CIRCULAR
SCHOOL COMMUNICATION PROCESS
CLASSES UKG TO X

Ref: JHPS-R/CIR/PAR/04/2026-27 DATE: 25.06.2026

Dear Parents,
You are requested to follow the communication process given below:

First Level Contact:

DEPARTMENT	MOBILE NO.	EMAIL
ADMINISTRATION:		
Appointments	**9346784119**	appointments@jhpsrampally.com
Office	**9849992807** **9515943805**	office@jhpsrampally.com
School Fees	**9849991585**	schoolfees@jhpsrampally.com
Transport	**9849998441**	transport@jhpsrampally.com
Admissions	**9515943805**	admissions@jhpsrampally.com
ACADEMICS:		
Academics	**9346784119** **9849996431**	academics@jhpsrampally.com
External Competitions	**9849992591**	external@jhpsrampally.com
Second Level Contact:		
Headmistress	-	hm@jhpsrampally.com
Principal	-	principal@jhpsrampally.com
Director	-	director@jhpublicschool.com

***Note*:** Meeting timings in the school: All workings days between 03:00 p.m. to 04:15 p.m. (Preferably with prior appointment).

- **However proper prior appointment** of the Principal/Heads shall be taken over phone or email to meet personally and discuss/represent issues/grievances in writing for addressing them by the management after due verification of facts in reasonable time.
- **We expect parents to cooperate** with us in dealing with any **issue amicably, as and when it arises.**
- Please address your mails **only to the concerned department e-mail.**
- **Do not mark copies to all departments** as it will be a disturbance to everyone and **such mails may not get due attention.**

MODES OF COMMUNICATION

1. COMMUNICATION THROUGH E-MAILS

It is observed that few parents are sending Emails and expecting the School to reply and resolve them immediately. We bring to your notice that it is not possible to monitor the emails and address them instantly as the staff will be occupied with the affairs of the students and school. We can attend to such mails only after school hours and need time to verify the facts internally.

Therefore, parents may note that the **E-mails of parents will be mostly looked into and can be attended only after school hours between 3:15 p.m. and 4:15 p.m.**

In simple issues, replies will be given by email. In cases where it is not be possible to resolve through mails, parents will be given appointment at school to discuss in detail and resolve their issues after making our internal enquiries. Parents are therefore requested to give time to the school to verify the facts before contacting you.

2. COMMUNICATION BY PHONES

The school has around 600 students and it may be difficult to reach the School staff as phones are few and busy. Therefore, it is recommended to take a necessary appointment from the School through email or collect the Appointment request form at the Reception for the appointment.

3. WHATSAPP COMMUNICATION

The Whatsapp groups are created by the school only for one side communication from the school to respective classes and section students. Please note that the parents cannot send any message within this Whatsapp group.

The school shares photos, videos and links of class activities, parent days, special assemblies, annual day and any other special event organized by the school.

4. ALMANAC COMMUNICATION

The Almanac has to be used for correspondence between parents & school staff related to academics, conduct of the student and leaves.

The Almanac is **not supposed to be used for urgent matters** and **non-academic matters** such as **transport** etc**.**

5. WEBSITE COMMUNICATION

The school will post circulars, events, achievements etc. on regular basis.

6. MCB COMMUNICATION

My Class Board (MCB) has parent portal where school sends circulars, home works, practice worksheets (PWS), weekly log sheet etc. on regular basis.

7. MEETING AT SCHOOL

Parents can visit the school on any working day between **3:15 p.m. and 4:15 p.m.** preferably with a prior appointment unless it is an emergency. The appointment request form is available at the Reception counter/format in school almanac or it can be also downloaded from www.jhpsrampally.com/downloads.

IMPORTANT NOTICE

- Parents are requested to have restraint and patience and without being fully aware of the facts **do not come to a conclusion based on hearsay or rumors.**
- Parents are requested **not to post on any private whatsapp groups controversial comments without ascertaining the facts** from the school. Such actions may lead to confusion among the other parents and the staff of the school. If it is established that any parent is responsible for spreading baseless rumours without ascertaining the facts, **the school will be forced to take necessary action.**

GENERAL INSTRUCTIONS

- The appointment request form is available at the Reception counter/format in the school almanac or it can be also downloaded from www.jhpsrampally.com/downloads.
- Parents should immediately notify to the school office email id of any change of address or telephone number through a letter addressed to the Principal which will help for timely communication.
- Parents are requested not to disturb the teachers in person or on phone during School hours other than the specified visiting hours.
- Only parents or guardians, as specified in the admission form will be allowed to attend the PTM.

JHPS-R