

Ls/Tr/51/2017  
18.07.2017

travels@thelawrenceschool.org

**CIRCULAR**  
**TRAVEL ARRANGEMENTS – WINTER VACATION – 2017**

1. The School closes for its **WINTER VACATION on Wednesday 29<sup>th</sup> November 2017**. Car batches will leave after 02.00 pm on **Wednesday, 29<sup>th</sup> November, 2017**. Escorted batches will leave **on Thursday, 30<sup>th</sup> November 2017**.
2. Classes V to IX will report on **Sunday 21<sup>st</sup> January 2018** before 5.00 pm after the **WINTER VACATION**. Classes X, XI and XII will report on **Sunday, 7<sup>th</sup> January 2018 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 7<sup>th</sup> January, 2018**.
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 30<sup>th</sup> July 2017 AT THE LATEST SO THAT TIMELY TRAVEL ARRANGEMENTS CAN BE MADE**. The School office will make 'group' reservations and Train 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 30<sup>th</sup> July 2017**.
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 **15<sup>th</sup> November 2017** 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 15<sup>th</sup> November 2017. Parents are requested to please comply with this requirement**.
7. The School ward journey flight details should be sent to the School on or before **10<sup>th</sup> January 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 on 30<sup>th</sup> November 2018 and 21<sup>st</sup> January 2018 respectively. Taxi fare and incidental charges will have to be paid by the parent concerned.
8. **Please note that the flight departure from Coimbatore should be after 10.00 am and before 5.00 pm for the homeward journey i.e. on 30<sup>th</sup> November 2017**.
9. **Flight arrival at Coimbatore should be after 10.00 am and before 5.00 pm for the School ward journey i.e. on 21<sup>st</sup> January, 2018**.
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 arrangements by 01<sup>st</sup> week of September 2017 for homeward journey and by 01<sup>st</sup> week of October 2017 for school ward journey.

**All Parents are requested to return the attached proforma by 30<sup>th</sup> July, 2017. Please give this requirement your top priority**

**Headmistress**

**TENTATIVE TRAVEL ITINERARY FOR NOVEMBER 2017 / JANUARY 2018  
(WINTER VACATION)**

**Annexure-1  
(Refers to para 3 of Circular dated 18.07.2017)**

Name of the party	Homeward Journey				
	Departure		Departure Train no/ Bus	Arrival	
	Date	Time		Date	Time
Bangalore	30.11.2017	07.15 am	From Ooty Bus Stand to Bangalore (Shanthi Nagar bus station) by KSRTC Bus.	30.11.2017	03.30 pm
Mumbai	30.11.2017	08.45 am	From Coimbatore Railway Station by Lokmanya Tilak Express (11014).	01.12.2017	02.30 pm
Kolkata	30.11.2017	07.45 pm	From Mettupalayam Railway Station by Nilgiri Express (12672) / From Chennai Central by Coromandal Express (12842) Connecting Train) on 01.12.2017.	02.12.2017	11.50 am
Bhubaneswar	30.11.2017			02.12.2017	04.35 am
Visakhapatnam	30.11.2017			01.12.2017	09.50 pm
Chennai	30.11.2017			01.12.2017	05.05 am
Hyderabad	30.11.2017	04.25 pm	From Coimbatore Railway Station by Sabari Express (17229).	01.12.2017	01.40 pm
New Delhi	30.11.2017	08.00 pm	From Coimbatore Railway Station by Kerala Express ( 12625)	02.12.2017	01.45 pm
Gwalior	30.11.2017			02.12.2017	08.25 am
Nagpur	30.11.2017			01.12.2017	08.05 pm
Vijayawada	30.11.2017			01.12.2017	10.00 am
Ernakulam	30.11.2017	07.00 am	From School to Ernakulam (Kaloor Stadium) by private Bus	30.11.2017	05.30 pm
Air Batch	30.11.2017		From School by private vehicles	30.11.2017	

Date: 18.07.2017

**TENTATIVE TRAVEL ITINERARY FOR NOVEMBER 2017/JANUARY 2018  
(WINTER VACATION)**

**Annexure-2  
(Refers to para 3 of Circular dated 18.07.2017)**

Name of the party	Return Journey				
	Departure		Departure Train no/ Bus	Arrival	
	Date	Time		Date	Time
Bangalore	21.01.2018	09.00 am	From Shanthi Nagar Bus Station, Bangalore, by KSRTC Bus.	21.01.2018	Arrival at Ooty Bus Station at 06.00 pm
Mumbai	19.01.2018	10.35 pm	From Lokmanya Tilak Station, Mumbai, by Lokmanya Tilak Express (11013).	21.01.2018	Arrival at Coimbatore Railway Station at 07.00 am
Kolkata	19.01.2018	02.50 pm	From Howrah Railway Station by Coromandal Express (12841) / From Chennai Central by Nilgiri Express (12671) Connecting Train on 20.01.2018.	21.01.2018	Arrival at Mettupalayam Railway Station at 06.15 am
Bhubaneshwar	19.01.2018	09.25 pm		21.01.2018	
Visakhapatnam	20.01.2018	04.20 am		21.01.2018	
Chennai	20.01.2018	09.15 pm	From Chennai Central by Nilgiri Express (12671)	21.01.2018	Arrival at Mettupalayam Railway Station at 06.15 am
Hyderabad	20.01.2018	11.15 am	From Hyderabad Station by Sabari Express (17230).	21.01.2018	Arrival at Coimbatore Railway Station at 08.40 am.
New Delhi	19.01.2018	11.25 am	From New Delhi Railway Station by kerala Express (12626).	21.01.2018	Arrival at Coimbatore Railway Station at 05.05 am
Gwalior	19.01.2018	04.10 pm		21.01.2018	
Nagpur	20.01.2018	04.10 am		21.01.2018	
Vijayawada	20.01.2018	03.00 pm		21.01.2018	
Ernakulam	21.01.2018	07.00 am	From Kaloor Stadium, Ernakulam, by private Bus.	21.01.2018	Arrival at School at 05.30 pm
Air Batch	21.01.2018		From Coimbatore Airport by private vehicles.	21.01.2018	

Date: 18.07.2017

**TRAVEL REQUISITION**

**TO BE FILLED BY PARENTS AND RETURNED BY 30<sup>th</sup> JULY 2017.**

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 .....
3. \*DOB: Date of Birth. ....
4. Mode of Travel \* \* RAIL/ ROAD/ AIR
5. 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
  - \* \* Please strike off whichever is NOT applicable)
6. Destination to which child(children) is/are to be escorted in November 2017  
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7. Destination from which child(children) is/are to be escorted in January 2018  
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8. 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