



JESUS' SACRED HEART SCHOOL DX-1, SOUTH CITY, LUDHIANA

CIR NO: JSHS/0477/0423

DATE: 17.04.2023

Dear Parents,

JSHS team is always ready to help you to solve your problems but the real problems can only be sorted out if parents call up at reception only for major issues. Kindly take care of following before calling up at reception:-

1. Avoid calling to check out well being of your child. Please don't send child to school if child is unwell. We will inform ourselves if child gets unwell in the school.
2. Avoid calling in case of lost things. Train your child to take care of his/her belongings. You can also send a diary note to the class incharge. School is not responsible if expensive things are sent to the school and lost here.
3. Please avoid calling for a casual talk or feedback from the subject teacher/ activity teacher. In case some serious academic or activity feedback is required, you can talk or meet on Saturdays (except second Saturday) with prior appointment as mentioned in the school diary.
4. In case of bullying, hitting or any kind of potential harm to the child, **please call at the reception immediately.**
5. In case of wrong message received for absenteeism through software, **please call immediately.**
6. In case of chronic / serious illness of child, all kind of relaxations will be provided if there is a mail/application along with medical certificate and submit the application at reception or send it via email. Please note that no verbal conversations with any member of the school will be taken into consideration.
7. Information regarding holidays / uniform/ timings / timetable/ activities is provided through activity calendar/ circulars / school diary notices. Please refrain from calling at front desk for the same and check the details given in various documents before calling.
8. All the fee details, fee receipts for the income tax purposes etc. are given on the portals and website. To access the portals kindly download mobile app from playstore/app store or visit school website(www.jesussacredheart.com) and click on the student portal link and use the following credentials:
School ID: JSHS (for mobile app)
Username: JSHS_____adm no.
Password: Password@123 'P' is in upper case
Kindly refer these details before calling up at the front desk.
9. In case of one/two day leave on any normal working day fill in the leave record page given in the school diary. In case of permission/information regarding leaves during normal days/exam days/project days then a mail on school email id (info@jesussacredheart.com) will only be accepted. Calls won't be entertained for the leaves from the parents/students. School will give a call for concern/disciplinary action in case of long absence without information.
10. All those parents who call daily or many times in day are requested to use the facility in more judicious way.

Please help us to serve you better by avoiding unnecessary calls as important and serious help seekers gets no chance to speak to us while answering unnecessary calls.

(Principal)