

SRI
SRIMATHI SUNDARAVALLI MEMORIAL SCHOOL
CHENNAI 600 063

Letter No.23/Parents (IX - XII) / 2025-26

17-04-2025

Dear Parents

Sub : Parents' visit – Change in time – Reg.

We bring to your notice that there is a revision in the time for the Parents' visit with effect from 21.04.2025.

For any academic-related queries, we kindly request you to schedule an appointment **only** through email, addressed to the Principal at principalssms.perungalathur@ssmetrust.in.

Request for appointment must be submitted before 10:30 a.m. on the day of your intended visit. Please note that, due to administrative reasons, appointment requests made through phone calls, any other email IDs and other mode will not be accepted.

You can meet the officials during the Parents' visit time, between **3.45 p.m. and 4.30 p.m. from Monday to Friday, except on school holidays.**

We solicit your cooperation in this regard.

Thank you
Yours faithfully


Principal