



DAV PUBLIC SCHOOL

Sector-7, Rohini, Delhi-110085 / tel - 011-46054892, 27043298, 8595003414

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Recognised by Directorate of Education & Affiliated to CBSE

Affiliation No. 2730218 School ID No (DTE)-1413257



DAV/PS/RHN/25/190

Dated : 17.04.2025

Protocol for Addressing Complaints and Concerns

Dear Parents/Guardians,

As we strive to maintain a conducive learning environment at DAV Rohini we request you to keep the following in mind:

- ❖ For matters requiring immediate attention, please **schedule a meeting** with the relevant teacher/supervisory head or school administrator through **proper appointment between 8:30am to 9 am OR between 2:15 pm to 2:45 pm during the working days.**
- ❖ For other routine matters schedule your meeting on designated PTM (Parent teacher Meeting) days as per given schedule.
- ❖ We request you to **avoid visiting the school during active working hours i.e. 9:00 am to 2:10 pm.** as it disrupt classes and impact the functioning of school.
- ❖ Your cooperation in understanding this protocol will enable us to ensure uninterrupted classes and maintain a focused learning atmosphere for all students.

Sincerely,

Principal

DAV Public School

sector 7, Rohini