

Ms Anita Prabhu  
MIC- Prep School

Sub: Circular to Prep School Parents  
Circular No –PS 01

Dear Parents,

“Every good and perfect gift is from above.” It is our pleasure working with your child in the Prep School. We are proud of our young, enthusiastic learners and our dedicated and experienced faculty!

We are happy to inform you about the installation of **two new landline phones in each dormitory**. Besides the two mobile phones, the landline connection is **an additional facility** provided by the institution to promote effective and efficient communication between students and parents.

Please note that **only incoming calls** will be routed to the dormitory. Since the instrument is kept inside the dormitory and keeping in mind the busy schedule of the Preppers which includes the reading time as a part of the dorm activity, we have planned a Time Schedule for the Landline calls. We reach out to parents and the community to work together in an extended family environment.

**TIME SCHEDULE FOR INCOMING LANDLINE CALLS:**

**SUNDAY – 11.00 am to 01.00 pm**

**04.00 pm to 06.00 pm**

S.no	House Details	Contact Numbers
1.	Dorm I – Boys	0423- 2244071 0423- 2244072
2.	Dorm II – Boys	0423- 2244073 0423- 2244074
3.	Dorm III – Boys	0423- 2244075 0423- 2244076
4.	Aravalli/Nilgiri House – Girls	0423- 2244077 0423- 2244078
5.	Sumeru/Vindhya House –Girls	0423- 2244079 0423- 2244080

**Since phone calls are framed as ONE call per week per student, if your child has already received the call for the week, please refrain from calling on the landline on Sunday. If your ward misses the regular phone call, please avail of this opportunity.**

**Please avoid calling Housemasters and Housemistress on the mobile or the landline phones. Please mail to them. They will call back if there is need for an important issue to be resolved.**

Let us work together. If you have questions or concerns that arise at any time, please do not hesitate to send us an email.

We look forward to a long and rewarding relationship with you.

With best wishes,

Anita Prabhu

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