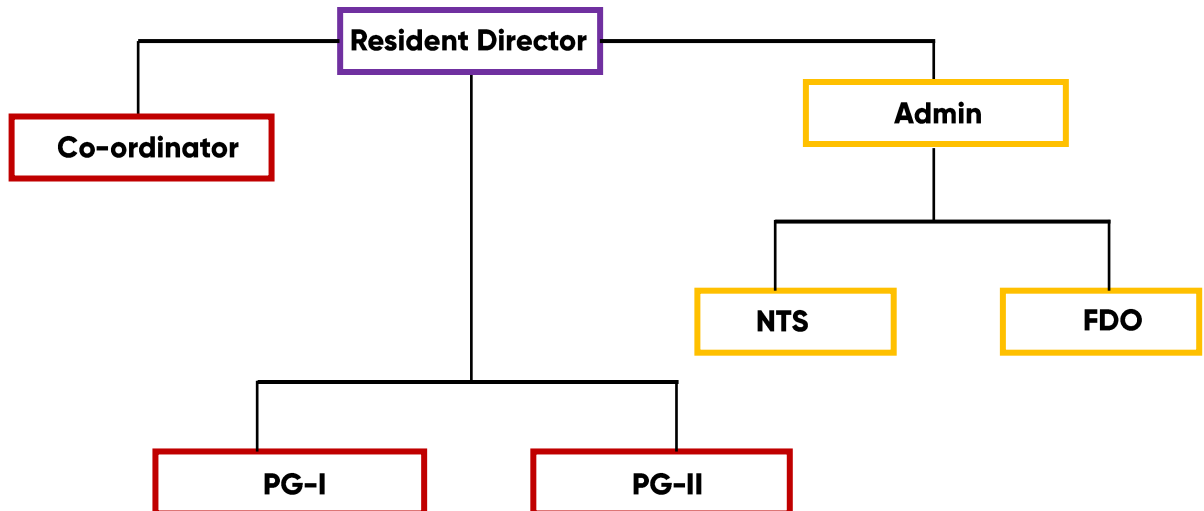
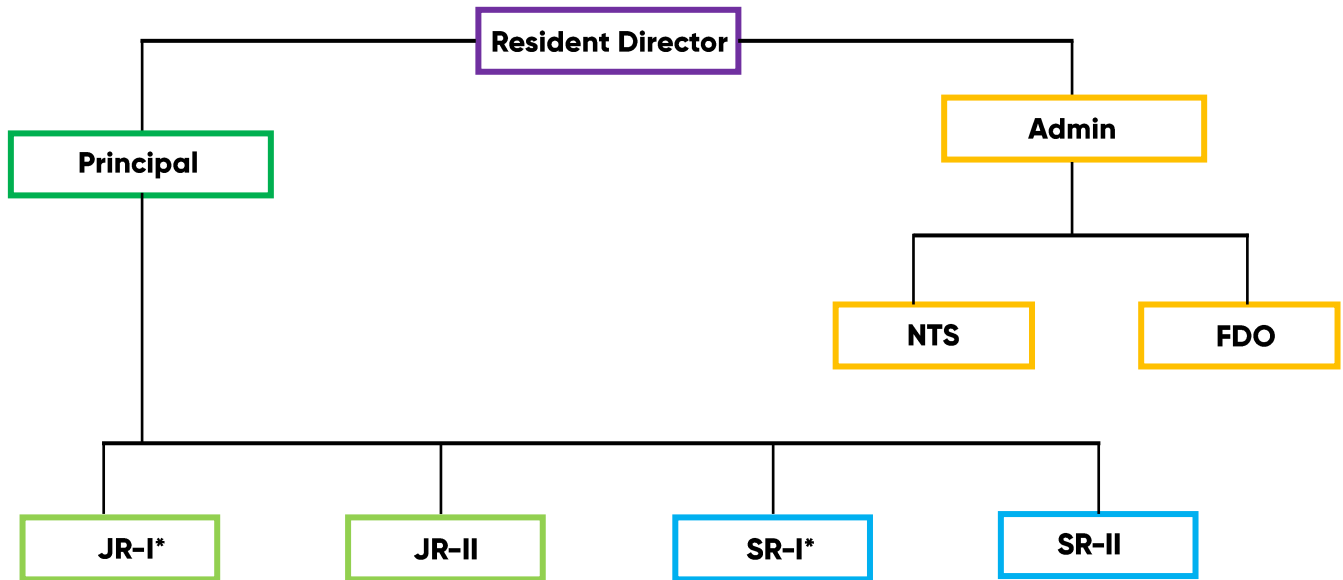


COMMUNICATION MATRIX

FOR KBPG & GHM

This chart has been prepared for the convenience of parents, ensuring they are informed about the appropriate contacts for the matters outlined below. It's important to keep in mind that the front desk office is available as a **FIRST POINT** of contact for discussing and resolving all issues you may have. If your concern remains unresolved or requires more time for resolution after discussing it with the front desk officer, please submit a written request (application or email) to the front desk officer to schedule a meeting with the relevant person.

1. Front Desk Office	First Point Of Contact	DAYS & TIMINGS
<ul style="list-style-type: none"> – Admissions – Information – Registration – Withdrawal – Fees Vouchers – Request/Complaints – Queries – Student Record – Student Services – Shifting schedule – Appointment fixtures – Events – Recruitment – <i>Unspecified matters included</i> 		MONDAY TO FRIDAY 8:00 AM to 2:00 PM
2. (a) Coordinator (KBPG)	By Appointment	DAYS & TIMINGS
<ul style="list-style-type: none"> – Parent Education – Parent Orientation – Pedagogical Issues – Individualized Support 		TUESDAYS & THURSDAYS 8:00 AM to 9:00 AM & 1:30 PM to 2:00 PM
2. (b) Lead Teacher	By Appointment	DAYS & TIMINGS
<ul style="list-style-type: none"> – Early Morning Arrival – Class Activities and Progress – Progress and Assessment Reports 		TUESDAYS & THURSDAYS 8:00 AM to 9:00 AM & 1:30 PM to 2:00 PM
3. Principal	By Appointment	DAYS & TIMINGS
<ul style="list-style-type: none"> – GHM Academic Policies – Student Progress – Admission Assessment 		MONDAY TO FRIDAY 8:00 AM to 9:00 AM & 1:30 PM to 2:00 PM
4. Resident Director	By Appointment	DAYS & TIMINGS
<ul style="list-style-type: none"> – KBPG & GHM Academic Policies – Public Relation – Students' Progress – Admission Assessment 		MONDAY TO FRIDAY 9:30 AM to 12:00 PM
5. Director	By Appointment	
<ul style="list-style-type: none"> – Legal Matters 		



NTS- Non Teaching Staff
FDO- Front Desk Officer