



Ref No. : JDSPS/25-26/JULY/009

Date: 22nd JULY, 2025

Notice

Dear Parents,

Greetings from JDS Public School!

To help us respond to your queries efficiently and minimise waiting time, please take note of the designated days and time slots for meeting various school officials. Whenever possible, kindly seek a prior appointment through the school office.

Meeting Schedule

Official	Days	Timings	Notes
Principal	Monday–Friday	9:15 a.m.–1:00 p.m.	Also available on 2nd & 4th Saturdays: 9:30 a.m.–1:00 p.m.
Co-ordinators	2nd & 4th Saturdays	9:30 a.m.–1:00 p.m.	See class-wise names below.
Class Teachers	2nd & 4th Saturdays	9:30 a.m.–1:00 p.m.	
Subject Teachers	2nd & 4th Saturdays	9:30 a.m.–1:00 p.m.	
Special Educator	Monday–Friday	9:15 a.m.–1:00 p.m.	Also 2nd & 4th Saturdays: 9:30 a.m.–1:00 p.m.; additional sessions as scheduled.
Counsellor	2nd & 4th Saturdays	During parent interaction hours (9:30 a.m.–1:00 p.m.)	Additional sessions as scheduled/announced.

Co-ordinators (Class Segments)

- Toddler – Class II: Ms. Priyanka Shaw
- Class III – Class IX: Mr. Akash Chakraborty
- Class XI: Mr. Srijib Mukherjee



Important:

- For matters requiring longer discussion, request an appointment in advance so we can allocate adequate time.
- Urgent matters may be routed through the school office.

We look forward to constructive collaboration for the wellbeing and progress of our students.

SD/-
Principal



CC to:

- Director's office;
- Academic Manager's Office;
- Logistics & operation office;
- Account's office;
- All teachers & other staff