assalamu Alaikum WRB!

We pray that you and your wards are safe and well. We would like to inform that arrangements have been made for books and bags to be collected from the respective campuses only ie., Poonamalee and Egmore from Monday 08/06/2020. The following steps will be followed.

1. Parents are requested to pay the first term fees online through the school website (procedures already shared through the earlier circular No.03).
2. Only those parents who have completed Step 1, will be sent an online Google Form. This form will allow you to fix an appointment between Monday 08/06 and Sunday 14/06. Collection for upto six students can be requested in a single form.
3. Book fees should be paid by cash as per the table below.

CLASS	Price of BOOKS & ACCESSORIES	UNIFORM	
		BOYS	GIRLS
LKG , UKG	3350	1100	1450
1, 2	3650	1200	1750
3	3650	1500	1950
4, 5	3700	1500	1950
6,7,8	4650	1650	2200
9	4650	1850	2400
11	4850	1850	2400

4. If parents are unable to come, they can authorize someone to collect.
5. Parents are requested to visit the school only at the exact appointment time. Your bags will be prepared and kept ready for delivery at that moment.
6. We are aiming to complete the exercise within 5-10 minutes in compliance with the COVID precautionary procedures.
7. Do not bring students along with you. Only one person will be permitted. Masks should be worn at all times.
8. Please note that bags are prepared and kept in the respective campus., ie. Egmore and Jamalia students at Egmore campus and Poonamalee students at PN campus. There are two forms E/J and PN. Parents are requested to fill in the correct form and confirm the appointment.
9. For those parents who would like to collect their PN students bags in Egmore, you will need to call this number 9551699803 or email : [office@sanamodelschool.com](mailto:office@sanamodelschool.com) and make the request atleast 3 days in advance. This will enable us to transfer the particular bags from PN campus to Egmore campus.

**Management****Sana Model School**