
COMMUNICATION POLICY

- All communication between parents and teachers must be conducted **only through the School Almanac or the official class What Sapp group**.
- Parents must regularly check the **Accevate App** for circulars and important updates. Kindly obtain your ward's User ID and Password from the class teacher.
- **Direct Calling Policy:**
Calling teachers during school hours or at odd hours is strictly prohibited. Parents are not permitted to contact teachers after **4:00 PM**.
Any communication received after school hours will be responded to on the next working day.
- Misbehavior, disrespectful language, or inappropriate conduct towards any staff member will not be tolerated and may invite strict action.
- To meet the Principal or school authorities, parents must schedule a prior appointment through the School Almanac or by contacting the school reception. The date and time will be communicated accordingly.
- For any academic or behavioural concerns, a written note must be submitted in the School Almanac.
- It is the responsibility of parents to regularly check the Almanac and ensure that all notes and circulars are duly signed.
- Parents are not allowed to visit the school premises without prior appointment for safety and security reasons.
- For fee payments or related queries, parents may visit the school **during dispersal hours or on Saturdays only**. All regular fee payments will be accepted **online only**.

LEAVE POLICY

- **Planned Leave:**
For any planned absence, parents must fill the prescribed 'Leave Record' given in the School Almanac, sign it, and get the class teacher's signatures in advance.
 - **Medical Leave:**
In case of illness, relevant medical documents and a valid medical certificate must be submitted to the school. ₹
 - **Health & Safety Advisory:**
If the child is suffering from fever, severe cold, cough, or any contagious illness, parents are requested not to send the child to school, as it may lead to infection among other students.
 - **Uninformed Absence:**
If a student remains absent without prior information for more than **two consecutive weeks**, the student's name will be struck off the rolls.
Re-admission will be treated as a fresh admission and will be subject to payment of applicable admission fees.
 - **Long Absence Communication:**
In case of prolonged absence, the school will issue an official letter/email. Parents must respond in writing within the stipulated time mentioned in the communication.
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