



THE VILLAGE

INTERNATIONAL SCHOOL
"We Nurture Dreams"

Kumaramangalam, Thodupuzha, Idukki, Kerala 685608, India



CIRCULAR 1 (AY - 2022-23)

Dear Parent,

Greetings from The Village International School! We are delighted to welcome you and your child to be a part of **'The Village'** family. The physical classes (offline mode) for the upcoming academic year will commence from the first week of June 2022. The exact reopening date will be intimated to you shortly.

Welcome to the 2022-23 Academic Year! The previous Academic Year 2021-22 had been a year of trials and tribulations and we as an educational institution can proudly look back at it and say that we did a wonderful job at trying to overcome the challenges because of our teamwork. We are excited to have our students back in our classroom and hallways filling them with energy and enthusiasm for learning.

At The Village, we have a great team of teachers who spend hours planning and creating classroom activities to engage our students in learning. Our teachers utilize researchbased best practices to set goals for both academic and holistic growth and improvement. Whether face-to-face or digital classrooms, our teachers and staff will give the best to you and your children. The target we set last year was to go from "Good to Great". We are so glad to inform you that we have achieved this goal to a large extent. We are rated as one of the top three schools in Kerala by **Brainfeed** a Premier Education Magazine in India. Kindly click on the Link to read the article:

CBSE Affiliation No: 930588; Kumaramangalam, Thodupuzha, Kerala 685608
E-mail ID: mail@villageschool.in Website: www.villageinternationalschool.com
Contact: 9744401975/9072401975/ 8848770056

<https://drive.google.com/file/d/1DsZaU0r7Gr0y1hPWWm1VTwIVSQqqyDvl/view?usp=sharing>

This year we are setting our target motto as **“TVIS going From Good to Great to Smart!!!”** To achieve this goal, we have a lot of exciting programs planned ahead for the next academic year. To begin with I am excited to inform our parents that we have been recruiting the crème de la crème of facilitators from around the country to take care of your wards at TVIS. We have planned for a lot of activity-based experiential teaching and learning opportunities for your wards and for this purpose we will be having a lot of outings for the students to enable them to learn from firsthand experiences. We are also thrilled to inform our parent and student community that we are starting evening coaching classes for all sports activities and will soon be having matches and competitions in the sports arena. The school doesn't promote or entertain tuitions other than remedial classes for weak students. However, based on academic performance of their wards, if required and requested by parents, private tuitions can be arranged on payment. Regular hobby sessions are conducted as part of our curriculum during normal school hours. Extra coaching can be arranged for all such hobby sessions such as swimming, karate, art, dance, skating, dance, music, and other sports activities for students if needed on payment basis. This year will see a sea of competitions in a myriad of activities in school literary and cultural fields in both individual and group items. In other words, TVIS will soon be known as **A School that never Sleeps!!!**

Getting to know Team TVIS

Our Leadership team consists of **Mr. Zacharias Jacob** (M. A Education, B.Ed TTC (KG & Primary) & MBA (Operations)) as the Principal & Academic Director along with three Vice-Principals and a KG Directress. **Ms. Zeema Viswanathan** (M.Sc. B.Ed.) in charge of Academics, **Dr. Benny Varghese** (Ph.d Psychology M.A.Psy, Nd, MTL D) in charge of Student Welfare and Research & Development, **Mr. Anilkumar M**(M.sc IT & Certified Trainer) in charge of Activities and **Ms. Deepa Raghu** (B.Com, Montessori Trainer) who is in charge of our Kindergarten Division.



Mr. Zacharias Jacob Kaitharam
as The Principal & Academic Director

MA in Education; B. Ed; TTC (KG & Primary) & MBA (Operations)
with over 35 years of Professional Experience as Facilitator, HOD,
Assistant Vice Principal & Vice Principal at Indian School Muscat, Oman



Mr. Anilkumar M as
Vice Principal - Activities

M.Sc. in Information Technology,
Certified Technology Trainer
with over 10 years of
Professional Teaching experience
as Facilitator & Activity Coordinator
at The Village International School,
Kerala.



Ms. Zeema Viswanathan as
Vice Principal- Academics

B.Ed., B.Sc. & M.Sc.
in Zoology with over 15 years of
Professional Teaching experience
as Trained Post Graduate
Facilitator at Indian School
Al Wadi Al Kabir, Oman



Dr. Benny Paduvan as Vice
Principal - Student Welfare and
Research & Development

MA (Psy), ND, MTL D, Ph. D:
Psychologist & Inclusive Education
Specialist with over 22 years of
experience in Career Aptitude
Testing, Analysis & Counselling with
12 years of experience as
Professional CBSE Counsellor



Ms. Deepa Raghu as
Kindergarten Directress

B.Com, Montessori Insight
Programme (Montessori
Trainer) with over 4 years of
Professional Experience as
Kindergarten Facilitator at
The Village International
School, Kerala.

Grievance Redressal: You are welcome to bring up any challenges that you have in reference to your ward's education at TVIS. Email ID will be mail@villageschool.in

All email IDs and WhatsApp numbers (including the Principal, VPs, HODs and other Teachers) will be made available in the school website shortly for your reference.

Communication Platform: WhatsApp Broadcast

Class Teachers will be broadcasting Circulars/Notifications and other important messages from the school to parents using WhatsApp Broadcast and the School Website. Please note that once you receive your class teachers contact number, please save it to your contacts for receiving the broadcast messages (Broadcast messages will not be delivered to the unsaved numbers). Always keep in touch with your class teacher as the first point of contact. Phone numbers of the class teachers will be shared to you before the commencement of classes in June 2022.

General Circulars from the school office will be broadcasted from **+91 9072401975** (Admin office number). Therefore, kindly save this number in your contacts of your mobile device.

ERP Software: Report Cards/Fee Payment

A user-friendly student information software (mobile application) called **MyClass Campus**, which is available on both App store (iOS) and Play store (Android) is used as a platform for accessing the report cards and for fee payment using online gateway (UPI, Credit/Debit Cards, Net banking etc.) Your fee paid receipts and other fee related information is also available on this application. Your existing login IDs and passwords in MyClass Campus will be carried over to the next academic year as well. Please keep updating the application on a regular basis. If you require any assistance related to MCC, please contact our IT Helpdesk Staff Mr. Praveen on +91 9633898976.

Online Class Platform: TVIS INSIGHTS E

The custom developed online platform INSIGHTSE will be used to conduct online classes if the situation so warrants. INSIGHTSE as you know, is an All-in-One website/platform where students will be able to join a scheduled online class, view the daily scheduled classes and access the recordings of the previously conducted classes. This platform also includes modules for online exams, assessments, homework/notes, and digital library.

The username and password for INSIGHTSE will be carried over to the upcoming academic year also. You can access the website from the URL: www.tvis.insightse.com

Contact our Registrar

In case you wish to contact the school office, please contact our Registrar **Ms. Preena Lakshmi** (For any general enquiries/enrollment/office related assistance) on **+91 9072401975** or email us at mail@villageschool.in. Kindly save this phone number and call us if you require assistance regarding the enrollment process, getting appointments, making requests and for any other requirements as we would be happy to be of service to you.

Student/Parent Counselling

TVIS offers both offline and online counselling services by our Vice Principal: (Student Welfare and Research & Development) Dr. Benny Varghese to our students as well as to our parents who are stressed out due to the situations caused by the pandemic. Dr. Benny Varghese Paduvan is an RCI registered Psychologist and disability specialist and a renowned CBSE approved professional student tele – counselor. He possesses a Doctorate in Psychology and has around 23 years of experience in dealing with the challenges faced by school going students and their parents. A list of counselling/student welfare services will be available in the school website shortly for your reference. Please contact the school administrator for booking your slots

May I call your attention to the following points at this point of time?

Procurement of Textbooks

Option 1: The Textbooks along with the Notebooks for each grade will be available for purchase at H&C Stores, Market Road, Thodupuzha from 22nd May 2022 onwards.

Option 2: You may also purchase the textbooks online from www.handcstores.com/school and get it delivered to your preferred address. Please note that the link will only be active from the 22nd of May 2022.

To purchase textbooks online, please follow the steps shown below:

Step 1: Go to www.handcstores.com/schools

Step 2: Click on “The Village International School”

Step 3: Register your account by entering the required details

Step 4: Go to your inbox (of registered email ID) and click on the link to activate your login

Step 4: Select your Class and Optional Language (if applicable)

Step 5: Add the books to your shopping cart and Place the Order by entering your shipping address

Procurement of Uniforms

The school has 3 sets of uniforms all of which including the Sports uniform, belt and socks are available for purchase at 'SEEMA'S Textiles', Thodupuzha. Parents may make their own arrangements for stitching adhering to the design pattern as prescribed by the school. Black school shoes to be purchased along with the uniform.

The uniform design and stitching specifications have been uploaded to the school website. Kindly click on this link to view the grade-wise design and stitching pattern of the school uniform: <http://www.villageinternationalschool.com/Uniforminfo.aspx>

Please note if you are unable to find the correct size of the Wednesday sports uniform for your ward, please contact our Utility Manager Mr. Vinod @ +91 9847960193.

Anti-Bullying Campus

We are proud to announce that The Village International School has been declared as an anti-bullying campus.



FEE STRUCTURE FOR ACADEMIC SESSION 2022-23

Fees applicable for Day-scholars: Annual Fee, Tuition Fee, Mess Fee & Transportation Fee

Fees applicable for Hostellers: Annual Fee, Tuition Fee, Mess Fee & Hostel Fee

Kindly click on the link to view the Fee Structure for the Academic Year 2022-23:

The Village International School – Fee Structure 2022-23

[http://www.villageinternationalschool.com/TVIS%20Fee%20Structure%202022-23\(1\).pdf](http://www.villageinternationalschool.com/TVIS%20Fee%20Structure%202022-23(1).pdf)

The Nurtury Kindergarten (LKG/UKG) – Fee Structure 2022-23

[http://www.villageinternationalschool.com/Nurtury%20Fee%20Structure%202022-%202023\(2\).pdf](http://www.villageinternationalschool.com/Nurtury%20Fee%20Structure%202022-%202023(2).pdf)

Yearly Recurring Fees: Payable in INR (Annual, Tuition, Mess, Transport and Hostel Fees)					
ANNUAL FEE (to be paid in June along with Term 1 fee)					7,000
TUITION FEES					
Grades	Tuition Fee Term 1 Jun 1 - Aug 15	Tuition Fee Term 2 Aug 16 – Oct 31	Tuition Fee Term 3 Nov 1 – Dec 31	Tuition Fee Term 4 Jan 1 - Mar 30	Total Tuition Fee
PRE-KG	12,000	12,000	12,000	12,000	48,000
LKG & UKG	9,000	9,000	9,000	9,000	36,000
Grades 1 to 4	10,750	10,750	10,750	10,750	43,000
Grades 5 to 7	12,250	12,250	12,250	12,250	49,000
Grades 8 to 10	13,750	13,750	13,750	13,750	55,000
Grades 11 & 12	15,250	15,250	15,250	15,250	61,000



MESS FEES

Grades	Term 1 Jun 1 - Aug 15	Term 2 Aug 16 - Oct 31	Term 3 Nov 1 - Dec 31	Term 4 Jan 1 - Mar 30	Total Mess Fees
Pre-KG to Grade 4	7,500	7,500	7,500	7,500	30,000
Grade 5 & above	8,500	8,500	8,500	8,500	34,000

TRANSPORTATION FEES

Distance Slabs	Term 1 Jun 1 - Aug 15	Term 2 Aug 16 - Oct 31	Term 3 Nov 1 - Dec 31	Term 4 Jan 1 - Mar 30	Total Transportation Fee
0-10 kms	6,750	6,750	6,750	6,750	27,000
11-25 kms	8,000	8,000	8,000	8,000	32,000
26 kms & above	9,250	9,250	9,250	9,250	37,000

HOSTEL FEES (Not applicable for Day-scholars)				
Term 1 Jun 1 - Aug 15	Term 2 Aug 16 - Oct 31	Term 3 Nov 1 - Dec 31	Term 4 Jan 1 - Mar 30	Total Hostel Fee
30,000	30,000	30,000	30,000	1,20,000

Fee Payment Schedule & Due Dates

Tuition Fee, Mess Fee and Transport Fees are payable in 4 installments. Due dates and delayed payment fines as shown below:

Terms	Due Dates
Term 1	Before June 10 without fine Before June 20 with fine (Rs.500/-) Before June 30 with Extra fine (Rs.1500/-)
Term 2	Before August 10 Before August 20 with fine (Rs.500/-) Before August 30 with Extra fine (Rs.1500/-)
Term 3	Before November 10 Before November 20 with fine (Rs.500/-) Before November 30 with Extra fine (Rs.1500/-)
Term 4	Before January 10 Before January 20 with fine (Rs.500/-) Before January 30 with Extra fine (Rs.1500/-)

Mode of Fee Payment (4 Options as shown below)

Option 1: Fees can be remitted **by Cash** at School Accounts Office

Option 2: Fees can be remitted **by Cheque** favouring to **Malayattil Foundation**

Option 3: Fees can be paid online through **MYCLASS CAMPUS** application using payment gateway (Credit/Debit Card, Netbanking, UPI)

Option 4: Fees can be remitted **by a bank transfer (IMPS/RTGS/NEFT)**, to the details mentioned below:

Account Details for Fee Transfer (NEFT/IMPS/RTGS)

Account Name: **Malayattil Foundation**

Bank: **South Indian Bank**

Account No: **0325081000000373**

IFSC: **SIBL0000325**

Branch: **Thodupuzha Main Branch**

Note for Online Bank Transfer: Please include your ward's full name and grade with division as reference for transferring fee via online bank transfer (IMPS/NEFT/RTGS). Parents must provide a proof of payment (screenshot or transaction reference) immediately after the bank transfer with details of the student and fee transferred to our Cashier/Accountant Mr. Akhil P M on his WhatsApp No: + 91 8129367963. Absence of this information may delay crediting the fess to the student's account.

Other Fee Information

1. There are a total of 4 terms (installments) in an academic year as mentioned above and each term duration is 2.5 months.
2. For any new admissions after the start of the academic year (between a term), the Tuition Fee, Mess Fee, Transport Fee and Hostel Fee (if applicable) will be payable on a prorata basis. However, Annual fee needs to be paid in full.
3. For any student taking TC in between the terms:
 - Tuition for the term must be paid in full.
 - Transport and Mess Fees and Hostel Fees will be payable on prorata basis.
 - No prorata calculation for Annual Fees
4. The Village International School reserves the right to withhold results, school certificates, transcripts, or any other information and /or documents until all outstanding dues are settled in full.
5. The Village International School reserves the right to modify the above terms and conditions to reflect changes in the law or our services.
6. Please note that the fee structure will be reviewed annually and are subject to change.

Referral Policy

1. Any parent, who refers a friend or family is eligible for the Parent Referral Reward, if the admission is confirmed and the payment of 1st term fee is paid by the referred student.
2. The Referral Reward of Rs. 10,000 per student admitted will be adjusted against the subsequent quarterly fee of the referral parent's child.
3. The referred parent has to notify the school through the referral form at the time of admission that they have been referred by the parents.
4. Referral Reward will not be applicable for the admission of the Siblings of the existing student.

Looking forward to your extended cooperation, support, and encouragement to team TVIS as we step together into a new era of teaching and learning from GOOD to GREAT to SMART. Thank you. Stay safe. Stay blessed!

Warm Regards,

Zacharias Jacob

Principal & Academic Director

The Village International School