

CIRCULAR

TRAVEL ARRANGEMENTS – MONSOON VACATION – 2018

1. The School closes for its **MONSOON VACATION on Saturday 26th May, 2018**. Car batches will leave on **Saturday 26th May, 2018, after 'Beating the Retreat'**. Escorted batches will leave **on Sunday 27th May 2018**.
2. The School will reopen on Saturday 21st July 2018. All students are required to report before 05.00 pm on Saturday 21st July 2018.
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 20th January 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 20th January 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 May 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 May 2018. 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 **01st July 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.
8. **Please note that the flight departure from Coimbatore should be after 10.00 am and before 5.00 pm for the homeward journey.**
9. **Flight arrival at Coimbatore should be after 10.00 am and before 5.00 pm for the School ward journey.**
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 March 2018 for homeward journey and by the first week of June 2018 for school ward journey.

All parents are requested to return the attached proforma by 20th January 2018. Please give this requirement your top priority

Headmaster

**TENTATIVE TRAVEL ITINERARY FOR MAY 2018
(MONSOON VACATION)**

**Annexure-1
(Refers to para 3 of Circular dated 02.01.2018)**

Name of the Batch	Homeward Journey				
	Departure		Departure Train no/ Bus	Arrival	
	Date	Time		Date	Time
Bangalore	27.05.2018	07.15 am	From Ooty Bus Stand by KSRTC Bus	27.05.2018	03.30 pm
Mumbai	27.05.2018	08.45 am	From Coimbatore Railway Station by Lokmanya Tilak Express (11014).	28.05.2018	02.30 pm
Kolkata	27.05.2018	07.45 pm	From Mettupalayam Railway Station by Nilgiri Express (12672) / From Chennai Central by Coromandal Express (12842) Connecting Train) on 28.05.2018.	29.05.2018	11.50 am
Bhubaneshwar	27.05.2018			29.05.2018	04.35 am
Visakhapatnam	27.05.2018			28.05.2018	09.50 pm
Chennai	27.05.2018			28.05.2018	05.05 am
Hyderabad	27.05.2018			04.25 pm	From Coimbatore Railway Station by Sabari Express (17229).
New Delhi	27.05.2018	08.00 pm	From Coimbatore Railway Station by Kerala Express (12625)	29.05.2018	01.45 pm
Gwalior	27.05.2018			29.05.2018	08.25 am
Nagpur	27.05.2018			28.05.2018	08.05 pm
Vijayawada	27.05.2018			28.05.2018	10.00 am
Ernakulam	27.05.2018	07.00 am	From School by private Vehicle	27.05.2018	05.30 pm
Air Batch	27.05.2018		From School by private Vehicles		

Date: 02.01.2018

**TENTATIVE TRAVEL ITINERARY FOR JULY 2018
(MONSOON VACATION)**

**Annexure-2
(Refers to para 3 of Circular dated 02.01.2018)**

Name of the Batch	Return Journey				
	Departure		Departure Train no/ Bus	Arrival	
	Date	Time		Date	Time
Bangalore	21.07.2018	09.00 am	From Shanthi Nagar Bus Station, Bangalore, by KSRTC Bus.	21.07.2018	Arrival at Ooty Bus Station at 06.00 pm
Mumbai	19.07.2018	10.35 pm	From Lokmanya Tilak Station, Mumbai, by Lokmanya Tilak Express (11013).	21.07.2018	Arrival at Coimbatore Railway Station at 07.00 am
Kolkata	19.07.2018	02.50 pm	From Howrah Railway Station by Coromandal Express (12841) / From Chennai Central by Nilgiri Express (12671) Connecting Train on 20.07.2018.	21.07.2018	Arrival at Mettupalayam Railway Station at 06.15 am
Bhubaneshwar	19.07.2018	09.25 pm		21.07.2018	
Visakhapatnam	20.07.2018	04.20 am		21.07.2018	
Chennai	20.07.2018	09.15 pm	From Chennai Central by Nilgiri Express (12671)	21.07.2018	Arrival at Mettupalayam Railway Station at 06.15 am
Hyderabad	20.07.2018	11.15 am	From Hyderabad Station by Sabari Express (17230).	21.07.2018	Arrival at Coimbatore Railway Station at 08.40 am.
New Delhi	19.07.2018	11.25 am	From New Delhi Railway Station by kerala Express (12626).	21.07.2018	Arrival at Coimbatore Railway Station at 05.05 am
Gwalior	19.07.2018	04.10 pm		21.07.2018	
Nagpur	20.07.2018	04.10 am		21.07.2018	
Vijayawada	20.07.2018	03.00 pm		21.07.2018	
Ernakulam	21.07.2018	07.00 am	From Kaloor Stadium, Ernakulam, by private Bus.	21.07.2018	Arrival at School at 05.30 pm
Air Batch	21.07.2018		From Coimbatore Airport by private Vehicles.		

Date: 02.01.2018

TRAVEL REQUISITION

TO BE FILLED BY PARENTS AND RETURNED BY 20th JANUARY 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
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 May 2018
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7. Destination from which child(children) is/are to be escorted in July 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 for 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