

# **SINDHI MODEL MATRICULATION HR. SEC SCHOOL**

## **PHONE CALL GUIDELINES**

Dear Parents,

We request you to kindly follow the below mentioned phone call guidelines to teachers and school.

- Parents can contact school office at 044 42816162/6382717733 to speak to teachers or Academic Coordinators only during school hours. Kindly refrain from contacting personal numbers of staff.
- Do not call any staff after school hours i.e after 3.30 pm.  
Parents may call at given schedule only. No parent will be allowed to call after the scheduled working hours.
- Students' calls are totally prohibited; in any case it should not be violated.
- Parents should be very polite while communicating with our staff.
- If parents face any problem while communicating with Teachers or they are dissatisfied with the conversation, they may immediately bring this matter to the Academic Coordinators.
- Staff members are not allowed to pick or answer parents' calls other than the given schedule; also they are not responsible for calling back.
- Parents are requested to take minimum time for the discussion over phone.
- If any trouble is faced to get satisfactory answers from teachers or coordinators, the same can be informed to School Admin which shall be taken to the knowledge of Principal for further assistance.

Kindly co-operate with the guidelines to make time more productive.

**Smt. Lakshmi Saikumar**

**Principal**