



G.D Goenka School, Indirapuram

Circular for Grade Nursery- XII

GDGPS/IP/202324/ACA-

Date:22.02.2024

Dear Parents

Greetings!

As part of our ongoing commitment to ensuring a smooth and effective communication channel between the school and parents, we would like to introduce our grievance redressal system.

In the event that you encounter any issues or grievances regarding the child's education or well-being, we kindly request you to follow the designated procedures/steps outlined below:

1. Write in Almanac or Email: Feel free to write down your concern in child's almanac or send us an email detailing the nature of the issue. Prior appointment must be taken through almanac as a medium of communication. The student must bring the almanac daily to school for smooth communication and share with the class teacher seeking signature.

2. Consult Class Teachers: If the concern remains unresolved, we encourage you to approach child's class teacher. They are readily available to address any academic or behavioural concerns. To meet the teacher ,please schedule an appointment in the almanac before hand.Meetings are available from 2:15 pm to 2:45 pm on regular days and from 2:15 pm to 3:45 pm on Wednesdays.

3.Reach Out to Wing Incharges: If the issue persists, you may escalate it to the respective wing incharges through a prescheduled meeting.They will liaise with the appropriate authorities to ensure that your concern is thoroughly addressed and resolved.

4.Emergency Assistance at School Reception: In urgent situations or emergencies, you are welcome to visit or call the school reception. Our staff will provide immediate assistance and ensure that your concern is given the utmost attention. Let us ensure that our communication is characterized by empathy, kindness, and mutual respect.

“Patience is not the ability to wait but how you act while you are waiting”

Additionally, for specific queries:

For **accounts**-related matters, please contact Ms.Avneet at 9999574500

For **transport**-related concerns, please contact Mr.Bhupender at 8588887364.

For **specific grievances**, you may contact School Reception .

We humbly implore you to entrust us with your grievances. While the resolution may require some time, we beseech your patience and faith in our institution. Believe in our sincere dedication to addressing every concern brought forth, ensuring that necessary actions are promptly taken.

Thank you for your continued trust and support in our school community.

Warm regards

