



Mount Litera Zee School

Delhi Road, Baraut, Uttar Pradesh - 250611

Email: mountliterazeeschoolbaraut@gmail.com

Website: mlzsbaraut.com | Ph. 8941080023, 7055236977



School Code. 60940

An English Medium, Co-educational Sr. Sec School
Affiliated to CBSE - New Delhi

Affiliation No. 2132273

MLZS/Admin/Circular/2021-22/01

13April 21

General Information Circular- 2021-22

Dear Parents/Guardians,

We have already entered in session 2021-22 and I wish the coming session be more productive and progressive. We would be able to cover up all the learning gaps in the time to come. I appreciate the patience of all the parents that they have shown and bore with the school. Things are settling down and we are on a recovery path.

As you know online classes for all grades have been initiated for the time being (till 30 April 21) as per Govt orders and the school would try its level best to meet the learning needs of students. The school is ready for regular physical classes and waiting for the green signal from Govt to start. The school is safe for the children; only need is that we are to train and educate our children for the new normal.

For the better functioning of the school system and to provide better services to all parents/guardians, new procedures have been placed. You are requested to go through and deal accordingly to save your time and unnecessary hassle :

1. Complaint Redressal System :

Parents/Guardians are requested to speak to the **executive @ 8941080023** and get their concern registered. Ask for the registration number for future reference if the need be. The concern would be addressed by the respective in-charge and you will be informed for the same.

2. Transport Status :

For transport's current issue, please connect to transport in-charge **Mr Jitender @ 8273857870**. He would resolve the issue. If problem still persists you may get this registered with the school and follow the procedure told in point number 1.

3. Accounts & Administration : Mr Rahul Chaudhary, School Administrator @7055236977 can be contacted for any administrative support and Mr Deepak Sharma, Accountant @8445761344 can be contacted for any accounts related query.

4. Meeting with Teacher : Meeting with teacher on a normal working day (when classes are going on) is not possible due to busy schedule, however an appointment can be sought from **reception @ 8941080023** for the meeting, which would be arranged if feasible, please be on time in such case. If meeting is not possible due to any reason then, you can speak to the teacher or coordinator concerned latest by 16:00 Hrs. (Parents are advised not to call after 16:00 hrs). However parents can visit the school on Saturdays for meeting the teacher without appointment between 14:00-15:00 Hrs. Parents can discuss the matter with class teacher at the time of care call also.

It is always advisable to make call to the teacher concerned through registered(with school) number only or from the number informed to the teacher already, otherwise teacher may not pick the call.

5. Meeting With Principal : School administration is always there for students and their parents/Guardians. Meeting with principal is subject to prior appointment (through school **reception @8941080023**) to save your time of unnecessary wait, in the waiting room. However Saturdays are open for meeting with Principal without appointment from 09:00 Hrs to 10:00 Hrs.

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Note : (i) Parents must ensure that phone number provided to the school by you is not be used by any unauthorized person, specifically to call the teacher. Parents would be responsible for any kind of conversation done from their number with any of the staff member by anyone. You are also advised to be watchful that links for zoom classes shared by the teacher for your ward is not forwarded to one who is not authorized to take class.

(ii) Kindly avoid using informal language while dealing with any staff member, your conversation with staff may be recorded for training and analysis purpose.

Child is our common responsibility (of parents' and school's) let's join our hands for his / her development and give our best.

Admission for Session 2021-22 for classes Nursery – IX & XI (all subjects) are open. You may visit school on any working day from 09:00 hrs to 15:30 hrs. You are also requested to promote the school to other parents also who are unaware about the school to admit their wards .

Parents' cooperation for smooth Functioning and Growth of the school is solicited.

HAPPY LEARNING !!!

**(Nishant Kumar)
Principal**