

IES English Medium Primary School, Charkop

NOTICE

Dear Parents,

Your ward has cleared Senior KG from **IES Charkop KG** and is now eligible for admission to **Std 1 in IES Charkop English Medium Primary School**.

Kindly see the Fee notice displayed on the website.

You are hereby advised to send by email the following details to the School email ID from your personal email ID

- Name Of Student
- Date Of Birth
- Residential Address
- Name Of Both parents, their mobile numbers, and their Personal Email IDs

You are required to make payment of Fees as specified in the Notice regarding Fees.

Fees are to be paid by Account Payee cheques to be dropped in a Drop Box at the Security gate of the School (Timings: From 10 AM to 1 PM from Monday to Saturday). Kindly write the name of the student and the contact number of the parent on the reverse of each cheque.

Four separate cheques are to be prepared for Tuition Fee, Term Fee, Admission Fee and PTA fee, payable to the Account name as specified in the Notice of payment of Fees. Option of Online payment of Fees is also available. In case of ONLINE payment of Fees, kindly email details of confirmation of online payment received by you from the bank for record purposes.

Kindly note that normal procedure of filling the detailed Admission Form and submission of supporting documents will be required to be completed by you after the Lockdown is lifted completely and normal operations resume. Receipts of Payment received will be issued by the School only after Lockdown is lifted and normal operations resume.

In all emails sent to the school, kindly write the name of the student in the subject line of the email for easy communication.