



### **Subject: Lines of communication**

EIS's approach towards education is based on continuous evaluation of every child's capabilities and accordingly guides each student in a unique manner to improve his/her existing skills; hence, building an interactive relationship with the parents and guardians is very important to us.

In order to facilitate a smooth operation and effective communication, EIS will be holding Parent Teachers conference as mentioned in the academic calendar. Student planner /e-planner must be used for daily communication between parents and EIS staff.

Parents are requested to make an appointment with the **students' affairs** office if they want an appointment with any teaching faculty or management team on any other day or for conducting any celebrations.

To ensure a smooth and effective meeting, no parents/visitors will be allowed to carry any electronic device inside the administration area and will be requested to handover for safe keeping with **students' affairs** office (**Mobile phones are not allowed in any meeting**).

It is strictly prohibited for parents to communicate or talk or verbally threaten any other students inside the school campus. Please do not hesitate to contact the administration office if you have any concerns.

**\* No parents or students from other grades are allowed to enter the classrooms after 7:00 am or during an academic session. Parents are not allowed to communicate with teachers directly unless a prior appointment has been taken. To ensure a proper feedback, parents are directed to make an appointment with students' affairs office.**