



SYNA INTERNATIONAL SCHOOL, KATNI

Date: 22th December 2025

Dear Parents,

We wish to share a few important instructions and updates for your kind attention and cooperation.

1. Winter Break & Reporting Instructions

The **Winter Break** commenced from **22nd December 2025** will conclude on **5th January 2026**. Parents are requested to ensure that their child reports back to school **positively on 5th January 2026, latest by 5:00 PM**. Late reporting beyond the stipulated time will attract a **late reporting penalty**, as per school norms.

2. Implementation of New ERP – INOCRYPT IMS

The school is pleased to inform you that a new ERP system, **INOCRYPT IMS**, is being implemented. Parents are requested to **download and begin using the new ERP** at the earliest for all academic, administrative and fee-related communications. Feel free to contact Mr. D.C. Mishra-8889308918 / Ms. Lakshana Nigam-9399885597 for Login credentials and detailed instructions.

3. Fee-Related Information and other documents

We have already sent the following important documents with your ward for your reference: **Fee Due Letter, Fee Structure for the Academic Session 2026–27, School Newsletter – December 2025**, kindly review the same carefully and adhere to the timelines mentioned therein.

4. Transfer Certificate (TC) Applications

Parents who wish to apply for a **Transfer Certificate (TC)** for their ward must submit the application **on or before 15th February 2026**. Any TC application received after this date will result in the **charging of one term's fee**, as per school policy.

5. Annual School Tour (26 March – 1 April 2026)

The **Annual School Tour** is scheduled from **25th March to 1st April 2026** to the following destinations: **Class 5 & 6- Hyderabad / Class 6 & 7-Manali / Atal Tunnel, Rohtang / Class 8 & 9- Darjeeling and Gangtok / Class 11- Chopta Chandrashila-Himalayan trek in Uttarakhand**. A consent letter has already been sent to parents. Kindly read it carefully, sign it and send it back with your child after the winter break.

7. Winter Study Camp:

The school is currently conducting its Winter Study Camp for a sound preparation of board examination classes X & XII, which commenced on **23rd December** and will conclude on **8th January 2026**. This is a highly structured, rigorous, and result-oriented academic programme, designed to strengthen conceptual clarity, enhance exam preparedness, and instil disciplined study habits among students. The camp has witnessed remarkable academic success in previous years and continues to be an integral part of the school's commitment to excellence in learning.

8. Important Academic Dates (January – March 2026)

- **Preliminary Examinations (Classes X & XII):**
28 January – 7 February 2026
- **Promotional Examinations (Classes IX & XI):**
16 February – 27 February 2026
- **Result Declaration & PTM (Classes IX & XI):**
7 March 2026
- **Promotional Examinations (Classes I–VIII):**
14 March – 25 March 2026
- **Result Declaration, PTM (Classes I–VIII) & Graduation Ceremony:**
2 April 2026

We value your continued support in ensuring discipline, punctuality, and academic excellence. For any clarification, please feel free to contact the school office during working hours.

With warm regards

Mr. Kamal Sarecha
Head Master – Day School

Dr. Lokesh Dubey
Head Master – Boarding

Dr. Aditya Kumar Sharma
Director Principal
SYNA INTERNATIONAL SCHOOL, KATNI