

MAR ATHANASIOS INTERNATIONAL SCHOOL

Owned & Managed by Mar Athanasius College Association

Senior Secondary School Affiliated to CISCE (KE 122)
Kothamangalam, College P.O., Ernakulam Dist., Kerala - 686 666

GENERAL NOTICE

Dear Parents,

As another remarkable academic year draws to a close, we take a moment to reflect on the journey we have shared—a journey marked by perseverance, triumphs and unwavering support from our cherished school community. Your encouragement has been the foundation upon which our students and staff have thrived, excelling in academics, arts, sports and character-building pursuits. Each milestone achieved is a testament to our shared dedication to excellence.

With hearts full of gratitude, we step forward into a new chapter, ever committed to nurturing the aspirations of our young learners. Kindly take note of the following important details for the upcoming academic year.

Important Examination & Promotion Details 2024-25

The Second Semester Examinations will commence on 3rd March 2025 for Grades 1 to 8 and will conclude on 21st March 2025. The results will be declared on 29th March 2025 (Saturday). The Timetable and syllabus for the examinations have already been shared with the students. Parents are requested to be present to collect the assessment card from the respective class teachers during the Open House, which will be held in the respective classrooms. It is mandatory for all parents to meet the class teacher to collect their child's progress report and discuss their academic progress.

The promotion criteria for students in Class V and Class VIII will be in accordance with The Gazette of India published on 21st December 2024 and the NEP 2020 guidelines. As per CISCE norms, the students of V, VI, VII, VIII, IX and XI must secure a minimum of 33% in each subject and an overall 35% cumulative score (considering all tests and examinations conducted throughout the academic year) to be promoted to the next grade. Students failing to meet these criteria will not be eligible for promotion.

Open House date for Publication of Results 2024-25

Class	Date	Day	Time	Remarks
Montessori to Step 2	29 th March 2025	Saturday	08:30 a.m. to 11:00 a.m.	Roll No. 1 to 6 – 8:30 to 09:00 a.m. Roll No. 7 to 12 – 09:00 to 09:30 a.m. Roll No. 13 to 18 – 09:30 to 10:00 a.m. Roll No. 19 to 24 – 10:00 to 10:30 a.m. Roll No. 25 to 27 & Those who missed the time - 10:30 to 11:00 a.m.
Grade 1 to 8	29 th March 2025	Saturday	09:30 a.m. to 12:00 noon	Roll No. 1 to 6 – 9:30 to 10:00 a.m. Roll No. 7 to 12 – 10:00 to 10:30 a.m. Roll No. 13 to 18 – 10:30 to 11:00 a.m. Roll No. 19 to 24 – 11:00 to 11:30 a.m. Roll No. 25 to 27 & Those who missed the time - 11:30 to 12:00 noon
Grade 9	28 th February 2025	Friday	02:30 p.m. to 04:30 p.m.	Roll No. 1 to 6 – 2:30 to 03:00 p.m. Roll No. 7 to 12 – 03:00 to 03:30 p.m.
Grade 11	28 th February 2025	Friday	02:30 p.m. to 04:30 p.m.	Roll No. 13 to 18 – 03:30 to 04:00 p.m. Roll No. 19 to 24 – 04:00 to 04:30 p.m.
Summer Vacation begins on 22 nd March 2025, Saturday (Montessori to Grade VIII)				

Transfer Certificate

Parents of students intending to apply for a Transfer Certificate (T.C.) must submit their application on or before 21st March 2025 (Friday). The processing of T.C. requests will take 10–15 working days, and certificates will be issued strictly as per the order of submission, starting from 2nd April 2025 (Wednesday).

Fee Clearance Requirement:

Students who have outstanding fee dues for the academic year 2024-25 will automatically be removed from the school rolls. Their seats will be treated as vacant for new admissions. If parents of such students wish to reinstate their child's admission after clearing the pending fees (with applicable fines) and paying the readmission charges, re-enrolment will be subject to seat availability only.

Textbook & Accessories Distribution

Textbook kits for students promoted to the next higher grade will be available at the school as per the schedule given below. Distribution will take place only during working hours on the scheduled dates. Parents are kindly requested to avail of this facility strictly as per the allotted schedule to ensure a smooth and organised distribution process.

Text Books of	Date of Distribution	Day	Time	Remarks
Grade 10	28 th February 2025	Friday	2:00 p.m. to 05:00 p.m.	Textbook kits will be distributed only on the days mentioned. List of textbooks with the name of the publisher will be available on the school website. Parents are free to buy books from any retailer. Pre used textbooks should be avoided and are not encouraged by the Institution as pre written workbooks and worksheets serve no purpose to the existing student who needs to do it himself.
Grade 12	28 th February 2025	Friday	2:00 p.m. to 05:00 p.m.	
Kindergarten (Step 1 & Step 2)	29 th March 2025	Saturday	9:00 a.m. to 01:00 p.m.	
Grades 1 to 9	29 th March 2025	Saturday	9:00 a.m. to 01:00 p.m.	
All Classes	2 nd April 2025	Wednesday	9:00 a.m. to 01:00 p.m.	For the parents who missed the date of collection
All Classes	3 rd April 2025	Thursday	9:00 a.m. to 01:00 p.m.	

Notebooks and other accessories will also be available with the vendor on the scheduled distribution days. The school will share the price list of books and the required accessories in the respective groups before the distribution date to ensure a smooth and informed purchase process.

School Reopening Dates (Academic Year 2025-26)

The new academic year (2025-26) will begin as per the schedule given below. Parents are requested to ensure that students report to school on time, well-prepared to embark on another year of learning and growth.

Class	Date	Day
Grades 10 & 12	3 rd March 2025	Monday
Grades 3 to 9	2 nd June 2025	Monday
Grades 1 & 2	4 th June 2025	Wednesday
Nursery (MONTESSORI, STEP 1 & STEP 2)	5 th June 2025	Thursday

School Bus

Students who require the school bus facility for the academic year 2025-2026, including both existing and new users, must submit their applications on or before 3rd April 2025. The application form will be available at the School Reception from 17th March 2025 onwards. The bus facility does not continue by default, and all students must reapply if they wish to avail of this service.

Once availed, the facility cannot be withdrawn until the end of the academic year and the fee for the entire year will be applicable. Mid-year withdrawals will not be entertained and changes in boarding points after allotment will not be permitted. Students will be assigned a fixed boarding and drop-off point and requests for different entry and exit points will not be considered.

The bus fee (for 10 months) must be paid in advance and will be collected in three instalments along with the regular fee payments in **May, August, and November**. School buses will operate only on full school working days and will not be available on days with special classes, vacation sessions, model exams or board exams. However, on such days, the school will arrange pick-up and drop-off services to and from the bus stand. Additionally, students enrolled in sports coaching sessions after the regular school hours will not be eligible for school transport.

Only students wearing the prescribed uniform and carrying a valid bus pass will be allowed to board the bus. Any violation of school bus rules inside the bus will result in immediate termination of the facility, with no refund of the fee.

The school encourages the use of the bus service as the safest mode of transportation. However, in the event of unforeseen circumstances such as roadblocks, unfavourable weather conditions, strikes, government restrictions or sudden declaration of holidays, the school reserves the right to suspend bus services and fees for the affected period will not be refunded.

For more details regarding the School Bus service, you may feel free to contact Mr. Eldho Varghese (9446773455)

Please Note: All those who wish to avail of the School Bus Service must fill out the form and submit it on or before 3rd April 2025. Any claim or request after the said date will not confirm the availability of seats on the bus.



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KOTHAMANGALAM**