Chairman's Circular 2

11 March 2012

Dear Parents,

As you are aware the School is operated only with the tuition fees collected from the parents. The Board of Directors (Board) had taken a conscious decision to manage the funds of the School with utmost care which shall reap the maximum return to the parents. In such a process I am happy to inform you that many parents had volunteered to provide their services to the School whenever such services were required. These voluntary services rendered by the parents will benefit the School in the long run. The Board does not wish to burden the parents by increasing fees and charging for all the services that the School provides to the parental community. However, in order to improve the financial condition of the School, we are compelled to take following corrective measures for the betterment of all parents.

1. Payment of School Fees using Cash Deposit Machines (CDMs) of Bank Muscat

With the initiation of Hon. Treasurer, the school has made arrangements for the payment of school fees through the Cash Deposit Machines (CDMs) of Bank Muscat. This facility will be in place with effect from 1st April 2012. The parents can go to any of the CDMs of Bank Muscat and use the ATM card to make the school fee payment.

Following are the preliminary instructions for your reference:

a. Please use the option “Utility Payment” and select “School Fees”.

b. Then go to the list of schools on the second page where the name “Sri Lankan School – Muscat” appears.

c. Please enter the student number correctly to ensure credit to your account.

d. Once you complete the transaction, you will receive a payment acknowledgement slip from the machine.

Please note that you can pay only the exact amount of monthly fee (including multiples of the exact amounts for two or more months). If any other amount is credited, the current system will not process the transaction under normal course and may encounter delays in crediting your account. We appreciate your corporation in this regard.
Once the deposit is made, you may collect the original receipt that will be printed and ready for collection, from the school counter during the counter operating hours. Please produce the deposit slip and collect the original receipt from the school counter after three working days from the date of deposit.

All parents are encouraged to use this facility as the first preference since that will save time for yourself as well as the school, reduce the operational costs to the school as well as the parents and will reduce operational risks in handling cash.

We also wish to remind that the Parents who use the Internet banking facility of Bank Muscat may make payment through internet, which will also save most operational costs to the school.

2. Arrears in Tuition Fees

The School fees in arrears have increased significantly in the School’s financials as at 31.12.2012. In order to recover these fees in arrears, the Board will take the following actions.

   a. Participating in Co-curricular Activities:

      As per the policy of the school, effective 16.04.2012 the children whose school fee arrears exceed 2 months as at 31.03.2012 will not be allowed to participate in Co-curricular activities of the school. Please note that it is an obligation of the parents to ensure that school fees are paid on time. By this communiqué the Board is giving all parents whose school fees are in arrears ample time to clear the arrears. The Board is compelled to take this action as the school’s financial position and cash flow is adversely affected by the inaction of a few parents.

   b. Meeting With the Board

      The newly appointed Board continued meetings with the parents who had arrears in tuition fees to identify their problems and to suggest amicable solution for clearing such arrears. All the parents who had tuition fees in arrears over 2 months were invited to meet the committee appointed by the Board, which includes three members of the Board. At these many meetings, most parents submitted plans for clearing the arrears by 31.07.2012. We are happy to note that most of these meetings were fruitful. However, I am disappointed to note that a few parents did not turn up for these meetings. I earnestly request all such parents to cooperate with the School in this regards and to adjust their priorities accordingly. Continued inaction by such parents may result in their children being prevented from sitting for term end examinations conducted by the school and subsequently prevented from attending classes altogether.

      Please note that it is our obligation and responsibility as parents to provide the best possible environment for our children to learn. Aligning our priorities to providing an education for our children should be the single most important task for all of us. As such paying the fees on time is an obligatory activity in this process.

3. Giving Effect to the Balance RO 5 Revision of Fee

As presented and agreed at the General Parents Meeting of 5th April 2011 and the subsequent circular dated 23.05.2011 the School revised its tuition fees upwards by RO 10 per child to be implemented on a staggered
basis. On 01.09.2011, the first part of the fee increase came into effect by increasing RO 5 per child and the balance increase of RO 5 per month came into effect from 01.03.2012. The Board consciously reviewed the possibility of postponing this revision. Given the accumulated losses incurred in the past in retaining the high standards of education such as having acceptable number of students per class, availing adequate teaching staff in the school and the increased monthly operational costs on an ongoing basis it was not possible at this juncture to avoid such a revision. As you are aware, the general price increases in most areas of costs including rent, electricity, salaries and utilities are also added factors that worsened the School’s financials. In order to remain financially viable the only regular income stream of the school which is the tuition fee needed to be adjusted. The Board is taking every effort to minimize the cost and increase the value for money of the parents.

4. Revision of Crèche Fee

It was with great concern the School informed the Board that few parents of Foundation Stage and Key Stage 1 classes were taking undue advantage of leaving their children under the premise of the crèche service. In one hand, this has caused problems to School as the effective time of the foundation classes’ teachers cannot be utilized for the preparations of next day lessons and teacher development activities. On the other hand, leaving children in the School without appropriate arrangement increases risks to the School. Hence, in order to discourage this current practice the Board decided to increase the crèche fees from RO 5 to RO 25 per month for a child. Further, the parents who wish to avail of this facility should complete the Crèche application form and obtain prior approval from the Principal through the class teacher. The crèche fee should be paid in advance before the beginning of each month for availing the services. This arrangement will be strictly followed with effect from 01.04.2012.

5. Cashier Counter

As per the Ministerial Decision dated 24.10.2011 issued by the Ministry of Manpower, the School will be operating with 5 day working days a week. Hence, the Cashier counter will be closed on Thursdays. However, considering the difficulties faced by the parents in effecting their fees and other payments the School has decided to keep the cashier counter opened in the evening from 5.00 p.m. till 7.00 p.m. daily from Saturday to Wednesday. I hope the parents will make use of this service effectively.

Thanking you

For and on behalf of the Board of Directors

K K Lalith Kumara

Hon. Chairman