



**MESCO PUBLIC SCHOOL**  
**Dhanaura Road, Amroha**

**MESCO/CIR-P/10/25-26**

**8<sup>th</sup> May, 2025**

**Subject: Reminder: Submission of 1st Quarter Fee & Communication Protocol**  
**(For Classes Nursery to XII)**

**Dear Parents,**

We hope this message finds you well. We would like to remind you of two important matters regarding your child's education and communication with the school.

**1. Submission of 1st Quarter Fee:**

As you are aware, the deadline for the submission of the 1st quarter fee is the 10th day of every first month of each quarter. We would like to bring to your attention that the deadline has passed, and we kindly request parents to submit the 1st quarter fee for their ward no later than 15th May 2025. This will help avoid any inconvenience for both you and the school. If submitted, Thanks for timely submission and kindly ignore this message.

**2. Parents-Teachers Communication Mode:**

Effective communication between parents and teachers is vital for the well-being and academic progress of our students. We have established a communication protocol to ensure efficient and timely correspondence:

**a) In case of emergency:** Parents may send a note or application to the class teacher.

**b) Phone communication:**

- Parents are kindly requested to limit phone calls to necessary situations only.
- Phone calls will be accepted between before 6pm. If the class teacher is unavailable, kindly drop a text or voice message and they will respond accordingly.
- Maintain a healthy and collaborative relationship with the class teacher. They will escalate the matters to the Wing Head or Principal if necessary.
- Parents are requested to maintain this hierarchy of communication.

**Thanks & Regards,**

**Pooja Buttan**  
**(Principal)**