



โรงเรียนสารสาสน์เอกตรา

SARASAS EKTRA SCHOOL



SES 392/2023

Sarasas Ektra School
7th March 2024

Subject Events Schedule

Dear Parents,
Please see the school's events schedules as follows:

1. Events to take place in March–May 2024

Date	Events	Year level/Remark
23 rd Feb.- 8 th Mar. 24	Order and pay for textbooks for the academic year 2024. (More information in topic No. 3)	According to the message sent by the school in the IM and SB on 22 nd February 2023, parents can access the ordering page on the school's website or through the provided link: www.ektra.ac.th Or scan the QR code:  Textbooks will be prepared according to the orders made and paid within the time given. Please note that no extra textbooks will be allocated later.
15 th Mar. 24	Collecting Por Phor. 6 (Report Card) (Students please wear school uniforms)	All year level from 8.30 a.m. - 12.00 p.m.
<p>Parents will meet and talk with their student's homeroom teacher in the following areas:</p> <p>NC. at the ground floor of Building 1 KG.1-3 at Canteen 1 Building Y.1 at the ground floor of Dominic 1 Building. Y.2-3 at the ground floor of Dominic 2 Building. Y.4 at the ground floor of Building 4. Y.5-6 at the ground floor of Dominic 1 Building. Y.7-12 at the ground floor of St. John Baptist Building. Enter: Sathupradit 28 Alley, Leave: Sathupradit 26 Alley</p> <p>Enter and leave: Sathupradit 20 Alley</p> <p>*In case students are unable to come on March 15th, they will receive their Report Cards at the beginning of the semester 1/2024. For Y.12, they can receive them on 10th April 2024.</p>		
29 th Mar. 24	Announce student's grade for semester 2/2023 via Application School Bright	Grades for Y.1-12 can be checked via the School Bright Application from 8.30 a.m. onward.
28 th Mar.- 25 th Apr. 24	Ektra Summer Camp 2024 *No class on Chakri Day and Songkran Day on 8 th , 12 th , 15 th and 16 th April 2024.	As posted in the IM and SB on 16 th February 2024, parents can see detailed information at the link: https://shorturl.at/nuxOW Or scan the QR code:  All courses can be registered and paid at the admin. office, starting from 19 th February 2024 onward.



Tel : 0-2212-9930-1, 0-2213-0117
Fax : 0-2674-0499



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Date	Events	Year level/Remark
6 th Apr. 24	National Holiday Chakri Day	School close, no class for all departments
10 th Apr. 24	Receive graduation documents (Por Phor.1).	<ul style="list-style-type: none">For students Y.1-5, Y.7-8 and Y.10-11 who submitted their resignation within 15th Mar. 24 and already paid for the tuition fee for semester 2/2023.Students Y.6 and Y.9 can receive graduation documents in the following cases<ol style="list-style-type: none">Who submitted their resignation and already paid all fees for the previous semesters up to semester 2/2023.Who will continue the study and already pay all fees for semester 1/2024.
	Receive graduation documents Por Phor.6 (Report Card), Por Phor.1 and Por Phor.2 *Those who have already received their report card on 15 th Mar. 24 will only receive Por Phor.1 and Por Phor.2.	For Y.12 students who already paid all fees for the previous semesters up to semester 2/2023.
12 th -16 th Apr. 24	National Holiday Songkran Day	School close, no class for all departments
30 th Apr. 24	Last day of student's resignation (Except KG.3, Y.6, and Y.9 - resignation schedule will follow the regulation from the form parents already submitted)	Students of all Years (Except KG.3, Y.6, and Y.9) who do not wish to continue their studies in the next academic year <u>must submit their resignation no later than 30th April 2024.</u> If later than that, it will be assumed that the student wishes to continue his/her studies in the next academic year. <u>If resigning after 30th April 2024, the first-semester fee of the new academic year must be paid to receive educational documents.</u>
13 th -14 th May. 24	Announcement of the student's name list and school timetable for semester 1/2024.	All departments check name list and timetable via App School Bright and IM. 13 th May. 24 : NC.-KG.3 14 th May. 24 : Y.1-12
14 th -16 th May. 24	First day of the first semester of the academic year 2024. (The afterschool classes of Thai academic will start from the first day of school.)	14 th May. 24: NC.-KG.1 15 th May. 24 : KG.2-3 16 th May. 24 : Y.1-12

Note:

- Parents can check press releases and activities from all communication channels of the school such on Facebook: Ektra Activities, at the Important Messages room (via Google Classroom), website: www.ektra.ac.th and School Bright Application.
- Schedules may be changed, please follow the next press release.



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2. Education documents request

If parents wish to request any education documents, please fill out and submit the General Form (Petition for General Purpose) at the Administration office. It will take 5-7 working days to process your documents. For parents who still have an overdue amount, all fees must be paid in full before receiving the documents.

3. Textbook ordering

Parents who are not ordering the books can place an order through the school's website www.ektra.ac.th and can make payments until 8th March 2024.

****Book orders cannot be paid through the School Bright application.**

The process of ordering and paying for textbooks.

1
Order textbooks through the school website www.ektra.ac.th and complete the payment

by 23rd Feb. - 8th Mar. 2024

(*Unable to make payment through School Bright*)

Login

Username : Student ID No.

Password : Student ID No. + the first three letters of your birth month. The first letter is capital followed by *. For example 12345Jan*

Payment in cash



Contact the administration department for payment

Working hours of the Administration Department

Monday - Friday	07.00 AM - 4.30 PM.
Saturday	08.30 AM - 4.00 PM.

Closed on Sunday and public holiday

2 Payment by bank transfer



1. Click "Click transfer to make a payment"
2. Transfer money to the provided account, fill in the details and attached payment slip.
3. Press the payment notification button.
4. Check the status of successfully completed orders along with the purchase order evidence in the "Message" menu on the School Bright application after notifying the payment for 7 business days.

In the case of placing an order through the system **but do not making the payment by 8th March 2024**, the system will cancel the order and there will be no reservation of textbooks. Parents must make arrangements to provide textbooks for students themselves.

Note :

Due to restrictions on the purchase and delivery time of textbooks, parents must place orders in advance.

1. The School will arrange textbooks based on the total amount of paid purchases. There are no reserved textbooks for later sale.
2. Once payment has been completed, it cannot be changed, canceled, or refunded under any circumstances.
3. In the case of a student resigning, the school cannot refund the payment as it has already been submitted to the publisher. Please collect the textbooks by 31st Oct. 2024. If not collected within the deadline, they will be retained by the school for future use.



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4. Tuition fee payment channels

Parents can choose the following options to pay the tuition fees:

Tuition Fee Payment Channel

Parents can pay tuition fee via 2 channels

1. Contact to pay at the Administration Office  or
2. More convenient to pay through School Bright Application 
(Save travel time and check the payment status in the app immediately)

Payment Methods	Payment Channels	Additional Fees	Getting a receipt	
			Pay at the Administration Office 	Pay via the App 
 Cash		-	get receipt immediately	-
 Pay Through QR Code System	 	-		The receipt will return to student by the 10 th day of the following month
 Pay by Visa, Master Credit Card issued only in Thailand are permitted. Diner, Amex, JCB, UnionPay and Credit cards issued by foreign Banks are not accepted.	 	1.7%		
 Pay via credit card, Kasikorn Bank, can choose to pay in installments 0% for 3 months. *Only Full amount payment.		1.7%		-

Note Paid tuition fees will cut off all outstanding balances in the previous semester first. In case of payment via School Bright App, if parents choose to pay across the semester, the system will automatically pay outstanding balance of the old semester.

Information updated on 23rd February 2023.

5. Schedule for the opening of stationery and school uniform room during summer break.

Open as follows: 30th Mar.-25th Apr. 24 and 7th - 13th May. 24 from 8.00 a.m. - 4.00 p.m.

*Closed on Saturday-Sunday and National Holidays.

6. Working hours of the Administration Office

Before Summer Camp and before the opening of semester 1/2024 : 8.30 a.m.-4.00 p.m. and during summer camp (26th Mar.-25th Apr. 24) : 07.30 a.m.-4.00 p.m.

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