



SHARJAH INDIAN SCHOOL – Boys Branch, Juwaiza

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OUR VISION
Educate Enlighten Empower

Circular No. SIS Juwaiza/006/2021-2022

18/05/2021

Dear Parent

Greetings from Sharjah Indian School Juwaiza.

We would like to bring your kind attention to the following matters for the smooth conduct of daily office affairs in the school.

1. Parents are advised to get a prior appointment to meet the Principal, Headmaster and Supervisors. Parents can fill the pro forma which is available on our website and send it to **boys@sissharjah.com** requesting for an appointment by mentioning the details of the student (**Name, Class/Sec and G.R.No**) and the purpose of visit.

Since we have received many suggestions and complaints from parents, the following modalities will be implemented for the smooth conduct of the school office affairs with effect from **Sunday, 23/05/2021**.

It is advisable to send the request well in advance as "First in First out" priority will be given for the appointment. Only one appointment will be given for a parent in a week.

2. Please note that there are many meetings scheduled by SPEA during the school hours with prior notice and we cannot abstain from such meetings.

In addition to these class observations, learning walks and internal meetings are also scheduled in the school which will cause delay in meeting the parents who come without prior notice.

3. Time is precious for everyone and we are sure that parents will appreciate these arrangements.
4. We are very considerate about our students and parents and we wish to provide the best service to them always.
5. **Communication with the teachers** will be from **5:00 p.m. to 6:30 p.m. (only on working days)**. Teaching profession is a noble profession where teachers have to prepare their lesson plan and study materials for the classes of next day during their off school hours. This is very important for improving the students' achievements in the scholastic and non-scholastic areas. Therefore parents are requested to kindly cooperate and adhere to the timings.

With every good wish


18/05/2021

MOHAMMED AMEEN
ACTING PRINCIPAL

