

## JHPS – COMMUNICATION PROCESS (ACADEMIC)

Dear Parents,

Keeping in view the safety protocol during the present pandemic times, it is not possible to have physical meetings often. Hence, we have planned the following communication process for a better coordination between the parents and the school.

<b>1. Whatsapp communication</b>	The WhatsApp Groups are created only for <u>communication from the school (one way)</u> to respective classes and <b>section</b> students.
<b>Note</b>	Please note that the parents cannot send any messages with in this Whatsapp group.
<b>2. Parent Communication</b>	For any academic queries parents can contact the respective coordinators, as per the schedule given below:

### A) Phone Calls:

COORDINATOR	PHONE NUMBER	Time: 2:30 p.m. to 4:00 p.m.  Days: • Tuesday  • Thursday  • Saturday
<b>Pre-Primary</b> (LKG & UKG)	9849990755	
<b>Elementary</b> (CLASSES I & II)	9849996680	
<b>Primary</b> (CLASSES III, IV & V)	9949489035	
<b>Middle School</b> (CLASSES VI, VII & VIII)	9949487461	
<b>Secondary</b> (CLASSES IX & X)	9849991618	
<b>Senior Secondary</b> (CLASSES XI & XII)	9949486832	
<b>Online Teaching</b> (LKG – XII)	9849996422 8125126251	
<b>External Competitions</b>	9154816869	

### B) Email Correspondence

COORDINATOR	E-Mail
<b>Pre-Primary</b> - LKG & UKG	<a href="mailto:coordinatorkg@jhpublicschool.com">coordinatorkg@jhpublicschool.com</a>
<b>Elementary</b> - Classes I & II	<a href="mailto:coordinatorelementary@jhpublicschool.com">coordinatorelementary@jhpublicschool.com</a>
<b>Primary</b> - Classes III, IV & V	<a href="mailto:coordinatorprimary@jhpublicschool.com">coordinatorprimary@jhpublicschool.com</a>
<b>Middle School</b> - Classes VI, VII & VIII	<a href="mailto:coordinator.middle@jhpublicschool.com">coordinator.middle@jhpublicschool.com</a>
<b>Secondary</b> - Classes IX & X	<a href="mailto:coordinatorsecondary@jhpublicschool.com">coordinatorsecondary@jhpublicschool.com</a>
<b>Sr. Secondary</b> - Classes XI & XII	<a href="mailto:coordinatorsr.sec@jhpublicschool.com">coordinatorsr.sec@jhpublicschool.com</a>
<b>Academic</b> - Vice-Principal	<a href="mailto:viceprincipal@jhpublicschool.com">viceprincipal@jhpublicschool.com</a>
<b>Online Teaching</b> - LKG – XII	<a href="mailto:online@jhpublicschool.com">online@jhpublicschool.com</a>
<b>External Competition</b>	<a href="mailto:external@jhpublicschool.com">external@jhpublicschool.com</a>

### C) Appointments

In case, parents want to meet teachers/ coordinators /Vice-Principal/Principal in person, they can do so by taking prior appointment through mail/call/visit, as per the schedule given below:

MEETING WITH	TIMINGS	DAYS OF VISIT
Class Teachers & Subject Teachers	2:30 p.m. to 4:00 p.m.	<ul style="list-style-type: none"> <li>• MONDAY</li> <li>• WEDNESDAY</li> <li>• FRIDAY</li> </ul>
Principal, Vice-Principal & Coordinators	3:00 p.m. to 4:00 p.m.	

## **JHPS – COMMUNICATION PROCESS (ADMINISTRATION)**

**Dear Parents,**

For the smooth coordination between the parents and the school regarding **administration related issues/concerns**, we are sharing the following communication process:

### **FIRST LEVEL:**

<b>Department</b>	<b>E-mail</b>	<b>Phone No:</b>	<b>All working days between 10:00 a.m. and 3:00 p.m.</b>
Office	<a href="mailto:office@jhpublicschool.com">office@jhpublicschool.com</a>	9849991598	
School Fees	<a href="mailto:schoolfees@jhpublicschool.com">schoolfees@jhpublicschool.com</a>	9849991167	
Transport	<a href="mailto:transport@jhpublicschool.com">transport@jhpublicschool.com</a>	8179117374	
Admission (Class XI)	<a href="mailto:Admission@jhpublicschool.com">Admission@jhpublicschool.com</a>	9502999228	
Accounts	<a href="mailto:accounts@jhpublicschool.com">accounts@jhpublicschool.com</a>	9849991162	
General	<a href="mailto:info@jhpublicschool.com">info@jhpublicschool.com</a>	040-23548584/ 040-23607797	

### **SECOND LEVEL:**

In case, the parents want to know any further information or escalate the issue, they can contact as follows:

<b>Administration</b>	Principal	<a href="mailto:principal@jhpublicschool.com">principal@jhpublicschool.com</a>
<b>Academic &amp; Admin</b>	Chairman	<a href="mailto:chairman@jhpublicschool.com">chairman@jhpublicschool.com</a>

**Note:** Phone numbers/Emails are subject to change

Principal