



CIRCULAR
SCHOOL COMMUNICATION PROCESS
CLASSES NURSERY TO XII

Ref: JHPS/CIR/PAR/02/2026-27

Date: 03.02.2026

Dear Parents,

You are requested to follow the communication process given below:

First Level Contact:

DEPARTMENT	MOBILE NO.	EMAIL
ADMINISTRATION:		
Appointments	040-35169389	appointments@jhpublicschool.com
Office	040-23548584/ 040-23607797	office@jhpublicschool.com
School Fees	9849991167	schoolfees@jhpublicschool.com
Transport	8522871114	transport@jhpublicschool.com
Admissions	040-35169388 9502999228	admissions@jhpublicschool.com
ACADEMICS:		
Academics (Pre-Primary, Elementary, Primary, Middle, Secondary and Senior Secondary)	040-35169390 040-23548584/ 040-23607797	academics@jhpublicschool.com
External Competitions	9154816869	external@jhpublicschool.com
Second Level Contact:		
Headmistress (Pre-Primary and Primary)	-	primaryhm@jhpublicschool.com
Headmistress (Secondary and Senior Secondary)	-	secondaryhm@jhpublicschool.com
Principal	040-35169378	principal@jhpublicschool.com
Director	-	director@jhpublicschool.com

Note: Meeting timings in the school: All workings days between 03:00 pm to 03:30 pm.
(Preferably with prior appointment).

- **However proper prior appointment** of the Principal/Heads shall be taken over phone or email to meet personally and discuss/represent issues/grievances in writing for addressing them by the management after due verification of facts in reasonable time.
- **We expect parents to cooperate** with us in dealing with any **issue amicably, as and when it arises.**
- Please address your mails **only to the concerned department e-mail.**
- **Do not mark copies to all departments** as it will be a disturbance to everyone and **such mails may not get due attention.**

MODES OF COMMUNICATION

1. COMMUNICATION THROUGH E-MAILS

It is observed that few parents are sending Emails and expecting the School to reply and resolve them immediately. We bring to your notice that it is not possible to monitor the emails and address them instantly as the staff will be occupied with the affairs of the students and school. We can attend to such mails only after school hours and need time to verify the facts internally.

Therefore, parents may note that the **E-mails of parents will be mostly looked into and can be attended only after school hours between 2:30 p.m. and 4:00 p.m.**

In simple issues, replies will be given by email. In cases where it is not be possible to resolve through mails, parents will be given appointment at school to discuss in detail and resolve their issues after making our internal enquiries. Parents are therefore requested to give time to the school to verify the facts before contacting you.

2. COMMUNICATION BY PHONES

The school has around 3000 students and it may be difficult to reach the School staff as phones are few and busy. Therefore, it is recommended to take a necessary appointment from the School through email or collect the Appointment request form at the Reception for the appointment.

3. WHATSAPP COMMUNICATION

The Whatsapp groups are created by the school only for one side communication from the school to respective classes and section students. Please note that the parents cannot send any message within this Whatsapp group.

The school shares photos, videos and links of class activities, parent days, special assemblies, annual day and any other special event organized by the school.

4. ALMANAC COMMUNICATION

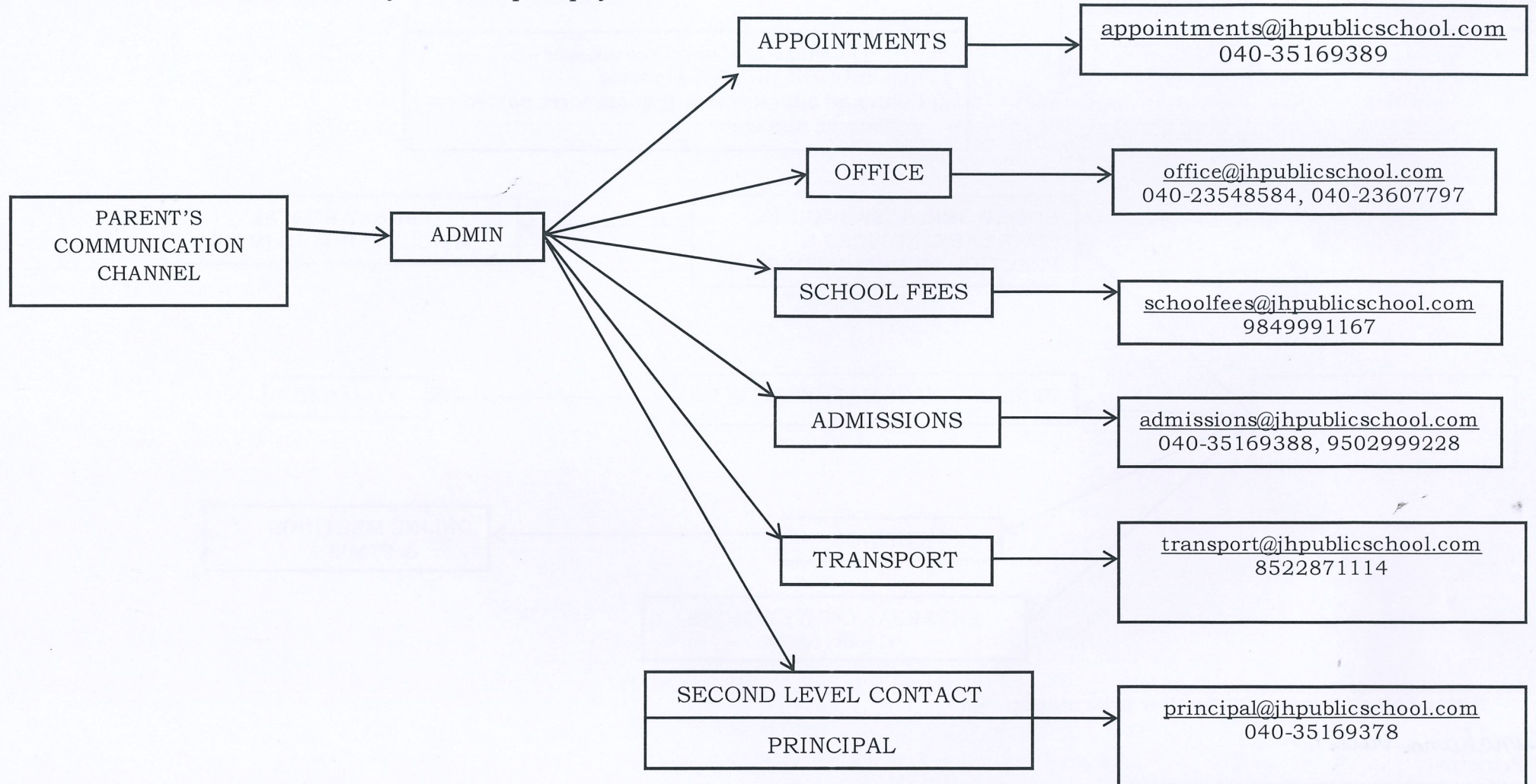
The Almanac has to be used for correspondence between parents & school staff related to academics, conduct of the student and leaves.

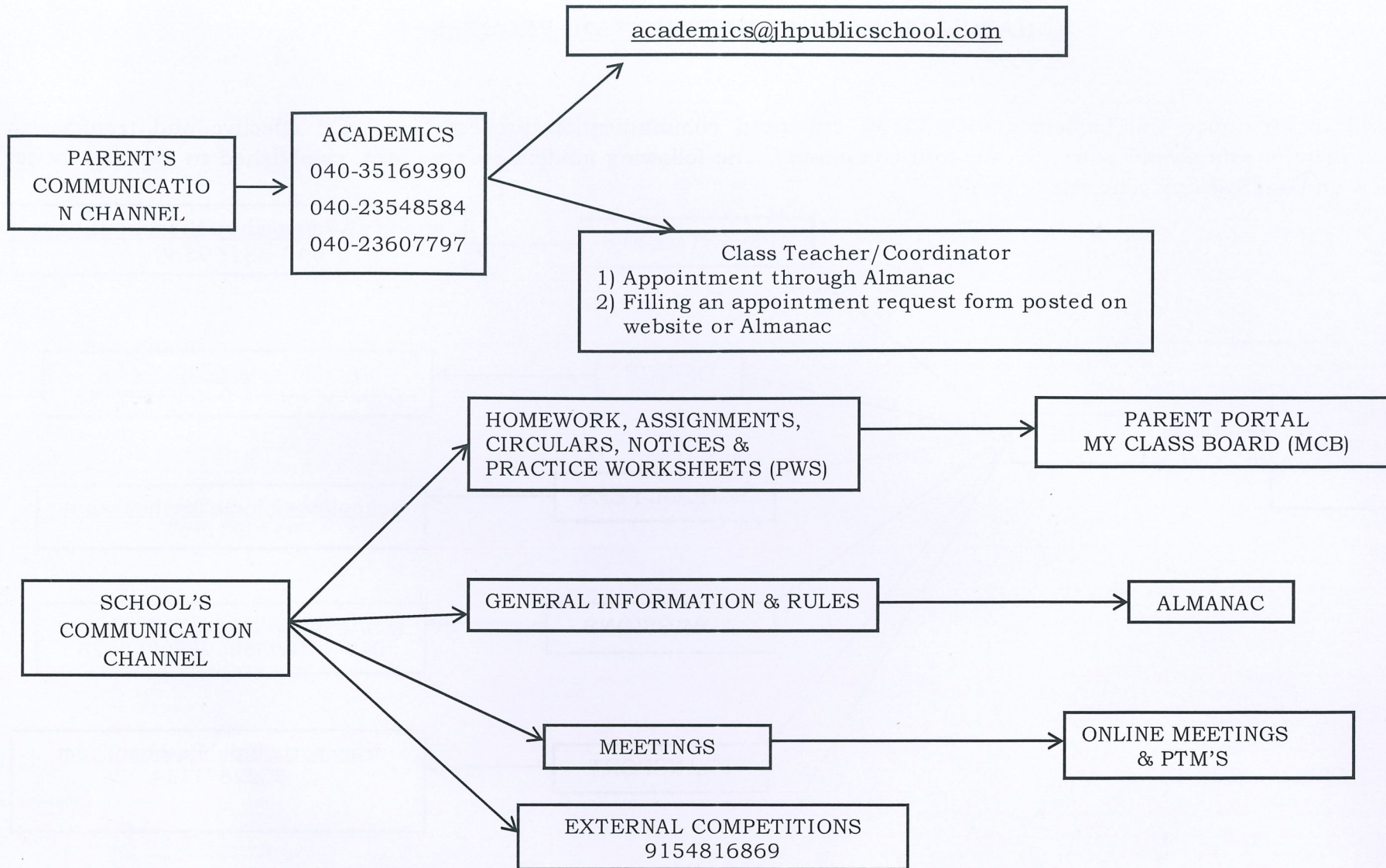
The Almanac is **not supposed to be used for urgent matters** and **non-academic matters** such as **transport** etc.

ENHANCED SCHOOL COMMUNICATION PROCESS

Dear Parents,

We are pleased to announce the implementation of an enhanced communication process to ensure effective and transparent communication between the school and our esteemed community. The following guidelines have been established to facilitate better information flow and address any concerns promptly.





Note: Refer Almanac for further information.

Kanchana Valli
Principal
JHPS