



SGS2025-26 Circular No.0069A

Date: 11.04.25

Dear Parents,

Namaskar!

We hope your child has adjusted well to the new class and is finding joy in attending school.

We would like to highlight some important points and request your cooperation in adhering to them, to facilitate the smooth operation of the school.

### **Communication Methods**

Recognizing the significance of effective communication in our interactions with parents, we encourage you to utilize the following channels for seamless communication with teachers and the administration:

- The chat feature on the ERP system is available for direct communication with teachers.
- Alternatively, you may send an email to the class teacher.
- The almanac can also be used to reach out to the class teacher.

Please remember that for any academic inquiries, the class teacher should be your first point of contact, and her email address has already been provided to you.

**For transportation-related questions, please contact Mr. Amit Pal at [transport@sparshglobalschool.com](mailto:transport@sparshglobalschool.com).**

**For IT issues, reach out to Mr. Pankaj at [it@sparshglobalschool.com](mailto:it@sparshglobalschool.com).**

**For inquiries regarding fees, please get in touch with Mr. Deepak at [account@sparshglobalschool.com](mailto:account@sparshglobalschool.com).**

**To schedule an appointment with the Headmistress, please email [hm@sparshglobalschool.com](mailto:hm@sparshglobalschool.com), and for appointments with the Principal, contact [info@sparshglobalschool.com](mailto:info@sparshglobalschool.com)**

### **Visitor Management System**

Parents visiting the school for matters related to fees, uniforms, books, etc., are required to enter through **Gate No. 1**. We kindly request that you adhere to the visitor management system to ensure the safety and security of all children on campus. If you are picking up a child from school, please remember that carrying an escort card is mandatory; without it, the child will not be released.

### **For Walkers' Entry and Exit:**

**Gate No. 3** is designated for the entry and exit of walkers.

Entry: The school gates will close at **8:35 AM** sharp, and no child will be permitted to enter the school grounds after this time. We request that you respect these timings.

Exit: The gates will open for walkers only after the buses have departed from the school premises, specifically between **12:45 PM and 1:00 PM for Pre-Primary students** and from **2:45 PM to 3:00 PM for students in grades 1-11**. Parents will not be allowed to enter the school before the buses have left.

**School Rules:**

**For any inquiries you may have, we kindly ask that you review the following pages to familiarize yourself with the school's established rules and regulations. This will help facilitate the smooth operation of the school.**

School Uniform- The rules mentioned on pg- 13 to be followed.

Fee Rules- The rules mentioned on pg-15 to be followed.

General Guidelines- The rules mentioned on pg-17 to be followed.

Transport Rules- The rules mentioned on pg-20 to be followed.

Regards

Principal SGS