

Ls/Tr/74/2019

24.12.2019

travels@thelawrenceschool.org

CIRCULAR

TRAVEL ARRANGEMENTS – MONSOON VACATION – 2020

1. The School closes for its **MONSOON VACATION on 24th May 2020**. Car batches will leave on **23rd May 2020 after 'Beating the Retreat'**. Escorted batches will leave on **24th May 2020**.
2. The School will reopen **on 19th July 2020**. All students are required to report to school before **05.00 pm on 19th July 2020**.
3. The School will make arrangements for students travelling by train/bus to/from Ernakulam, Bangalore, Chennai, Hyderabad, Mumbai, New Delhi, Vijayawada, Kolkata, Rajahmundry/ Visakhapatnam, and stations enroute as per details mentioned in the schedule of stations enclosed in Annexure-1 and 2. However, if the number of students in a batch are less than five, the School may cancel that particular batch and advise the parent to make alternate arrangements.
4. **PLEASE RETURN THE ATTACHED PROFORMA DULY COMPLETED BY 08th January 2020 AT THE LATEST SO THAT TIMELY TRAVEL ARRANGEMENTS CAN BE MADE.** The School office will make 'group' reservations and tickets are to be bought **120** days in advance. It will not be possible to cancel any ticket after the reservations are made. If a parent desires to change the destination for their child (children) after reservations are made, fresh reservation will have to be done and in such cases, the parent will have to bear the train fare for both destinations.
5. **IN ALL CASES WHETHER THE TRAVEL ARRANGEMENTS ARE TO BE MADE BY THE SCHOOL OR NOT, THE ATTACHED PROFORMA IS TO BE RETURNED TO THE SCHOOL BY 08th January 2020**
6. **IT IS REGRETTED THAT THE SCHOOL WILL NOT BE IN A POSITION TO ARRANGE FOR AIR TICKETS.** Confirmed air tickets for homeward journey should reach the School on or before **9th May 2020** positively. For children below the age of 11, flight tickets should be sent along with the **Unaccompanied Minor form (UNA)** with its fare paid. Please avoid sending UNA form and Boarding passes separately. **No air tickets will be received after the due date by post / fax / email. The School will not be responsible if the tickets are received after 9th May 2020. Parents are requested to please comply with this requirement.**
7. **Parents are requested to send a copy of the flight ticket(s) to the House Masters/ House Mistresses.**
8. The School ward journey flight details should be sent to the School on or before 04th July 2020. After the due date, no information will be entertained. The children will be escorted from the School to the Coimbatore Airport and from the Coimbatore Airport to the School. Taxi fare and incidental charges will have to be paid by the parent concerned.
9. **Please note that the flight departure from Coimbatore should be after 10.00 am and before 5.00 pm for the homeward journey.**
10. **Flight arrival at Coimbatore should be after 10.00 am and before 5.00 pm for the School ward journey.**
11. Transportation charges from Lovedale-Coimbatore-Lovedale, porter charges, escort fee, pocket money, incidental expenses etc., of the children travelling under the School arrangement will be debited to their personal account as applicable.
12. Pocket money for way expenses for the return journey must be given to the children by the parent.
13. You may kindly note from the tentative schedule attached, the date and time of arrival and departure of your child (children) to enable you to receive/see them off. Confirmed schedule will be intimated after making the travel arrangement by first week of April 2020 for homeward journey and by first week of June 2020 for school ward journey.

All Parents are requested to return the attached proforma by 08th January 2020. Please give this requirement your top priority.

Headmaster

**TENTATIVE TRAVEL ITINERARY FOR MAY 2020-HOMEWARD JOURNEY
(MONSOON VACATION)**

**Annexure-1
(Refers to para 3 of Circular dated 24.12.2019)**

Name of the Batch	Homeward Journey				
	Departure		Departure Train no/ Bus	Arrival	
	Date	Time		Date	Time
Bangalore	24.05.2020	07.15 am	From Ooty Bus Stand by KSRTC Bus	24.05.2020	03.30 pm
Mumbai	24.05.2020	08.55 am	From Coimbatore Railway Station by Lokmanya Tilak Express (11014).	25.05.2020	02.30 pm
Kolkata	24.05.2020	07.45 pm	From Mettupalayam Railway Station by Nilgiri Express (12672)/ From Chennai Central by Coromandal Express (12842) Connecting Train) on 25.05.2020.	26.05.2020	11.50 am
Bhubaneshwar	24.05.2020			26.05.2020	04.35 am
Visakhapatnam	24.05.2020			25.05.2020	09.50 pm
Chennai	24.05.2020			25.05.2020	05.05 am
Hyderabad	24.05.2020	04.30 pm	From Coimbatore Railway Station by Sabari Express (17229).	25.05.2020	01.40 pm
New Delhi	24.05.2020	08.00 pm	From Coimbatore Railway Station by Kerala Express (12625)	26.05.2020	01.45 pm
Gwalior	24.05.2020			26.05.2020	08.20 am
Nagpur	24.05.2020			25.05.2020	08.15 pm
Vijayawada	24.05.2020			25.05.2020	10.00 am
Ernakulam	24.05.2020	07.00 am	From School by private Vehicle	24.05.2020	05.30 pm
Air Batch	24.05.2020		From School by private Vehicles		

**TENTATIVE TRAVEL ITINERARY FOR JULY 2020- SCHOOL WARD JOURNEY
(MONSOON VACATION)**

Annexure-2

(Refers to para 3 of Circular dated 24.12.2019)

Name of the Batch	Return Journey				
	Departure		Departure Train no/ Bus	Arrival	
	Date	Time		Date	Time
Bangalore	19.07.2020	09.00 am	From Shanthi Nagar Bus Station, Bangalore, by KSRTC Bus.	19.07.2020	Arrival at Ooty Bus Station at 06.00 pm
Mumbai	17.07.2020	10.35 pm	From Lokmanya Tilak Station, Mumbai, by Lokmanya Tilak Express (11013).	19.07.2020	Arrival at Coimbatore Railway Station at 07.00 am
Kolkata	17.07.2020	02.50 pm	From Howrah Railway Station by Coromandal Express (12841) / From Chennai Central by Nilgiri Express (12671) Connecting Train on 19.07.2020.	19.07.2020	Arrival at Mettupalayam Railway Station at 06.15 am
Bhubaneshwar	17.07.2020	09.30 pm		19.07.2020	
Visakhapatnam	18.07.2020	04.00 am		19.07.2020	
Chennai	18.07.2020	08.55 pm	From Chennai Central by Nilgiri Express (12671)	19.07.2020	Arrival at Mettupalayam Railway Station at 06.15 am
Hyderabad	18.07.2020	11.15 am	From Hyderabad Station by Sabari Express (17230).	19.07.2020	Arrival at Coimbatore Railway Station at 08.30 am.
New Delhi	17.07.2020	11.25 am	From New Delhi Railway Station by kerala Express (12626).	19.07.2020	Arrival at Coimbatore Railway Station at 05.00 am
Gwalior	17.07.2020	04.05 pm		19.07.2020	
Nagpur	18.07.2020	04.05 am		19.07.2020	
Vijayawada	18.07.2020	02.25 pm		19.07.2020	
Ernakulam	19.07.2020	07.00 am	From Kaloor Stadium, Ernakulam, by private Bus.	19.07.2020	Arrival at School at 05.30 pm
Air Batch	19.07.2020		From Coimbatore Airport by private Vehicles.		

TRAVEL REQUISITION

TO BE FILLED BY PARENTS AND RETURNED BY 08th JANUARY 2020.

- 1. Name of the parent: (in block letters)
- 2. Name(s) of children:-
 - a. (i)..... Class DOB Age..... Gen.....
 - b. (ii) Class DOB Age..... Gen.....
 - c. (iii) Class DOB Age..... Gen

(Please strike off whichever is NOT applicable)

- 3. Mode of Travel : RAIL/ ROAD/ AIR
- 4. Whether under
 - (a) SCHOOL ARRANGEMENT / OWN ARRANGEMENT
 - (COIMBATORE AIRPORT DROP AND PICK UP COMES UNDER SCHOOL ARRANGMENT)**
 - (b) HOMEWARD JOURNEY ONLY / RETURN JOURNEY ONLY / BOTHWAYS
- 5. Destination to which child(children) is/are to be escorted in May 2020
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- 6. Destination from which child(children) is/are to be escorted in July 2020
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- 7. Address to which arrival / departure details are to be intimated (CAPITAL LETTERS):
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PIN : Fax :
Phone No : E-mail :

UNDERTAKING

- I undertake to send/receive my ward at the station specified by me and will not hold the School responsible for any delay / mishap enroute.
- I understand that the school will make arrangements for boarding / detraining at stations where the trains stop at least for 3 minutes. I will not hold the School responsible for loss of personal belongings or luggage of my child/children.
- I understand that the School will book III AC tickets depending upon the availability or quota of tickets. I authorise the School to purchase II AC or II class tickets in case III AC ticket is not available.

Place :
Date : Signature