



CIRCULAR FOR SESSION 2024

Dated:15/12/2023

Dear Parent/Guardian,

We would like to highlight a few points pertaining to the academic session 2024.

1. Transfer Certificate

- a. **THE LAST DATE FOR APPLYING FOR TRANSFER CERTIFICATE IS 15TH JAN. 2024**
- b. An application must be made in writing OR by email addressed to the Principal. (principal@rockvaleacademy.com)
Verbal / Telephonic requests will not be entertained.
- c. If the application is not received on or before the specified date then all fees upto to month of March 2024 along with the session fees will have to be paid in full.

2. Fees structure, bank details and payment instructions

- a. The fee structure for the academic session 2024 has been attached along with the payment schedule.
- b. All payments to be made in the school account at Indian Overseas Bank, Kalimpong
 - i. A/C Number 30640200000500, IFS Code IOBA0003064, Swift Code OBAINBB893.
- c. Alternative banks are
 - i. Axis Bank, Kalimpong (A/c 594010100004053, IFSC UTIB0000594, SWIFT AXISINBB035) and
 - ii. State Bank of India, Kalimpong (A/c 11283930826, IFSC SBIN0000105, SWIFT SBININBB335)
- d. **PLEASE PAY THE FEES ONLY TO THE SCHOOL ACCOUNT ONLY.**
 - i. **Send screenshot of payment by WhatsApp to 9434878580**
- e. **PLEASE DO NOT PAY TO ANY PERSONAL ACCOUNT.**

3. Text Books and Exercise Copies

- a. All exercise and text books for all classes will be available from the School from Wednesday, 7th of Feb 2024 between 9:30 a.m. to 12 noon from Monday to Friday and the payment for exercise copies and text books to be paid in **CASH** the School Office. Contact person: 62953 54602 / 80011 80540. Please call and confirm that books are available at the counter before reporting to school to collect the same.

4. School Office working hours during winter break

- a. School Office will remain open during the entire winter break from 9:30 a.m. to 12 noon from Monday to Friday except on Gazetted holidays.

5. School opening dates

- a. The new academic session for the year 2024 will start from Wednesday, 14 February 2024
- b. All boarders to report to the hostel by Sunday, 11 February 2024.

I would like to take this opportunity to wish you all a Merry Christmas and a Happy New Year 2024.

(Capt. P. M. Pradhan)
PRINCIPAL

Admission Enquiry: +91-78119 92020 / +91-94348 78580

Text Book Enquiry: +91-62953 54602 / +91-80011 80540

Accounts Enquiry: +91-7586095630 / +91-9434878580

Security Guard: +91-7477610020

Hostel Superintendent: +91-78119 92022

Administration: +91-94340 45295 (Principal), +91-98320 94747 (Vice-Principal),

Postal Address: 9th Mile, Rishi Road, P.O. & District Kalimpong, West Bengal, India, PIN – 734301

Email : principal@rockvaleacademy.com **Website:** www.rockvaleacademy.com