

**COMMUNICATION PROTOCOL FOR PARENTS AND TEACHERS**

Dear Parents,

1. Teachers may be contacted after school hours or on holidays only in case of emergencies between 5 pm to 6 pm.
2. Routine matters like homework, syllabus, exam dates will be notified in the school diaries. Kindly check the diaries on a regular basis.
3. PTM will be the primary platform to discuss your child progress. If further discussion is required a prior appointment may be scheduled through the school office.
4. Teachers will respond to queries within 48 working hours, kindly avoid multiple reminders within this period.
5. All interactions should remain respectful, constructive and focused on child wellbeing.
6. We seek your continued cooperation in adhering to these guidelines so that teachers can dedicate quality time both to their classroom teaching and addressing parental concerns in a structured manner.

Ms. Priyanka Trivedi  
Principal  
APS Bhopal