## School Timings



<u>Summer Timings</u>: <u>Gate Timings</u>

7:15 am to 1:30 pm Gate will be closed at 7:20 am

**Winter Timings:** 

7:45 am to 2:00 pm Gate will be closed at 7:50 am

\* Entry will not be allowed after the gate is closed.

Students should reach the school five minutes before the bell rings.

Office Hours: 8:00 am to 4:00 pm (Monday-Saturday).

<u>Meeting with the Principal:</u> The parents can meet the Principal between 9:00 am to 11:00 am on Wednesday and Friday and on PTM days or on any working day by prior appointment from the school reception.

<u>Meeting with the Vice-principal/Academic Coordinator</u>: The parents can meet the Academic Coordinator between 11:00 am to 2:00 pm on Monday, Wednesday and Friday, and on PTM days or on any working day by prior appointment from the school reception.

<u>Meeting with Teachers:</u> Parents can meet on PTM days or during weekdays only by prior appointment. They are not permitted to go to the classrooms to meet the teachers during regular teaching periods.

<u>Parent Teacher's Communication:</u> All important circulars, notices, assignments, syllabus and activities happening in the school are communicated through the school almanac and website.

**Note:** Any urgent message may be communicated to the school reception telephonically. Phone calls from parents for any teacher or student during school hours will not be entertained.