

CIRCULAR

TRAVEL ARRANGEMENTS – WINTER VACATION – 2018-19

1. The School closes for its **WINTER VACATION on Friday 23rd November, 2018**. Car batches will leave on **Friday 23rd November, 2018**, Escorted batches will leave on **Saturday 24th November 2018**.
2. Classes V to IX will report on **Saturday 19th January 2019** before 5.00 pm after the **WINTER VACATION**. Classes X, XI and XII will report on **Sunday, 6th January 2019 by 05.00 pm**. There will be no escorted batches for classes X, XI and XII. However, the School will make transport arrangements to pick up the students from the Coimbatore **Airport and Railway station between 10.00 am and 05.00 pm on 6th January, 2019**.
3. The School will make arrangements for students travelling by train/bus to/from Ernakulum, 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 10th July 2018 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 'DULY FILLED IN' IS TO BE RETURNED TO THE SCHOOL BY 10th July 2018**.
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 **10th November 2018** positively. **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 **10th November 2018**. Parents are requested to please comply with this requirement.
7. **Please note that the flight departure from Coimbatore should be after 10.00 am and before 5.00 pm for the homeward journey**.
8. **Flight arrival at Coimbatore should be after 10.00 am and before 5.00 pm for the School ward journey**.
9. The School ward journey flight details should be sent to the School on or before **28th December 2018**. 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.
10. 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.
11. Pocket money for way expenses for the return journey must be given to the children by the parent.
12. 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 the first week of September 2018 for homeward journey and by the first week of December 2018 for school ward journey.

All parents are requested to return the attached proforma by 10th July 2018. Please give this requirement your top priority

Headmaster

**TENTATIVE TRAVEL ITINERARY FOR NOVEMBER 2018-HOMEWARD JOURNEY
(WINTER VACATION)**

**Annexure-1
(Refers to para 3 of Circular dated 18.06.2018)**

| Name of the Batch | Homeward Journey | | | | |
|-------------------|------------------|----------|---|------------|----------|
| | Departure | | Departure Train no/ Bus | Arrival | |
| | Date | Time | | Date | Time |
| Bangalore | 24.11.2018 | 07.15 am | From Ooty Bus Stand by KSRTC Bus | 24.11.2018 | 03.30 pm |
| Mumbai | 24.11.2018 | 08.55 am | From Coimbatore Railway Station by Lokmanya Tilak Express (11014). | 25.11.2018 | 02.30 pm |
| Kolkata | 24.11.2018 | 07.45 pm | From Mettupalayam Railway Station by Nilgiri Express (12672)/ From Chennai Central by Coromandal Express (12842) Connecting Train) on 25.11.2018. | 26.11.2018 | 11.50 am |
| Bhubaneshwar | 24.11.2018 | | | 26.11.2018 | 04.35 am |
| Visakhapatnam | 24.11.2018 | | | 25.11.2018 | 09.50 pm |
| Chennai | 24.11.2018 | | | 25.11.2018 | 05.05 am |
| Hyderabad | 24.11.2018 | 04.30 pm | From Coimbatore Railway Station by Sabari Express (17229). | 25.11.2018 | 01.40 pm |
| New Delhi | 24.11.2018 | 08.00 pm | From Coimbatore Railway Station by Kerala Express (12625) | 26.11.2018 | 01.45 pm |
| Gwalior | 24.11.2018 | | | 26.11.2018 | 08.20 am |
| Nagpur | 24.11.2018 | | | 25.11.2018 | 08.15 pm |
| Vijayawada | 24.11.2018 | | | 25.11.2018 | 10.00 am |
| Ernakulam | 24.11.2018 | 07.00 am | From School by private Vehicle | 24.11.2018 | 05.30 pm |
| Air Batch | 24.11.2018 | | From School by private Vehicles | | |

Date: 18.06.2018

**TENTATIVE TRAVEL ITINERARY FOR JANUARY 2019- SCHOOL WARD JOURNEY
(WINTER VACATION)**

**Annexure-2
(Refers to para 3 of Circular dated 18.06.2018)**

| Name of the Batch | Return Journey | | | | |
|-------------------|----------------|----------|---|------------|---|
| | Departure | | Departure Train no/ Bus | Arrival | |
| | Date | Time | | Date | Time |
| Bangalore | 19.01.2019 | 09.00 am | From Shanthi Nagar Bus Station, Bangalore, by KSRTC Bus. | 19.01.2019 | Arrival at Ooty Bus Station at 06.00 pm |
| Mumbai | 17.01.2019 | 10.35 pm | From Lokmanya Tilak Station, Mumbai, by Lokmanya Tilak Express (11013). | 19.01.2019 | Arrival at Coimbatore Railway Station at 07.00 am |
| Kolkata | 17.01.2019 | 02.50 pm | From Howrah Railway Station by Coromandal Express (12841) / From Chennai Central by Nilgiri Express (12671) Connecting Train on 18.01.2019. | 19.01.2019 | Arrival at Mettupalayam Railway Station at 06.15 am |
| Bhubaneswar | 17.01.2019 | 09.20 pm | | 19.01.2019 | |
| Visakhapatnam | 18.01.2019 | 04.20 am | | 19.01.2019 | |
| Chennai | 18.01.2019 | 09.05 pm | From Chennai Central by Nilgiri Express (12671) | 19.01.2019 | Arrival at Mettupalayam Railway Station at 06.15 am |
| Hyderabad | 18.01.2019 | 11.25 am | From Hyderabad Station by Sabari Express (17230). | 19.01.2019 | Arrival at Coimbatore Railway Station at 08.40 am. |
| New Delhi | 17.01.2019 | 11.25 am | From New Delhi Railway Station by kerala Express (12626). | 19.01.2019 | Arrival at Coimbatore Railway Station at 05.05 am |
| Gwalior | 17.01.2019 | 04.10 pm | | 19.01.2019 | |
| Nagpur | 18.01.2019 | 04.10 am | | 19.01.2019 | |
| Vijayawada | 18.01.2019 | 03.00 pm | | 19.01.2019 | |
| Ernakulam | 19.01.2019 | 07.00 am | From Kaloor Stadium, Ernakulam, by private Bus. | 19.01.2019 | Arrival at School at 05.30 pm |
| Air Batch | 19.01.2019 | | From Coimbatore Airport by private Vehicles. | | |

Date: 18.06.2018

TRAVEL REQUISITION

TO BE FILLED BY PARENTS AND RETURNED BY 10th JULY 2018.

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 ARRANGEMEN

(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 NOVEMBER 2018

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6. Destination from which child(children) is/are to be escorted in JANUARY 2019

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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 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