

COMMUNICATION WITH SCHOOL

This chart has been prepared for the convenience of parents, ensuring they are informed about the appropriate contacts for the matters outlined below. It's important to keep in mind that the front desk office is available as a **FIRST POINT** of contact for discussing and resolving all issues you may have. If your concern remains unresolved or requires more time for resolution after discussing it with the front desk officer, please submit a written request (application or email) to the front desk officer to schedule a meeting with the relevant person.

1. Front Desk Office First Point Of Contact <ul style="list-style-type: none"> - Admissions - Information - Registration - Withdrawal - Fees Vouchers - Request/Complaints - Queries - Student Record - Student Services - Shifting schedule - Appointment fixtures - Events - Recruitment - <i>Unspecified matters included</i> 	DAYS & TIMINGS MONDAY TO FRIDAY 8:00 AM to 2:00 PM
2. (a) Coordinator (KBPG) By Appointment <ul style="list-style-type: none"> - Parent Education - Parent Orientation - Pedagogical Issues - Individualized Support 	DAYS & TIMINGS TUESDAYS & THURSDAYS 8:00 AM to 9:00 AM & 1:30 PM to 2:00 PM
2. (b) Lead Teacher By Appointment <ul style="list-style-type: none"> - Early Morning Arrival - Class Activities and Progress - Progress and Assessment Reports 	DAYS & TIMINGS TUESDAYS & THURSDAYS 8:00 AM to 9:00 AM & 1:30 PM to 2:00 PM
3. Principal By Appointment <ul style="list-style-type: none"> - GHM Academic Policies - Student Progress - Admission Assessment 	DAYS & TIMINGS MONDAY TO FRIDAY 8:00 AM to 9:00 AM & 1:30 PM to 2:00 PM
4. Resident Director By Appointment <ul style="list-style-type: none"> - KBPG & GHM Academic Policies - Public Relation - Students Progress - Admission Assessment 	DAYS & TIMINGS MONDAY TO FRIDAY 9:30 AM to 12:00 PM
5. Director By Appointment <ul style="list-style-type: none"> - Legal Matters 	

