

# PODAR INTERNATIONAL SCHOOL, HEBBAL, MYSURU

Circular to Grade 1 to 10

14<sup>th</sup> May 2026

**Subject: Reopening Day Circular A.Y. 2026-27**

Dear Parents,  
**Greetings from Podar International School, Mysuru.**

Please find below some important information.

**Re-Opening Dates:**

Re-Opening Dates	
Class	Date
Grade 2 to 10 & Nursery	21 May 2026
Grade 1 & Junior KG and Senior KG	25 May 2026

**Uniform & Text Book Purchase:** School uniforms & book sets can be purchased on online website, [www.shopforschool.in](http://www.shopforschool.in) or with the local vendor. Kindly follow the guidelines sent on 18 March 2026 for placing the order for the correct Book Sets online. Detailed circulars about text books and uniforms have been sent to you. Please revert back to school office for any further assistance. You are requested to place the order for the book sets and uniforms immediately if it is not done.

**Details of the local vendor:** Vastram Creations, #185, Mahadevgowda Circle, 5th Cross, 2nd Stage, Hebbal, Mysore-570016. Contact No.: 0821-3135479 / 9886223039 / 9964444461, Email ID: [vastramcreationsmysore@gmail.com](mailto:vastramcreationsmysore@gmail.com).

**Fee Schedule 2025-26:** The parents are requested to adhere to the schedule given below.

Installment	Class I – IV	Class V to X	Fee payment period
1 <sup>st</sup> Installment	Rs. 25,070	Rs. 27,310	On or before 15 <sup>th</sup> June 2026
2 <sup>nd</sup> Installment	Rs. 25,070	Rs. 27,310	15 <sup>th</sup> September to 15 <sup>th</sup> October 2026
3 <sup>rd</sup> Installment	Rs. 25,070	Rs. 27,310	15 <sup>th</sup> January to 15 <sup>th</sup> February 2027
Total	<b>Rs. 75,210</b>	<b>Rs. 81,930</b>	

**Note:** Fee for **new admission students:** Classes I to IV - Rs. 81,480/- and Classes V to X – Rs. 88,760/-.

**5% Discount on Annual Fee:** Please note parents can avail the 5% discount on the annual tuition fee if it is paid on or before 15<sup>th</sup> June 2026.

**10% Siblings Discount:** We are pleased to inform you that a 10% sibling discount on tuition fee is now available for the second child enrolled in our school, effective immediately. To avail this discount, please ensure that all previous year's fee dues are cleared. Parents who opt for the sibling discount are requested to verify the discounted amount displayed on the Loop portal before making the payment. Please contact the school office for any clarifications.

**EMI Facility Plan for School Fees Payment of AY 2026-27:** We are pleased to announce that our school has partnered with GrayQuest (GQ) to offer a convenient fee payment plan for the Academic Year 2026-27, allowing parents to **pay school fees in 10 equal monthly instalments (EMI) at zero extra cost, with no interest** or processing charges payable. This facility is available on the Loop Learning Portal and will only be open until the 1<sup>st</sup> instalment due date, i.e., **15 June 2026**, after which the deadline will not be extended further. Interested parents are requested to choose this option before the deadline date.

**Grayquest EMI facility for Transport Fees:** We are happy to announce that parents may opt for the Grayquest EMI facility for transport fees in AY 2026-27, allowing monthly instalments from the month the service is used; Grayquest adds a 5.55% surcharge on the payable amount, and parents choosing this option must select Grayquest as the payment mode on the Loop Learning portal.

**Attendance Pledge:** As we strive for excellence, we aim to achieve near 100% attendance in the upcoming academic year. To reinforce the importance of regular attendance, we will be distributing a hard copy of the "Attendance Pledge by Student" on the reopening day. We kindly request that students fill out the pledge form and return it to their class teacher on or before 1<sup>st</sup> June 2026. Together, let's make a commitment to attend school regularly and make the most of our academic journey!

**Loop Learning:** The Loop Learning portal is a dedicated platform for parents and school to connect, communicate, and collaborate. The parents can log into the portal for academic resources, announcements/messages/circulars from school (<https://www.looplearning.com>).

**Weekly Parent-Teacher Meeting :**

Parents can meet the respective subject teachers/class teachers on every Friday between 3.30 p.m and 4.30 p.m to discuss the progress of their ward.

**School Office:** For any queries or concerns regarding fees, admissions, or general information, please contact us during office hours between 9.00 a.m. to 4.00 p.m.

S.N	Designation/Department	Contact Number	E mail id
1	School Reception	0821 240 2004 / 8976964886	<a href="mailto:fde.mysore2@podar.org">fde.mysore2@podar.org</a>
2	School Administrator	86557 97333	<a href="mailto:admin.mysore2@podar.org">admin.mysore2@podar.org</a>
3	School Accountant	0821 240 2004 / 86556 86961	<a href="mailto:account.mysore2@podar.org">account.mysore2@podar.org</a>
4	Admission Counsellor	88288 99616	<a href="mailto:ac.mysuru2@podar.org">ac.mysuru2@podar.org</a>
5	School Transport Supervisor	8655808962	<a href="mailto:transportsupervisor.mysore@podar.org">transportsupervisor.mysore@podar.org</a>

**School Transport:** The parents who have not availed the school transport facility may contact the school office if they wish to. As there are fixed number of busses for the a.y 2026-27, the admission to transport will be based on first come first serve. Please note the **last date to pay the transport fee is 31<sup>st</sup> May 2026**

**School Timing and Punctuality:** The school operates from **8:45 am to 3:15 pm** with all **second & 4<sup>th</sup> Saturdays being holidays**. We emphasize the importance of punctuality, as it helps children develop discipline and appreciate the value of time, fostering positive changes and combating laziness. To uphold this value, students are expected to **arrive at school by 8:45 am sharp** every morning.

**Uniform Details and Schedule:** The parents are requested to go through the below mentioned uniform details and adhere to the same.

Type	Boys	Girls
<b>Regular Uniform</b>	<ul style="list-style-type: none"> <li>✓ beige trouser</li> <li>✓ blue long/short sleeve shirt</li> <li>✓ beige colour socks</li> <li>✓ black colour velcro/with lace regular shoes</li> <li>✓ canvas brown belt</li> <li>✓ navy tie</li> <li>✓ Hoodie Zip Jacker Or Navy Sweater (mandatory for winter)</li> <li>✓ navy blazer (optional)</li> <li>✓ brass metal badge</li> <li>✓ Other items are optional</li> </ul>	<ul style="list-style-type: none"> <li>✓ blue short sleeve shirt</li> <li>✓ beige colour skirt</li> <li>✓ blue hairband</li> <li>✓ braided / canvas brown belt</li> <li>✓ beige colour stocking</li> <li>✓ black colour velcro regular shoes</li> <li>✓ beige colour socks</li> <li>✓ navy blazer (optional)</li> <li>✓ Other items are optional</li> </ul>
<b>Sports Uniform</b>	<ul style="list-style-type: none"> <li>✓ aqua P.T. polo t-shirt</li> <li>✓ grey P.T track pant</li> <li>✓ black colour velcro sports shoes</li> <li>✓ beige colour socks</li> <li>✓ Other items are optional</li> </ul>	<ul style="list-style-type: none"> <li>✓ aqua P.T. polo T-shirt</li> <li>✓ grey P T track pant</li> <li>✓ black colour velcro sports shoes</li> <li>✓ beige colour socks</li> <li>✓ Other items are optional</li> </ul>

**Uniform Schedule for the Academic Year 2026-27 (Grades 1 to 10)**

**Sports Uniform** to be worn on all Tuesday and Thursdays of the week and **regular uniform** to be worn on remaining days

**Hair Dressing:**

**Boys:** Normal haircut. Stylish or indecent haircuts are not permitted.

**Girls:** Double ponytail/two braided plait hairstyle with blue colour hair band is mandatory.

**Taking Students Home During Class Hours:** To ensure uninterrupted learning and maintain the smooth functioning of the school, we kindly request that you refrain from picking up your child during school hours (except in cases of emergency or illness). In such exceptional circumstances, the school will notify you to collect your child. We appreciate your cooperation in adhering to this policy, as outlined in the detailed circular shared earlier through the Loop portal.

**Forming Whatsapp Groups:** The school does not encourage any student to form any whatsapp groups for any school related/subject related projects. The students must refrain from doing it. The school has created only one Whatsapp community group for each class in order to communicate any messages to be sent in a short notice.

**Usage of Foul Languages:** The students must refrain from the usage of foul languages. The teachers will guide and motivate the students on the same on a daily basis. We request the parents' cooperation in this regard.

**Usage of Social Media:** At times we find that a few students are found using the social media platform for evil purposes. The teachers, guide and motivate on the same through digital citizenship programme. The parents are requested to monitor their wards on the same.

**Phone Call To Teachers:** You are requested to use the school portal or school diary for the communication to the teachers; avoid sending Whatsapp messages to the teachers. Kindly refrain from calling the teachers on their phone during the school hours and other times. Parents may telephone the school office only if absolutely necessary. Parents may meet the principal, vice principal, coordinators and teachers by prior appointment only and on the scheduled open days.

**Bringing Prohibited Things to School:** The students are prohibited to bring unwanted items to school such as mobile phones, perfume, expensive pens, fancy pens, fancy pencils, fancy scales, fancy geometry boxes, toys, smart watches etc. Students shall not bring knife and scissors unless they have been informed in writing by teachers. No chocolates and other eatables are allowed at school except lunch box and snack box. However chocolates are allowed only on the birthday of the student. If the students are found bringing the prohibited items which hinder their studies, they will be confiscated by the class teacher. Also the students are requested not to wear any golden ornaments or any other items which may be a hindrance to their sports and other physical activities.

**Leadership Transition:** We are pleased to inform you that **Mr. Martin Arockia Raj**, who has been serving as the **Vice Principal** of our school, has been promoted to the position of **Principal** and has been transferred to **Podar International School, Davangere, Karnataka**.

**Vice Principal:** We are pleased to inform you that **Ms. Shahwar Begum**, Secondary Coordinator and TGT (Social Science), has been promoted to the position of Vice Principal.

Ms. Shahwar brings with her 14 years of dedicated service at Podar International School and a total of 18 years of rich teaching and administrative experience. We are confident that her expertise and commitment will greatly contribute to the continued growth and effective administration of the school. We congratulate Ms. Shahwar Begum and wish her all the very best in her new role.

With regards,



PRINCIPAL