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Lt. Col. Mehar Little Angels Sr. Sec. School

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Ref. No.: LAPS/CIRCULAR/11/2026-27

Date: ...29-07-2026...

CIRCULAR

Subject: Meeting with the Head of School (By Prior Appointment Only)

Dear Parents,

To facilitate effective communication between parents and the School while ensuring the smooth conduct of academic and administrative activities, it has been decided that parents who wish to meet the Head of School (HOS) may do so every Saturday between 10:00 a.m. and 2:00 p.m., strictly by prior appointment.

1st Saturday of the month - Classes Pre - Primary to IV

3rd Saturday of the month - Classes V to VIII

4th Saturday of the month - Classes IX to XII.

Parents are requested to seek an appointment at least one working day in advance through the School Reception, School Office, Student Diary, or in the ERP Portal they can log in to Concern Management Tab, fill in the details and seek appointment. While requesting an appointment, the following particulars must be provided:

- Name of the Student
- Class, Section, and Admission Number
- Name of the Parent/Guardian
- Contact Number
- Purpose of the meeting, along with a brief description of the issue(s) to be discussed

These details will enable the School to examine the matter in advance, keep the relevant records ready, and ensure that the meeting is meaningful, focused, and productive.

Parents are requested to:

- Arrive at the scheduled appointment time.
- Maintain proper decorum and courtesy while on the school premises.
- Refrain from visiting classrooms or directly approaching teaching staff during school hours without prior permission from the School authorities.
- Avoid raising grievances or creating disturbances at the school gates, reception area, or other common areas. Any concern should be brought to the notice of the School through the prescribed appointment process.

The School reserves the right to reschedule an appointment due to unavoidable academic or administrative commitments. In such cases, the concerned parent will be informed in advance.

The School values a positive and constructive partnership with parents and looks forward to working together in the best interests of every child.



With Regards,
Baljinder Singh Malia
Director of Administration
Chairman, SMC