



Banyan International School

Jeevan Nagar, Babliana, Jammu, J&K 181101

Circular No: - BIS/Adm/57/2022-23

20th August, 2022

Dear Parent

Greetings from BIS Fraternity!

The students have started showing good deal of improvement in the way they maintain all the aspects of their school uniform. Yet, a few deviations such as putting on odd hair style, using unspecified colours of frames for spectacles, keeping long nails, heena and unpolished shoes, smart watches are coming into our notice. You are requested to correct such deviations, if found, in your ward.

We seek your kind cooperation on the following aspects that will make our system more robust and extend convenience to you: -

- 1) Phone calls should be made to the teachers & coordinators between 2:00pm – 4:00pm/ Accounts Dept. between 9:00am to 3:30pm/Front Office/Admission Department between 7:30am to 4:30pm / Transport Dept. between 6:00am to 5:00pm / Administrator between 8:00am to 3:00pm only, on all working days.
- 2) You may call at given schedule only.
- 3) Staff members are not allowed to pick or answer parents' calls other than the given schedule; also they are not responsible for calling back.
- 4) You will be appreciated to send a diary note or a WhatsApp/Text message.
- 5) If parents face any problem while communicating with Teachers/Dept. or they are dissatisfied with the conversation, they may immediately bring this matter to the Principal/Administrator by sending an email or WhatsApp/Text message.
- 6) For any serious matter which can't be delayed and seems necessary to bring to the knowledge of School Administration, you may WhatsApp or send Text message to the administrator.
- 7) If any trouble is faced to get satisfactory answer apart from academic matters, call should be made to the Administrator for clarification or for further assistance as per the above-mentioned time schedule.

You may meet the principal on all working days from 12:30 to 1:30pm (By prior appointment only)

Seeking your kind cooperation.

Sd/-

Dr Rajesh Gandral
Principal