

SCHOOL RECEPTION INFORMATION

- **RECEPTION TIMINGS:** 8.30am to 10.30am (Monday to Friday - Working Days Only)
- **ALL REQUESTS FOR ANY DOCUMENT OR APPOINTMENTS, MUST BE FORMALLY MADE BY SUBMITTING A WRITTEN APPLICATION AT THE RECEPTION DESK ONLY.**
- Reception services include: general inquiries, form submissions, fee - related questions, document requirement and appointment with Principal or staff.
- For all school related requirements or meeting the Principal, please submit a written application at the reception, and contact the school reception within five working days. You are expected to contact the school reception as a follow up.
- Your application has a validity of five working days only; after which you may need to submit a fresh application, if you have not followed up within five working days.
- Always ask for an acknowledgement for any application that you have submitted at the reception.
- If you have submitted any original document, it will be your responsibility to collect the original documents from the reception.
- All authentic / correct information should be obtained from the school reception only. Kindly do not seek information from any other source, as you might get incorrect / half information.
- The Principal will always be available to meet parents, provided a written application is submitted at the reception.

Principal
19.06.2025