

School Parent Helpdesk - Information Guide

Welcome to the Parent Helpdesk. This document provides useful information for parents.

■ Library Facilities

- Library open from 8:30 AM to 4:00 PM
- Students can borrow up to 3 books at a time
- Late return fine: ₹2 per day

■ Enrollment Process

- Admission forms available at the school office or website
- Required documents: Birth certificate, Address proof, Previous school records
- Last date for submission: March 30, 2025

■ Examination Dates

- Mid-term Exams: September 15 - 25, 2025
- Final Exams: March 10 - 25, 2026

■ Contact Information

Phone: +91-9876543210

Email: helpdesk@school.edu

Office Hours: 9:00 AM - 2:00 PM (Mon-Fri)