



**REF/PMS\_TMLG/CIR-9**

**DATE: 5.2.24**

Dear Parent,

We are happy to announce that we have a Grievance officer now at school who will reach out to you for any grievances, and also will listen to your grievances and ensure that the concern is addressed at the earliest. Please note the contact no. and the email ID of the Grievance officer:

**Ms.Zeel-93929 21843**

[artcraft\\_tmlg@pallavimodelschools.org](mailto:artcraft_tmlg@pallavimodelschools.org)

**cc to Principal-**

**principal\_tmlg@pallavimodelschools.org**

Please find the timings to meet the Principal, Admin team, and Teachers so that you can interact for any concerns or issues.

**Principal-** 11 am -12.30 pm and 3.00 pm-4.00 pm (Tue – Thursday) ;11.00 am-12.30 pm (Fri and Sat)

**Admin-**9 am to 4 pm (Everyday)

**Teachers –** 9 am -12 pm (Saturday)

Grievance officer- 10 am –5 pm (calls can be made up to 5 pm and after 5 pm text messages can be dropped.)

Regards

Principal