



# VANASTHALI PUBLIC SCHOOL

## Circular

Circular :VPS/ADM/48

24,JAN 2026

### **Subject: Communication Guidelines for Parents, Important Update Regarding Teacher Communication Protocol**

**Dear Parents and Guardians,**

**To ensure that our teachers can dedicate their full attention to classroom instruction and provide a safe, focused learning environment for your children, we are implementing the following communication guidelines effective immediately:**

#### **1. Communication During School Hours**

**Teachers are strictly prohibited from answering personal phone calls or responding to messages during school hours. If you have an urgent query, doubt, or need to share information regarding your child or school matters, please do not call the class teacher directly.**

**Instead, please contact the school Office at the official numbers provided below:**

**Front Desk: 9910928931**

**Administration: 8130906519**

**The office staff will ensure that any urgent messages are relayed to the teacher or relevant department at the appropriate time.**

#### **2. Direct Communication with Class Teachers**

**We understand the importance of the parent-teacher partnership. If you wish to speak directly with your child's class teacher, please observe the following:**

**Timing: Calls should only be made after school hours between:5.00 pm -6.00 pm**

**Purpose: Use this time for non-urgent academic updates or specific concerns that do not require immediate office intervention.**

### **3. Scheduled Meetings**

**For detailed discussions regarding your child's progress, we encourage you to schedule a formal meeting or wait for the designated Parent-Teacher Meetings (PTM).**

**We thank you for your cooperation in minimizing classroom disruptions and helping us maintain a high standard of education for all students.**

**Warm regards,  
Principal**