

CIRCULAR
TRAVEL ARRANGEMENTS – WINTER VACATION – 2016

1. The School closes for its **WINTER VACATION on 26th November, 2016**. Car batches will leave on **26th November, 2016**. Escorted batches will leave on **27th November 2016**.
2. Classes V to X will report on **21st January 2017** before 5.00 pm after the **WINTER VACATION**.
3. Classes XI and XII will report on **8th January 2017**. There will not be any Escorted batches for classes 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. Coimbatore arrival details should reach the School on or before 20.12.2016. After the due date no information will be entertained.
4. 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 at 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.
5. **PLEASE RETURN THE ATTACHED PROFORMA DULY COMPLETED BY 20TH JULY 2016 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.
6. **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 20TH JULY 2016.**
7. **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 **15TH NOVEMBER 2016** 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 15TH NOVEMBER 2016. Parents are requested to please comply with this requirement.**
8. The School ward journey flight details should be sent to the School on or before **31ST DECEMBER 2016**. 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.
9. **Please note that the flight departure from Coimbatore should be after 10.00 am and before 5.00 pm for the homeward journey.**
10. **Flight arrival at Coimbatore should be after 10.00 a.m. and before 5.00 pm for the School ward journey.**
11. 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.
12. Pocket money for way expenses for the return journey must be given to the children by the parent.
13. 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 15th September for homeward journey and by 10th December for School ward journey.

All Parents are requested to return the attached proforma by 20TH JULY 2016 Please give this requirement your top priority

Headmistress

**TENTATIVE TRAVEL ITINERARY FOR NOVEMBER 2016
(WINTER VACATION)**

**ANNEXURE-1
(Refers to para 4 of Circular dated 27.06.2016)**

NAME OF THE PARTY	HOMEWARD JOURNEY				
	DEPARTURE		DEPARTURE TRAIN NO / BUS	ARRIVAL AT DESTINATION	
	DATE	TIME		DATE	TIME
BANGALORE	27.11.2016	07:15 AM	From Ooty Bus stand by K.S.R.T.C Bus.	27.11.2016	03:30 PM
MUMBAI	27.11.2016	08:45 AM	From Coimbatore Railway Station by Lokmanya Tilak Exp (11014).	28.11.2016	02:30 PM
KOLKATA	27.11.2016	07:45 PM	From Mettupalayam Railway Station by Nilgiri Exp (12672)/ From Chennai Central- by Coromandal Exp (12842) (Connecting Train) on 28.11.2016.	29.11.2016	11:50 AM
BHUBANESHWAR	27.11.2016			29.11.2016	04:35 AM
VISAKHAPATNAM	27.11.2016			28.11.2016	09:50 PM
CHENNAI	27.11.2016			28.11.2016	05:05 AM
HYDERABAD	27.11.2016	04:25 PM	From Coimbatore Railway Station by Sabari Exp (17229).	28.11.2016	01:40 PM
NEW DELHI	27.11.2016	08:00 PM	From Coimbatore Railway Station by Kerala Exp (12625).	29.11.2016	01:45 PM
BHOPAL	27.11.2016			29.11.2016	02:55 AM
NAGPUR	27.11.2016			28.11.2016	08:05 PM
VIJAYAWADA	27.11.2016			28.11.2016	10:00 AM
ERNAKULAM	27.11.2016	07:00 AM	From School by private bus.	27.11.2016	05:30 PM
AIR BATCH	27.11.2016		From School by private Vehicles.		

**TENTATIVE TRAVEL ITINERARY FOR JANUARY 2017
(WINTER VACATION)**

**ANNEXURE-2
(Refers to para 4 of Circular dated 22.06.2016)**

NAME OF THE PARTY	RETURN JOURNEY				
	DEPARTURE		DEPARTURE TRAIN NO / BUS	ARRIVAL	
	DATE	TIME		DATE	TIME
BANGALORE	21.01.2017	09:00 AM	From Shanthi Nagar Bus Station, Bangalore, by KSRTC Bus	21.01.2017	Arrival at Ooty Bus Station at 06.00 pm
MUMBAI	19.01.2017	10:30 PM	From Lokmanya Tilak Station by Coimbatore Exp (11013)	21.01.2017	Arrival at Coimbatore Railway Station at 07.00 am
KOLKATA	19.01.2017	02.50 PM	From Howrah Station by CoroMandal Exp (12841) / From Chennai Central by Nilgiri Exp (12671) Connecting Train on 20.01.2017.	21.01.2017	Arrival at Mettupalayam Railway Station at 06.15 am
BHUBANESHWAR	19.01.2017	09:20 PM		21.01.2017	
VISAKHAPATNAM	20.01.2017	04:20 AM		21.01.2017	
CHENNAI	20.01.2017	09:15 PM		21.01.2017	
HYDERABAD	20.01.2017	11:55 PM	From Hyderabad Station by (17230) Sabari Exp.	21.01.2017	Arrival at Coimbatore Railway Station at 08.40 am
NEW DELHI	19.01.2017	11:25 AM	From New Delhi Station by (12626) Kerala Exp	21.01.2017	Arrival at Coimbatore Railway Station at 05.05 am
BHOPAL	19.01.2017	09:40 PM		21.01.2017	
NAGPUR	20.01.2017	03:50 AM		21.01.2017	
VIJAYAWADA	20.01.2017	02:45 PM		21.01.2017	
ERNAKULAM	21.01.2017	07:00 AM	From Kaloor Stadium, Ernakulam by private bus	21.01.2017	Arrival at School at 06.00 pm
AIR BATCH	21.01.2017		From Coimbatore Airport by private Vehicles	21.01.2017	

TRAVEL REQUISITION

TO BE FILLED BY PARENTS AND RETURNED BY 20th JULY 2016.

1. Name of the parent: (in block letters)

2. Name(s) of children:-

(i)..... Class..... DOB.....Age..... Sex.....

(ii) Class..... DOB.....Age..... Sex.....

(iii) Class..... DOB.....Age.....Sex.....

3. Mode of Travel * * RAIL/ ROAD/ AIR

4. Whether under

* * (a) SCHOOL ARRANGEMENT / OWN ARRANGEMENT

(COIMBATORE AIRPORT DROP COMES UNDER SCHOOL ARRANGEMENT)

* * (b) HOMEWARD JOURNEY ONLY / RETURN JOURNEY ONLY / BOTHWAYS

* * Please strike off whichever is NOT applicable

5. Destination to which child /children is/are to be escorted in November 2016.

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6. Destination from which child/children is/are to be escorted in January 2017

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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 to 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. I also understand that if the ticket is not available in a particular train the school can book the ticket in any other train.

Place:

Date :

Signature